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2019

## 2019-12-02 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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### Recommended Citation

University of Dayton. Common Academic Program Committee, "2019-12-02 Common Academic Program Committee Minutes" (2019). *Common Academic Program Committee Minutes*. 155.  
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## CAP Committee

Monday, December 2, 2019

12:20-1:10 p.m. | Kennedy Union 310

**Present:** Jim Brill, Chuck Edmonson, Jon Fulkerson, Heidi Gauder, Fred Jenkins (*ex officio*), Sabrina Neeley (*ex officio*), Maria Newland, Michelle Pautz, Danielle Poe, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, David Watkins

**Excused:** Allen McGrew, John White

### I. 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 subcommittee report template was revised based on the committee's feedback at the last meeting. No additional changes were discussed. The committee appreciated the efforts to standardize feedback.
  2. There are currently 149 courses in this year's review cycle – down from the starting point of 187 – due to departments' plans to remove some courses from CAP and requests for two-year deferrals. For instance, Religious Studies requested deferrals for 18 courses because the department is working on revising its curriculum. The list of courses that will be withdrawn from CAP will be shared with the associate deans.
  3. One change was noted for the subcommittee assignments.
  4. Humanities Commons courses received two-year reapproval during the initial review in 2016-17 and will be coming back this year. They were reviewed as a program in 2016-17. The CAP Office convened a meeting with the Humanities chairs, Humanities Commons coordinator, CAS associate dean and CAPC chair last year, in which it was determined that the course assessment will be evaluated on an individual basis going forward since course learning objectives (CLOs) are the foundation of the 4-Year Review process. The Humanities Commons has program learning outcomes (PLOs) but the level of assessment for those is uncertain. The CAP document states that the Humanities Commons should collectively introduce students to the seven Institutional Learning Goals. The committee can review how the ILGs are being addressed when the reports come in.
  5. Along with Humanities Commons courses, this year's review cycle includes additional courses coming back that received two-year reapproval in 2016-17. The committee's procedures indicate that a course can only receive two-year conditional reapproval one time. From the brief discussion at the last meeting, the sense of the committee was to wait until the reports have been reviewed to determine whether the procedures need to be modified. In further discussion, the committee agreed that its responsibility is to bring attention to cases where meaningful progress with assessment has not occurred. Since the intent of the 4-Year Review process is formative, the committee thought that giving a second two-year approval could be justified if there has been progress but there are still some issues with implementing the course assessment plan. However, a maximum of one two-year approval should be the general rule. Since the CAPC is a subcommittee of the Academic Policies Committee of the Academic Senate, it was agreed to give the APC an informal "heads up" about potential issues with courses coming back after initially receiving two-year reapproval.
  6. As a reminder, 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)

**II. Report from the Diversity and Social Justice Curriculum Fellows and Catholic Intellectual Tradition and CAP: Determining next steps**

- A. Documents: (1) DSJ Curriculum Fellows Report (September 2019); (2) “UD and the history of Catholic higher education in the US: Why there is a Hiring for Mission ‘retreat’”
- B. Discussion:
  - 1. Catholic Intellectual Tradition and CAP: It was agreed to invite Una Cadegan for another conversation next semester since several committee members had to miss the November 4 meeting. During that meeting, Dr. Cadegan expressed reluctance about developing a checklist as a means to evaluate how proposals might address the CIT. A suggestion was offered to develop an initiative for the CIT similar to the Diversity and Social Justice Curriculum Fellows in order to provide additional guidance.
  - 2. Report from the Diversity and Social Justice Curriculum Fellows: The committee will discuss the recommendations from the report at the next meeting.

The meeting adjourned at 1:05 p.m.

Respectfully submitted by Judy Owen, CAP Office