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CAP COMMITTEE

Monday, March 12, 2018 | 12:15-2:30 p.m.; Kennedy Union 331

Present: Brad Balser, Lee Dixon, Chuck Edmonson, Heidi Gauder, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Michelle Pautz, Bill Trollinger, Shuang-Ye Wu

Excused: Peter Hansen, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Diandra Walker, John White

I. 4-Year Review Process for CAP Courses: subcommittee recommendations

A. Document: Summary of Subcommittee Recommendations: 2017-18 review cycle

B. Discussion:

1. Subcommittees #2 and #4 presented recommendations for the 4-Year Review reports they reviewed. The subcommittee's specific feedback, as well as additional feedback from the entire committee, will be shared with the respective department when the committee's decisions (full renewal for four years, conditional renewal for two years, or non-renewal) are communicated to the department by May 15. An update will be provided to departments by March 23 to let them know whether or not the committee requests any additional information or consultation before the end of the semester. The following information includes only the committee's decision and corresponding vote for each course.
 - a. MUS 205: Music, Technology and Culture: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - b. MUS 303: Introduction to Musics of the World: full renewal for four years (Vote: 7-0-0, in favor-against-abstention)
 - c. MUS 315: Music and Gender: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - d. PSY 480: Senior Seminar in Psychology: full renewal for four years (Vote: 7-0-0, in favor-against-abstention)
 - e. SOC 328: Racial & Ethnic Relations: full renewal for four years (Vote: 7-0-0, in favor-against-abstention)
 - f. SWK 307: Mental Health Services: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - g. SWK 330/SOC 330: Perspectives on Aging (cross-listed): conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - h. SWK 331: Death, Dying and Suicide: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - i. MGT 490: Managing the Enterprise: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - j. MKT 300: Survey of Marketing: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - k. MTH 114: Contemporary Mathematics: full renewal for four years (Vote: 7-0-0, in favor-against-abstention)
 - l. MTH 168: Analytic Geometry & Calculus I: full renewal for four years (Vote: 7-0-0, in favor-against-abstention)
 - m. VAE 232: Integrating Visual Culture: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - n. VAH 129: Foundations in Art History: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)

- o. VAH 320: Latin American Art: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
 - p. VAH 483: PostColonial and Global Art Histories: conditional renewal for two years (Vote: 7-0-0, in favor-against-abstention)
2. Additional discussion about the 4-Year Review process:
- a. A template letter will be prepared for each decision category: full renewal for four years, conditional renewal for two years, and non-renewal. Standardized language will be used as much as possible to convey the committee's feedback and recommendations for departments to consider prior to the subsequent review cycle. The committee will review the draft templates at the next meeting.
 - b. For conditional renewals, the committee discussed whether or not the department should submit a revised 4-Year Review report. The committee decided that the necessary changes should be made in CIM and that the department should submit a response memo to articulate the changes. In addition, an assessment plan must be submitted if one wasn't developed yet.
 - c. The committee discussed non-renewal for one course in the 2017-18 review cycle that did not submit a 4-Year Review report: HST 315: Postwar Europe 1945-1990. A letter about the non-renewal will be sent to the department chair as soon as possible. The removal of CAP designation will be effective with the 2018-19 Catalog. At the end of the academic year, the course will be removed from the list of CAP-approved courses on the CAP website and will be removed the CAP section in DegreeWorks for students under the 2018-19 Catalog and beyond. The course will continue to satisfy the originally approved CAP components for students under Catalog years 2013-14 through 2017-18. The department can resubmit a proposal and go through the department, unit, and CAPC approval processes if they want to include the course in CAP going forward. If they choose to do so, the proposal will need to include a clear, detailed assessment plan and the course would receive conditional approval for two years. The committee discussed updating the CAPC Procedures along these lines for non-renewals as a result of not submitting a 4-Year Review report. The committee will review draft revisions at the next meeting. Once approved by the CAPC, the revised procedures will be submitted to the Academic Policies Committee for approval.
 - d. The committee discussed the possibility of revising the CIM course proposal form so that the expectation is clear for new CAP courses about including an assessment plan. This point was raised at the last meeting.

The meeting adjourned at 1:30 p.m.

Respectfully submitted by Judy Owen