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CAP Committee

Thursday, April 11, 2019

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

Present: Brad Balsler, Jim Dunne, Chuck Edmonson, Heidi Gauder, Linda Hartley (*ex officio*), Brad Hoefflin, Fred Jenkins (*ex officio*), Allen McGrew, Michelle Pautz, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), David Watkins, John White

Excused: Danielle Poe, Bill Trollinger, Diandra Walker

Guests: Anya Galli Robertson, Nancy Miller, Heather Parsons, Leslie Picca, Ronda Scantlin

The Assistant Provost for CAP led the meeting in the chair's absence.

I. Course Reviews: The Assistant Provost 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) CMM 491: Communication Vocation Capstone

A. Course Proposal Information:

1. Proposers: Heather Parsons and Ronda Scantlin were present.
2. Component: Major Capstone
3. Institutional Learning Goals: Scholarship (advanced), Vocation (advanced)

B. Discussion:

1. The proposers provided an overview of the department's curriculum. Currently, each of the four concentrations has a separate capstone. The proposed capstone would be taken by all CMM majors and would replace the ones for the concentrations. The courses for each capstone will become a culminating course but will not be considered capstones going forward. The department used the capstone for the Department of English as a model with the focus on vocation.
2. The committee had positive feedback about the course in general and appreciated the focus on vocation.
3. A minor revision was suggested to remove CMM 100 as a pre-requisite, while keeping CMM 201, 202, 351 and senior standing.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The CAP Office will make the revision in CIM on behalf of the proposers.

2) POL 303: State Politics and Policy

A. Course Proposal Information:

1. Proposer: Nancy Miller was present.
2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
3. Institutional Learning Goals: Diversity (expanded), Practical Wisdom (expanded), Critical Evaluation of Our Times (expanded)

B. Discussion:

1. This is a revision of an existing course. The course title and description have been updated to reflect how it's been taught, which has already been aligned with the two selected CAP components. It's likely that Nancy Miller will be the only one to teach the course in the foreseeable future.
2. POL 303 is not a required course for POL majors. It's an elective for POL and CJS majors.
3. The committee had positive feedback about the course in general.

- 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: 9-0-0 (in favor-against-abstention).

3) SOC 342: Social Movements

- A. Course Proposal Information:
 - 1. Proposer: Anya Galli Robertson was present, as well as department chair Leslie Picca.
 - 2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
 - 3. Institutional Learning Goals: Diversity (expanded), Critical Evaluation of Our Times (expanded)
- B. Discussion:
 - 1. This is a revision of an existing course. The title was updated to be more appealing to students and the proposal has been updated to reflect how the field of social movements has evolved. Students will choose a movement to report on during the class, which will incorporate their own interests and add to the diversity aspect.
 - 2. The committee appreciated the clear mapping of the Course Learning Objectives (CLOs) to the Institutional Learning Goals (ILGs) and the well-articulated methods of evaluation for the CLOs.
 - 3. The department consulted with Communication and discussed how this course and CMM 355: Rhetoric of Social Movements are organized. They are complementary courses but are quite different methodologically. CMM 355 is predominantly about rhetorical analysis. It is not uncommon for the social sciences to address similar topics but take different disciplinary approaches.
- 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: 9-0-0 (in favor-against-abstention).

II. Announcements: The following information was shared with the committee via email following the meeting.

- A. Fall 2019 Schedule: Returning members were asked to respond with their availability in order to determine the meeting time for the fall semester.
- B. Upcoming Meetings:
 - 1. April 12: The committee will not need to meet.
 - 2. April 19: The committee is not scheduled to meet due to Easter recess.
 - 3. April 26: The committee will have one course review from Engineering and some follow-up with 4-Year Review courses.
 - 4. May 3: The committee will have several course review; the details will be confirmed following the College's Academic Affairs Committee meeting on April 26.
 - 5. May 10: The committee will meet only if necessary.

III. 4-Year Review Process

- A. Discussion: The committee made decisions on the following courses that were previously asked to revise and submit their 4-Year Review reports. 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.
 - 1. PHL 352: Modern Philosophy: 4-year reapproval (Vote: 9-0-0, in favor-against-abstention)
 - 2. PHL 379: Latin American Philosophy: 4-year reapproval (Vote: 9-0-0, in favor-against-abstention)
 - 3. HSS 302: Community Nutrition: 4-year reapproval (Vote: 9-0-0, in favor-against-abstention)
 - 4. HST 398: African American History before 1877: 2-year reapproval (Vote: 9-0-0, in favor-against-abstention)

B. Updates

1. The CAP Office is working on the letters that will be sent to department chairs to communicate the committee's decisions. The letters will include specific feedback that has been compiled from the subcommittees' recommendations and the committee's discussions. The intent is to send the letters next week to all departments for which the committee has completed reviews entirely.
2. Reports for 11 courses are still outstanding. The Department of Music is in process with revising the reports for the nine courses in this year's cycle. They will submit the revisions as they are ready. It is anticipated that the revised reports for PHL 313 and EDT 303 will be submitted in time for the committee's review at the next meeting.

IV. CAPC Procedures

- A. Document: CAPC Procedures (draft - revised Spring 2019)
- B. Overview: As previously communicated to the committee, the Academic Policies Committee of the Academic Senate has asked that CAPC review the procedures document annually and make updates as needed. The Assistant Provost for CAP has been asked to attend the APC meeting on April 12 to present the updates for this year.
- C. Discussion: The committee reviewed the proposed changes, which were marked in the document through track changes.
 1. 4.8.2 CAPC Process: proposed change to remove the provision for allowing a maximum of one conditional reapproval (for two years) for each course. This would provide the committee with more flexibility. The committee recommended revising the wording, as follows, rather than striking the provision altogether: "Usually a maximum of one conditional reapproval is allowed for each course." The committee could make exceptions when it's deemed appropriate.
 2. The procedures currently do not provide an explanation for 4-year reapproval. It is implied and perhaps it should be made explicit. The committee did not have a resolution about making any changes on this issue.
 3. The procedures currently do not provide an explanation for allowing 4-year reapproval for instances where an assessment plan has been developed but not yet implemented. In this case, the committee would determine that the assessment plan is well developed enough to decide on 4-year reapproval. The committee did not have a resolution about making any changes on this issue. They recognized that the 4-Year Review process will continue evolving and eventually departments may be required to provide assessment results/data rather than just the course assessment plan.
 4. Committee Membership: The remainder of the meeting focused on this issue. The draft of the revised procedures included a proposal to add the CAP Coordinator as a committee member. There were questions whether revising the committee's procedures in this manner would be possible without first revising Academic Senate Doc 10-04 which established the Common Academic Program. The Senate document outlines CAPC membership criteria. The committee also discussed the possibility of increasing the number of faculty representatives rather than adding a staff representative. The committee did not have a resolution about making any changes on this issue.
- D. Follow-up: The update to APC on April 12 will only include a summary of the committee's work this year and anticipated workload for next year. Revising the committee's procedures will require more discussion.

The meeting adjourned at 1:45 p.m.

Respectfully submitted by Judy Owen, CAP Office