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University of Dayton Common Academic Program Committee, "2019-11-21 Common Academic Program Committee Minutes" (2019). *Common Academic Program Committee Minutes*. 161.
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CAP Committee

Thursday, November 21, 2019

12:30-1:45 p.m. | Kennedy Union 310

Present: Jim Brill, Chuck Edmonson, Heidi Gauder, Fred Jenkins (*ex officio*), Sabrina Neeley (*ex officio*), Maria Newland, Michelle Pautz, Scott Segalewitz (*ex officio*), David Watkins, John White

Excused: Jon Fulkerson, Allen McGrew, Danielle Poe, Randy Sparks (*ex officio*), Bill Trollinger

Guests: Julius Amin, Daniel Birdsong, Tom Morgan

Michelle Pautz, Assistant Provost for CAP, led the meeting in the chair's absence.

I. Course Reviews: It was 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 396: History of South Africa: From Prehistory to Present

A. Course Proposal Information:

1. Proposer: Julius Amin was present.
2. Components: Crossing Boundaries-Integrative, Advanced Historical Studies, Diversity and Social Justice
3. Institutional Learning Goals: Scholarship (expanded), Diversity (expanded), Community (expanded)

B. Discussion:

1. The committee thought that the course learning objectives (CLOs) were well developed and appreciated the specificity of the methods of evaluation.
2. Interlibrary loan is mentioned under Library resources. If the needed resources are known in advance, the Library could look into purchasing some materials.
3. South Africa is the location for the Global Education Seminar (GES) next year. Perhaps that may spark interest in developing a study abroad program, which could involve this course.
4. The committee requested the following minor revisions related to the Crossing Boundaries-Integrative component:
 - a. Add a statement to the Crossing Boundaries-Integrative description to specify disciplines that will be integrated in the course.
 - b. Consult with other disciplines (e.g., International Studies, Political Science) to request letters of support for the course.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal with the minor revisions noted above. There was no further discussion.
2. Vote: 7-0-0 (in favor-against-abstention).
3. Follow-up: The requested revisions were completed on December 2, 2019.

2) POL 355: Media and Democracy

A. Course Proposal Information:

1. Proposer: Daniel Birdsong was present.
2. Component: Crossing Boundaries-Integrative
3. Institutional Learning Goals: Scholarship (expanded), Critical Evaluation of Our Times (advanced)

B. Discussion:

1. The committee thought that the proposal was well developed and did a good job consulting with other disciplines.

- 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) RCE 310: Standing Rock: Sovereignty and Indigenous Rights

- A. Course Proposal Information:
 1. Proposer: Tom Morgan was present.
 2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
 3. Institutional Learning Goals: Diversity (advanced), Community (expanded), Critical Evaluation of Our Times (expanded)
- B. Discussion:
 1. The committee asked about the sustainability of the travel aspect. Funds have been allocated for this year, though students may need to pay for their own travel at some point.
 2. The Race and Ethnic Studies program is working on program outcomes and core classes, as well as connections with Africana Studies and LatinX. This is the first RCE course and an introductory 200-level course will likely be developed and submitted for CAP approval.
 3. Plans for the post-assessment haven't been fully developed yet.
 4. The committee thought that the description of how the course will fulfill the Diversity and Social Justice component was exceptionally well done.
- 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).

II. CAP 4-Year Review Process

- A. Documents: (1) Subcommittee Report Template; (2) What to Look for in 4-Year Review Reports; (3) Subcommittee Assignments, 2019-20; (4) 4-Year Review Report Form; (5) 4-Year Review: Overview, Timeline, and Outcomes
- B. Discussion:
 1. The number of courses in this year's review cycle has been reduced from 187 to 149 due to departments' plans to remove some courses from CAP and requests for two-year deferrals. The courses were allocated among five subcommittees so that a department's courses would be reviewed by a single subcommittee. Subcommittees were formed to mix the disciplines represented, as well as time on the committee. Each subcommittee was asked to identify a convener to organize the group's work.
 2. Twelve reports have been submitted so far and will be posted on the committee's Isidore site. The report deadline is January 22.
 3. Most of the remainder of the meeting was spent discussion the subcommittee report template, which will be used for subcommittees to provide feedback and recommendations about the courses assigned to them. The feedback will be incorporated into the decision letters that will be sent to departments at the end of the process. The template was revised to provide a check list of feedback options, though there is also space to provide additional comments. The committee appreciated the efforts to standardize feedback. Suggestions were offered for additional items and some wording changes. The template will be updated based on the feedback and shared with the committee.
 4. This year's cycle includes courses coming back that received two-year reapproval in 2016-17. The committee's procedures indicate that a course can only receive two-year reapproval one time. The sense of the committee was to wait until the reports have been reviewed to determine whether the procedures need to be modified.

5. The “What to Look for in 4-Year Review Reports” document is an internal document meant to help subcommittees be as consistent as possible when reviewing reports. Committee members were asked to notify the CAP Office if any updates are needed.
6. The CAP Office will host two work sessions in early January to give faculty opportunity to ask questions and time to work on reports before the January 22 deadline.
 - a. Monday, January 6: 9:30-11:00 a.m. | LTC Team Space (020)
 - b. Wednesday, January 8: 1:00-2:30 p.m. | LTC Meeting Space (028)

III. Announcements: Plans for upcoming meetings

- A. December 2: The committee won't have any course reviews because the College's Academic Affairs Committee meeting on November 15 was cancelled. The committee can follow up on discussions about the Catholic Intellectual Tradition and Diversity and Social Justice.
- B. December 12: The committee will have course reviews for the final meeting of the semester.

The meeting adjourned at 1:15 p.m.

Respectfully submitted by Judy Owen, CAP Office