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2018

## 2018-10-12 Common Academic Program Committee Minutes

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## CAP Committee

Friday, October 12, 2018

11:00 a.m.-12:00 p.m. | Kennedy Union 310

**Present:** Brad Balsler, Jim Dunne, Chuck Edmonson, Heidi Gauder, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Michelle Pautz, Scott Segalewitz (*ex officio*), Bill Trollinger, Diandra Walker, David Watkins

**Excused:** Danielle Poe, Randy Sparks (*ex officio*), John White

**Guests:** Eric Balster, Jamie Ervin, Brad Hoeflin, Kelly Kissock, Caroline Merithew, Renato Ventura

**I. Course Reviews:** The chair noted that the committee may ask for documentation in the CIM proposal if clarification is needed concerning how the course will be delivered. The request for documentation will be for the sake of posterity.

### 1) MEE 432L/ECE 432L: Multidisciplinary Design II (*cross-listed*)

#### A. Course Proposal Information:

1. Proposers: Department chairs Eric Balster and Kelly Kissock and Associate Chair Jamie Ervin were present. Those listed as proposers in CIM could not attend.
2. Component: Major Capstone
3. Institutional Learning Goals: Scholarship (advanced), Practical Wisdom (advanced), Vocation (advanced)

#### B. Discussion:

1. The cross-listed courses were originally approved for CAP under the Major Capstone component in April 2015. There was a revision in May 2017 to remove Scholarship as one of the Institutional Learning Goals (ILGs). The departments were unaware of that change and are now resubmitting the cross-listing to include Scholarship.
2. The committee thought that including Scholarship as one of the ILGs makes sense for the course.

#### C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal as written. There was no further discussion.
2. Vote: 7-0-0 (in favor-against-abstention).
3. It was noted that the 4-Year Review schedule will be adjusted and will be based on this latest revision date.

### 2) HST 389: The Italian Diaspora: History and Culture

#### A. Course Proposal Information:

1. Proposers: Caroline Merithew was present. Renato Ventura arrived after the committee concluded the discussion.
2. Components: Crossing Boundaries-Integrative, Advanced Historical Studies
3. Institutional Learning Goals: Scholarship (expanded), Diversity (introduced), Critical Evaluation of Our Times (expanded)

#### B. Discussion:

1. The course was originally approved for CAP in March 2018 for the Advanced Historical Studies component and has been resubmitted to add Crossing Boundaries-Integrative. The course hasn't been taught yet since being CAP approved. It will be taught in Spring 2019.
2. A question was raised if the proposers anticipate using the term "Catholic intellectual tradition" explicitly to point out resources in the course. It was explained that the proposers will address the CIT as it relates to social justice and Catholic social teaching.

#### C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal as written. There was no further discussion.

2. Vote: 8-0-0 (in favor-against-abstention). (An additional committee member arrived following the vote on the previous course proposal.)
3. It was noted that the 4-Year Review schedule will be adjusted and will be based on this revision date.

### 3) THR 372: Dance & Physical Theatre Styles

- A. Course Proposal Information:
  1. Proposer: Michelle Hayford could not attend the meeting.
  2. Component: Arts
  3. Institutional Learning Goal: Scholarship (expanded)
- B. Discussion:
  1. The course was originally approved for CAP under the Arts component in September 2015. It has been revised to allow the course to be taken multiple times for additional credit. In addition, the Institutional Learning Goal was changed from Vocation to Scholarship.
  2. The committee agreed that including Scholarship as the ILG makes sense for the course.
- C. Committee's Actions:
  1. Motion: A motion was made and seconded to approve the course proposal as written. There was no further discussion.
  2. Vote: 8-0-0 (in favor-against-abstention).
  3. It was noted that the 4-Year Review schedule will be adjusted and will be based on this revision date.

