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CAP COMMITTEE

Tuesday, September 5, 2017 | 11:00 a.m.-12:15 p.m.; Kennedy Union 222

Present: Brad Balsler, Lee Dixon, Chuck Edmonson, Heidi Gauder, Peter Hansen, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Michelle Pautz, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger

Excused: Serdar Durmusoglu, John White, Shuang-Ye Wu

I. Chairperson Election: A motion was made and seconded for Lee Dixon to serve as chair again this year. The committee voted unanimously to elect him as the 2017-18 CAPC chair by a vote of 8 in favor.

II. Terminology Change: Institutional Learning Goals

- A. Documents: 1) CAPC course review guidelines for all CAP components; 2) CAPC Procedures
- B. Discussion

1. It was reported that a decision was made through the Provost's Office over the summer to change the terminology to refer to the following seven areas articulated in the *Habits of Inquiry and Reflection*: Scholarship, Faith Traditions, Diversity, Community, Practical Wisdom, Critical Evaluation of Our Times, and Vocation. Previously they were called Student Learning Outcomes (SLOs) and will now be called Institutional Learning Goals (ILGs). The change acknowledges that they aren't measurable learning outcomes and also reflects internal feedback, as well as that from external assessment consultants. The committee expressed support for the change. The CAP Office has been working to update the CAP website and other CAP-related materials to reflect the change.
2. A question was raised if UD is considering the creation of institutional learning outcomes and whether HLC requires institutional learning outcomes. The latter part of the question would need to be referred to Associate Provost Carolyn Phelps. It was noted that two working groups were formed in Fall 2015 to have in depth conversations about two ILGs: Practical Wisdom and Vocation. Their work looked at the definitions of the ILGs and how they are manifested in learning experiences across campus. The white papers that the two groups produced will be shared through an announcement from the Provost's Office. A third group will be formed this fall to explore the Community ILG.
3. Procedurally, the CAPC's procedures and course review guidelines need to be updated to reflect the terminology change. The versions distributed to the committee have been updated to include ILG language. CIM will also need to be updated to replace SLOs with ILGs.
4. A motion was made and seconded to approve the updated versions of the CAPC's procedures and course review guidelines and request that the language in CIM be updated as well. The motion was approved by a unanimous vote of 8 in favor.

III. Four Year Review of CAP Courses

- C. Document: Overview of CAP 4 Year Review
- D. Discussion

1. A small working group (Phyllis Bergiel, Lee Dixon, Judy Owen, Michelle Pautz, and Danielle Poe) met over the summer to develop the overview document in response to feedback from those who went through the process last year. There was a need to clarify the purpose of the 4 Year Review process and provide clearer direction.
2. The overview document was shared with the chairs from the Humanities and Mathematics as it was drafted and was refined based on those conversations.

3. The document was also shared with the Academic Policies Committee on September 1 and was further refined to include specific language about CAP components and change the wording for sections 2-4 that responses should be no more than 250 words per question.
4. Michelle Pautz discussed the 4 Year Review process with the Provost's Council earlier today. That group did not have any feedback about the process or the overview document.
5. A form was created for departments to complete and submit as the 4 Year Review Report. Departments will upload the completed forms in CIM. The current 4 Year Review section in CIM will be removed to simplify the process.

IV. Agenda Planning

A. Discussion

1. The committee will need to have further discussion about the 4 Year Review process, such as how subcommittees will be formed for initial review of the 4 Year Review Reports and recommendations to the entire CAPC. It was agreed that the committee will meet again about the 4 Year Review process the week before scheduling review of new CAP course proposals. Meeting cancellation notices will go out a week at a time.
2. Quorum: Six voting members are required for quorum. Committee members were requested to provide notification as soon as possible if they are unable to attend a meeting, especially when course reviews are scheduled.

The meeting adjourned at 11:30 a.m.
Respectfully submitted by Judy Owen