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2019

## 2019-03-28 Common Academic Program Committee Minutes

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## CAP Committee

Thursday, March 21, 2019

12:30-1:45 p.m. | Kennedy Union 331

**Present:** Jim Dunne, Heidi Gauder, Linda Hartley (*ex officio*), Brad Hoefflin, Fred Jenkins (*ex officio*), Michelle Pautz, Bill Trollinger, Diandra Walker, David Watkins, John White

**Excused:** Brad Balsler, Chuck Edmonson, Allen McGrew, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*)

### I. 4-Year Review Process

A. Document: Subcommittee presentation schedule (revised 02/11/2019)

B. Discussion

1. Subcommittee 4 presented recommendations for the 17 of the 19 courses they reviewed. The CAP Office will compile the subcommittee's feedback, as well as additional feedback from the entire committee, which will be shared with the respective department when the committee's decisions (reapproval for four years, conditional reapproval for two years, or non-renewal) are communicated to the department by May 15. The notification letters will include standardized language as much as possible to capture the different types of issues the committee has raised.
2. The following information includes only the committee's decision and corresponding vote for each course. All reapprovals will be contingent upon the requisite updates being made in CIM by September 3, 2019 in response to the committee's feedback.
  - a. HSS 295: Nutrition & Health: 4-year reapproval (Vote: 7-0-0, in favor-against-abstention)
  - b. HST 220: Survey of Ancient History: 2-year reapproval (Vote: 8-0-0, in favor-against-abstention – another committee member arrived following the vote on the previous course)
  - c. HST 260: History of Pre-Modern East Asia: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - d. HST 305: Early Medieval Europe: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - e. HST 306: High and Late Medieval Europe: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - f. HST 312: Age of Democratic Revolutions: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - g. HST 314: Modern Europe in Decline 1900-1945: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - h. HST 332: History of Modern East Asia: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - i. HST 337: History of Africa: 19<sup>th</sup> Century to the Present: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - j. HST 346: History of American Aviation: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - k. HST 351: American Gender & Women's History: 2-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - l. HST 375: History of US Foreign Relations Since 1750: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
  - m. HST 378: Immigration History: 2-year reapproval (Vote: 8-0-0, in favor-against-abstention)

- n. HST 382: History of Mexico: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
- o. POL 336/INS 336: United Nations System: Theory and Practice (cross-listed): 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
- p. POL 371: Environmental Policy: 4-year reapproval (Vote: 7-0-1, in favor-against-abstention)
- q. WGS 250: Introduction to Women's and Gender Studies: 4-year reapproval (Vote: 8-0-0, in favor-against-abstention)
- r. Recommendations were not available for two courses that the subcommittee identified to revise and resubmit. The CAP Office already reached out to the departments to convey the issues the subcommittee had noted. It's anticipated that the revised reports will be submitted in early April; they will be forwarded to the subcommittee to prepare a recommendation to present to the full committee.
  - (i) HSS 302: Community Nutrition
  - (ii) HST 398: African American History before 1877

## II. 4-Year Review Report Form and 2019-20 Timeline

- A. Discussion: The committee discussed making updates to the report form for next year and also agreed upon the timeline for the 2019-20 review cycle. The CAP Office will share this information at the 4-Year Review Workshop on Wednesday, April 3 and will also distribute it via email to departments and programs with courses in next year's review cycle.
  - 1. Report Form Revisions: Overall, the committee has been pleased with the quality of 4-Year Review reports this year and did not feel that significant revisions to the form are necessary.
    - a. Page numbers will be added to the form
    - b. 1-D: When has the course been taught in the last four years since CAP approved? The form will request a distinction between single or multi sections.
    - c. 2-C: Have you already done something to assess the degree to which *each* CLO is being achieved? A clarifying question will be added to ask about steps taken to act upon the evidence and/or data to enhance student learning in the course. A similar clarifying question will be added to 3-E: Course Assessment Plan (for courses that have not yet conducted any assessment or plan to make changes to what was outlined in 2-C).
    - d. The recommended elements of a course assessment plan will be included as a separate document on the CAP website and will be linked in 2-C and 3-E.
    - e. 2-D: What did you find out about student learning....? A clarifying question will be added to ask what the evidence and/or data demonstrate?
  - 2. 2019-20 Timeline
    - a. Summer 2019: departments and faculty members are reminded of the upcoming 4-Year Review process.
    - b. Fall 2019: Another workshop will be scheduled in September.
    - c. October 15, 2019: Deadline for departments to submit 2-year deferral requests or notification about plans to remove courses from CAP.
    - d. January 22, 2020: Due date for 4-Year Review reports to be submitted via CIM.
    - e. March 23, 2020: Departments will be notified if more information and/or consultation is needed prior to the committee making a decision about reapproval.
    - f. May 15, 2020: Departments will be notified about the committee's feedback and decision about reapproval.
    - g. September 1, 2020: Deadline for revisions to be completed in CIM.

### **III. Announcements**

- A. The committee will meet again on Thursday, April 4 to review the recommendations from Subcommittee 5.
- B. The agenda for the Thursday, April 11 meeting will include 3 course reviews for new CAP designation.
- C. The meeting on Friday, May 3 will be extended (11:15 a.m.-1:00 p.m.). It will be the final meeting of the year for course reviews.

The meeting adjourned at 1:45 p.m.

Respectfully submitted by Judy Owen, CAP Office