## II. 4-Year Review Process: planning the committee's work next semester

- A. Documents: (1) List of CAP courses in 2018-19 review cycle; (2) 4-Year Review: overview, timeline, and outcomes; (3) 4-Year Review Report Form; (4) What to Look for in 4-Year Review Reports; (5) 2017-18 Subcommittee Report Template; (6) 2017-18 Subcommittee Assignments; (7) CAP Components and Required Institutional Learning Goals
- B. Discussion
  1. 4-Year Review Workshop: All departments and programs with courses in this year's review cycle were invited to the most recent workshop held last month. Close to 30 faculty from close to 20 departments and programs attended. The CAP Office has also been scheduling departmental and individual consultations about the review process.
  2. Subcommittee Assignments
    - a. Last year, the committee started with 34 courses in the review cycle. One department requested a 2-year deferral for one course and decided to deactivate another course due to a faculty member's retirement. The 32 remaining courses were divided among 4 subcommittees, each with 4 committee members. Courses were assigned to subcommittees so that each department with courses up for review only dealt with one subcommittee. The subcommittees were structured so that members did not review courses from their own discipline. Some meeting dates were set aside for subcommittee reviews. The subcommittees provided recommendations to the full committee about the renewal decisions (4-year or 2-year). The subcommittees evaluated whether or not the information in the 4-Year Review reports constituted a sufficient assessment plan. The committee developed a document last year outlining what to look for in the reports, but the evaluations involved some subjectivity. What constitutes an assessment plan can vary across the variety of disciplines. The 4-Year Review workshops that the CAP Office organizes include faculty presentations about different approaches to assessment.
    - b. This year's review cycle started with 107 courses. It is down to 98 as a result of several requests for 2-year deferrals.
    - c. The committee thought that, overall, the subcommittee process worked well last year and agreed to follow a similar process this year. One change will be to form 5 subcommittees instead of 4; each will have 3 members.

3. Subcommittee Report Template
  - a. The template was created last year to capture subcommittees' overall recommendations and takeaways that were incorporated into the feedback sent to departments about each course.
  - b. A suggestion was made to add a checkbox to the template for an additional 2-year renewal option.
4. 4-Year Review Report Form
  - a. It was commented that the report form doesn't ask departments to address whether or not students have met the Course Learning Objectives (CLOs).
5. What to Look for in 4-Year Review Reports
  - a. Committee members were asked to review the document created last year and determine if any updates are needed based on last year's experience.
6. Timeline to Begin Reviewing 4-Year Review Reports
  - a. January 28, 2019 is the deadline for departments and programs to submit 4-Year Review reports via CIM. A few have been submitted already. It was agreed that the committee won't make any decisions this semester about early submissions. However, once subcommittee assignments are finalized, members can begin reviewing reports.
7. Adjustments to 4-Year Review Clock
  - a. The committee's past practice has been to restart the 4-Year Review clock if courses have been resubmitted with changes to CAP components and/or ILG after receiving initial CAP approval. The three courses reviewed at the beginning of the meeting are examples.
  - b. The committee discussed making distinctions whether or not to restart the clock based on whether or not the course has been offered prior to making those kinds of changes. It was also discussed whether or not to make distinctions based on whether components and/or ILGs are being added or removed.
  - c. Michelle Pautz will draft a proposal for how to handle restarting the 4-Year Review clock for the committee to review at the next meeting. After the committee provides input, the proposal will be submitted to the Academic Policies Committee.
8. Planning for 2-Year Renewals from AY 2016-17
  - a. 14 courses that received 2-year renewals in 2016-17 will come back to the committee next year. The committee discussed whether they should go through the full review process again or if they only need to address specific feedback they received.
  - b. Since 2016-17 was the first review cycle and represented an anomaly in several ways (4-Year Review questions were directly in CIM that year only, the CIM course proposal form was being revised at the same time, there was a lot of variance in the level of feedback provided to departments, and the Assistant Provost transition occurred at the end of the year), the committee agreed that it would make sense to have departments fill out the form being used now for courses from the first cycle. Moving forward, it's anticipated that departments will only need to address specific feedback during the next review.

### **III. Plans for Upcoming Meetings**

- A. Meetings for the remainder of the semester will be adjusted to follow the class schedule time: 11:15 a.m.-12:05 p.m.
- B. The committee will not meet on October 19. The committee will be notified about meetings beyond that.
- C. Committee members will be asked to provide their availability for the spring semester so that the committee's meeting time can be set.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by Judy Owen, CAP Office