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CAP Committee

Thursday, September 12, 2019

12:30-1:45 p.m. | LTC Forum (044)

Present: Chuck Edmonson, Heidi Gauder, Fred Jenkins (*ex officio*), Allen McGrew, Sabrina Neeley (*ex officio*), Maria Newland, Michelle Pautz, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, David Watkins

Excused: Jon Fulkerson, Danielle Poe, John White

Guest: Jim Brill

- I. **Committee Membership:** Committee members introduced themselves. New members this year include the following: Jon Fulkerson (faculty representative for the School of Business Administration), Sabrina Neeley (associate dean from the School of Education and Health Sciences), and Maria Newland (representative for the Registrar's Office). Jim Brill, who serves on the Academic Senate representing SGA and the School of Engineering, has been nominated to serve as one of the two student representatives on the CAP Committee. His nomination is awaiting approval from the Executive Committee of the Academic Senate.
- II. **Chairperson Election:** A motion was made and seconded for Bill Trollinger to serve as chair for the 2019-20 academic year; it was approved by a vote of 6 in favor-0 opposed-1 abstention.
- III. **Committee's Work for the Fall**
 - A. The committee's ongoing responsibilities include approving new courses for CAP and monitoring and reapproving CAP courses through the 4-Year Review process. The committee's workload is typically lighter during the fall semester.
 - B. The committee discussed several topics to cover this semester:
 1. Inconsistencies in CAP Credit for Transient Students Studying Abroad: This topic was introduced at the end of the spring semester. The CAP Office was charged with reviewing data over the summer. Scott Segalewitz (School of Engineering) and Heather Schieman (Center for International Programs) were also involved with the data review. A follow-up conversation with the committee is planned for the October 7 meeting to review the data that were compiled and determine how to proceed.
 - C. Consultation Process Related to New CAP Course Proposals: The committee will consider developing additional guidance for course proposers regarding consultation with other departments/units during the course development and review process.
 - D. Diversity and Social Justice (DSJ) Component: The CAP Office, Dean's Office of the College of Arts and Sciences, and Office of Diversity and Inclusion put out a call for applications last spring for a cohort of DSJ Curriculum Fellows. Over the summer they focused on compiling resources, readings, and other materials that faculty might find useful in developing and delivering DSJ courses across academic disciplines, as well as considering what pursuit of the Diversity Institutional Learning Goal (required for DSJ courses) might look like at the introductory, expanded, and advanced developmental levels. The committee will review the cohort's report, which is forthcoming.
 - E. Catholic Intellectual Tradition (CIT) and CAP: The committee had a conversation last fall with Sandra Yocum, University Professor of Faith and Culture and professor of Religious Studies, about the CIT in relation to CAP. The committee has had some challenges over the years with evaluating proposals for the Advanced Studies component for evidence that the CIT will be addressed in the course, as well as having meaningful conversation with faculty when clarification about CIT might be needed in a proposal. It was felt that the committee would benefit from further conversation along these lines.

IV. Four-Year Review of CAP Courses: Updates and Planning

- A. 2018-19 Review Cycle: 93 courses
 - 1. Following the committee's decisions regarding 4-year or 2-year reapproval last spring, departments were instructed to complete updates in the Course Inventory Management (CIM) system by September 3. All of the courses are accounted for.
 - a. Updates completed: 86 courses
 - b. Withdrawn from CAP over the summer following further conversation at the department level: 2 courses
 - c. Extensions requested and granted: 3 courses
 - d. In workflow at the department level: 2 courses
 - 2. Outcomes:
 - a. 4-year reapproval: 76%
 - b. 2-year reapproval: 24%
 - c. Course Learning Objectives (CLOs) were revised: 73%
 - d. Institutional Learning Goals were revised: 18%
 - e. CAP Components were added or removed: 4%
 - 3. Lessons learned: After completing the 4-Year Review process, if a course still needs significant work in terms of revising CLOs and developing a solid assessment plan, it was advised that the committee should err on the cautious side with 2-year reapproval.
- B. 2019-20 Review Cycle: 187 courses to start but down to 155 with deferral requests and departments' plans to remove courses from CAP. It is anticipated that the number will slightly decrease further. The deadline for submitting 4-Year Review reports this year is January 22, 2020. One course has already submitted its report. Anticipating that the committee will again utilize subcommittees to review all of the reports, the CAP Office will work on updating the subcommittee report form to include a checklist of possible feedback in order to make the subcommittees' work as efficient as possible.

V. CAP Programming: Fall Semester

- A. A handout with the fall schedule was shared with the meeting materials. Committee members were asked to help encourage attendance.
 - 1. CAP with Friends: The series includes several one-hour sessions over the course of the semester to provide semi-structured and unstructured opportunities for faculty to work on CAP course design/redesign and 4-Year Review.
 - 2. CAP 101: This session is intended for members of the campus community who regularly interact with students, including faculty (including department chairs, adjuncts, lecturers, tenure-track, and tenured) and staff (including advisors, departmental administrative assistants, and Student Development staff). It will include an overview of CAP and its structure and opportunity to ask questions.

The meeting adjourned at 1:05 p.m.

Respectfully submitted by Judy Owen, CAP Office