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2018

## 2018-01-22 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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## **CAP COMMITTEE**

**Monday, January 22, 2018 | 1:30-2:30 p.m.; Kennedy Union 207**

**Present:** Brad Balser, Lee Dixon, Heidi Gauder, Peter Hansen, Fred Jenkins (*ex officio*), Michelle Pautz, Danielle Poe, Bill Trollinger, Diandra Walker, John White, Shuang-Ye Wu

**Excused:** Serdar Durmusoglu, Chuck Edmonson, Linda Hartley (*ex officio*), Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*),

**Guests:** Mary Lou Andrews, Connie Bowman, Hideo Tsuchida

### **I. Course Review**

#### **1) EDT 439: EAS Capstone**

##### **A. Course Proposal Information:**

1. Proposers: Mary Lou Andrews and Connie Bowman were present.
2. Component: Major Capstone
3. Institutional Learning Goals: Scholarship (advanced), Vocation (advanced)

##### **B. Discussion:**

1. The proposal was revised in response to the committee's feedback from the December 12 meeting. The following updates were made:
  - a. Course learning objectives and method of evaluation/attainment were clarified.
  - b. Community was removed as one of the ILGs for the course.
2. The committee discussed the following minor revisions:
  - a. Reverse the mapping of the CLOs to ILGs so that CLOs 1 and 2 are mapped to Scholarship and CLOs 2 and 3 are mapped to Vocation.

##### **C. Committee's Actions:**

1. Motion: A motion was made to approve the course pending the minor revisions noted above.
2. Vote: 10-0-0 (in favor-against-abstention). The CAP Office will make the edits in CIM on behalf of the proposers.

**II. Announcement:** Committee members were asked to encourage colleagues to attend the CAP with Friends workshop series this semester. They previously received the schedule and details by email. The workshop series provides a mix of semi-structured and unstructured opportunities for faculty to work on CAP course proposals.

### **III. 4-Year Review of CAP Courses**

**A. Documents:** (1) 4-Year Review Overview; (2) 4-Year Review Report Form; (3) Recommended Elements of a Course Assessment Plan; (4) Subcommittee Report Form: draft template; (5) Subcommittee Assignments

##### **B. Discussion**

1. Addition of CAP 4Yr Review in CIM Workflow: The addition of a separate workflow level for 4-Year Review had been discussed last year and was recently put into production in CIM. The addition will distinguish 4-Year Reviews from new CAP course proposals. It was inserted to follow the Department Chair level in workflow.
2. Subcommittee assignments: Composition of the four subcommittees was discussed last semester. A handout was provided with the distribution of the 32 courses in this year's review cycle. Each subcommittee will have eight courses to review. The following criteria were used to distribute the courses: (1) each department will deal with only one subcommittee and (2) no one on the subcommittee is from the department that has courses for review.

3. What subcommittees will be looking for in 4-Year Review reports: The committee began a discussion on this topic. Draft bullet points will be reviewed at the next meeting. The document will be for internal committee use during the 4-Year Review process.
4. Subcommittee reports: draft template: The template was created so that subcommittees will have a common format to provide recommendations to the full committee. Committee members agreed that using the form would be useful. For each 4-Year Review report, the subcommittee will provide an overall recommendation for the course and three takeaways to share with the full CAPC about the course (issues, questions, and/or positive feedback from the review of the report and basis for the overall recommendation). The categories for the overall recommendation are as follows:
  - a. Renew CAP designation for full four year: the 4-Year Review report meets all of the criteria.
  - b. Renew CAP designation conditionally for two years: an assessment plan has been developed for the course but has not been implemented and there are no questions/issues to discuss with the full CAPC.
  - c. There are questions/issues to discuss with the full CAPC before making a recommendation about renewing CAP designation and determining if a follow-up conversation with the department is needed.
  - d. Follow-up conversation with the department is needed.
5. Subcommittee process and communication to complete work by March 1: This agenda item was postponed due to time constraints.

The meeting adjourned at 2:30 p.m.  
Respectfully submitted by Judy Owen