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CAP Committee

Friday, November 16, 2018

11:15 a.m.-12:05 p.m. | Kennedy Union 310

Present: Jim Dunne, Chuck Edmonson, Heidi Gauder, Brad Hoefflin, Fred Jenkins (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, Diandra Walker, David Watkins, John White

Excused: Brad Balsler, Linda Hartley (*ex officio*), Allen McGrew, Michelle Pautz, Danielle Poe, Scott Segalewitz (*ex officio*)

Guest: Bobbi Sutherland

I. Course Review: 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) HST 317: Silk Roads: Global History of the Medieval World

A. Course Proposal Information:

1. Proposers: Bobbi Sutherland was present and Christopher Agnew could not attend.
2. Component: Advanced Historical Studies
3. Institutional Learning Goals: Scholarship (expanded), Diversity (expanded)

B. Discussion:

1. The committee had positive feedback about the proposal overall. A question was raised concerning how the Catholic intellectual tradition (CIT) will be addressed in the course, since distinguishing features of Advanced Studies courses are to further students' "understanding of the resources that the Catholic intellectual tradition offers" and help students "draw upon the resources of the Catholic intellectual tradition." While there is a reference to CIT under the description of how the course will satisfy the selected CAP component, it is not reflected in the course learning objectives (CLOs) or course topics.
2. The proposer described how the course will address the CIT and agreed to modify CLO 1 and its method of evaluation and the method of evaluation for CLO 3 to reflect the CIT. She will provide the revisions and the CAP Office will insert them in CIM.
3. The committee noted that one book is referenced in the sample course outline under the first three segments (Europe in 1300, Middle East in 1300, and Asia in 1300). The proposer clarified that the particular textbook is used during the first three weeks; other readings will be used in the remaining segments. Some of the readings from the section on sample texts and resources were not included in the sample course outline.
4. For CLO 4 ("Demonstrate the ability to read and analyze primary and secondary documents"), it was clarified that students will be expected to achieve the CLO by the end of the course and not come in with that ability.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revision noted above. There was no further discussion.
2. Vote: 8-0-0 (in favor-against-abstention).

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

A. Documents: (1) 2018-19 Subcommittee Report Template; (2) 2018-19 Subcommittee Assignments; (3) Proposal: Making Adjustments to 4-Year Review Schedule

B. Discussion

1. Subcommittee Report Template: The committee did not have any revisions for the document. Subcommittees will complete a report for each course they review and will use the reports to present their recommendations to the full committee. It was clarified that the "three takeaways"

section is intended to facilitate conversation with the full committee and support the rationale for the subcommittee's recommendation, and can also be used when providing feedback to the department. The takeaways can include positive feedback as well as questions or issues for the department to consider.

2. Subcommittee Assignments: The draft includes five subcommittees, with most having three members. The courses in this year's review cycle were distributed as evenly as possible and in a manner that includes all courses from a department. It was noted that *ex officio* status does not matter during the subcommittee review process because subcommittees won't be taking any formal votes. There were no changes to the subcommittee assignments. Subcommittee chairs are asked to coordinate their group's work (i.e., scheduling) so that their reviews are completed by March 1 in order to present recommendations to the full committee by March 25. It is likely that some of the committee's meeting dates in February will be set aside for subcommittee work.
3. Proposal: Adjustments to 4-Year Review Schedule: The proposal outlines the following scenarios in which the 4-Year Review timeline may or may not be adjusted and restarted when an existing CAP course is revised. The committee requested an addition to the proposal to be explicit that, once this policy is in place, a CAP course that receives an adjustment to the 4-Year Review timeline cannot extend beyond six years without going through the review process.
 - a. The 4-Year Review timeline will adjust and restart when a course adds a CAP component or an Institutional Learning Goal (ILG).
 - b. The 4-Year Review timeline will not adjust when a course removes a CAP component or an ILG.
 - c. The 4-Year Review timeline *may* adjust if the 4-Year Review is scheduled to occur during the upcoming academic year and a change is made to either the CAP Component(s) or ILGs per the discretion of the CAPC and CAP Office.
 - d. In any other instance where an existing CAP course comes back through the CAPC approval process, the CAPC will decide whether or not the changes that bring the course back to CAPC warrant an adjustment in the 4-Year Review timeline.
4. The committee was comfortable with the CAP Office making decisions about granting 2-year deferrals (e.g., when a course is scheduled for review but hasn't been taught since being CAP approved).
5. A question was raised about the impact on 4-Year Review if a course has pre-requisites that haven't been taught. The committee agreed that this type of issue is beyond the CAPC's purview and falls under a department's responsibility. However, the committee could flag issues to bring to a department's attention.

III. Plans for Upcoming Meetings

- A. The committee is not scheduled to meet on November 23 (Thanksgiving Break) and December 7 (observation of the Feast of the Immaculate Conception).
- B. The meeting on November 30 will be cancelled.
- C. The final meeting of the semester will be December 14. CAPC members will be contacted about their availability because the committee will need to meet quorum requirements to review course proposals.

The meeting adjourned at 12:00 p.m.

Respectfully submitted by Judy Owen, CAP Office