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2021-10-29 Common Academic Program Committee Minutes

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CAP Committee

Friday, October 29, 2021

9:05-9:55 a.m. | Kennedy Union 310

Present: Tonya Breymier, Cheryl Edelmann, Hector Escobar, Camryn Justice, Marsha Keune (*ex officio*), Drew Moyer, Maria Newland, Michelle Pautz, Tim Reissman, Scott Segalewitz (*ex officio*), Bill Trollinger, David Watkins

Excused: Al McGrew, Sabrina Neeley (*ex officio*), Danielle Poe

I. Announcements

- A. Spring 2022 Schedule: Committee members were asked to complete the Google Doc with their availability if they haven't already done so.
- B. Follow-up: SOC 204: Modern Social Problems: The committee tabled the proposal during the course reviews on October 15 to ask for clarification about how it will address the proposed components (Crossing Boundaries-Practical Ethical Action and Diversity and Social Justice). The department is considering withdrawing the proposal from CAP consideration but hasn't made a decision yet.
- C. Plans for Upcoming Meetings
 1. November 5: The committee will not meet.
 2. November 12: The committee will have course reviews and the meeting will be held on Zoom.
 3. November 19: Dr. Denise James, Associate Dean for Assessment and Program Review in the College of Arts and Sciences, will be a guest to discuss her work in this new position. The meeting will be held on Zoom.
 4. December 3: The committee will have course reviews.
 5. December 10 and 17: It has not been decided yet if the committee will need to meet on either of these dates.

II. 4-Year Review Process

- A. The following documents were provided with the meeting materials:
 1. Draft Subcommittee Report Form for 2021-22
 2. 4-Year Review Report Form
 3. 4-Year Review Overview, Timeline, and Outcomes
 4. Recommended Elements of a Course Assessment Plan
 5. Assessment vs. Grading
- B. Overview: Assistant Provost Michelle Pautz provided an overview of the committee's process to review 4-Year Review reports during the spring semester.
 1. There are currently 84 courses in this year's review cycle, though there will likely be additional adjustments as departments decide to remove courses from CAP or deferral requests meet the criteria and are approved by the CAP Office. This year's report deadline is January 21, 2022.
 2. The committee will continue using a subcommittee structure to review the 4-Year Review reports. Each subcommittee will review a subset of the reports and make recommendations for reapproval for the full committee's vote. Courses can be reapproved for two-years (one time), reapproved for four years, or not reapproved.
 3. The CAP Office will prepare a draft of the subcommittee composition and assignments closer to the report deadline. Courses will be distributed so that all from a department are assigned to one subcommittee and the overall numbers will be balanced as much as possible. The subcommittees will be formed to balance new and more experienced members. Each

subcommittee will be asked to identify someone as the lead to help coordinate the group's work.

4. When possible, the committee's meeting time will be converted for subcommittee work between the report deadline and the start of subcommittee recommendations in late February. Subcommittees will be asked to flag issues as early as possible so the CAP Office can follow up to have departments "revise and resubmit" before the committee makes a reapproval decision.
 5. The working goal is to complete reapproval decisions by mid-April. The published timeline specifies that the departments will be notified of the committee's decisions by mid-May.
- C. Subcommittee Report Form: The committee discussed the report form, which is an internal document to help provide consistent feedback to departments as much as possible. The feedback for each course will be incorporated in the individual decision letters sent to the departments at the end of the process. The form will also help organize the committee's work by serving as a reminder of what to look for in 4-Year Review reports.
1. University Assessment Award: A new section has been added to the end of the form to flag potential nominations. The CAP Office will be looking for a couple from this year's cycle because all units represented on the University Assessment Committee (UAC) will also be submitting nominations. The full committee can discuss courses that are flagged during the subcommittee presentations. The CAP Office will coordinate with the respective Dean's Office before finalizing the nominations. Nominees can be individual or groups of faculty. They will be asked to draft a brief story about the assessment project that will be included in the UAC's annual report. Because it's a new process, the UAC is still working out some details and the timeline for next year.
 2. The subcommittee form also includes a place to mark courses that have strong practices to assess and improve student learning. It's helpful to the CAP Office to be able to provide examples to departments.
 3. The committee discussed additional edits to the subcommittee report form. The CAP Office will incorporate them and circulate an updated draft for review.
 4. This year's 4-Year Review Report Form has already been distributed. It will be updated for next year to have courses that have previously gone through the process address how they have responded to the committee's feedback from the last review.
- D. Assessment Expectations
1. With the implementation of the assessment plan requirement this year for new CAP course approvals, the committee was reminded of the need to carefully review the plans and provide feedback prior to implementation and the initial 4-Year Review. Courses under the new requirement will be expected to provide assessment data during the initial review in order to be reapproved.
 2. Courses CAP approved prior to the requirement may not have implemented an assessment plan prior to the initial 4-Year Review. These courses can be reapproved for four years if the committee thinks that the assessment plan is comprehensive and sustainable.
 3. Courses that have already gone through 4-Year Review are expected to have assessment data for the next review (not raw data but explanations of results or a summary of qualitative data). There may be some exceptions if the course hasn't been taught in between reviews or the pandemic caused some lags in data collection. Courses will be expected to provide explanations for any exceptions. The 4-Year Review process stipulates that a course can only receive a two-year reapproval one time, though the committee has made exceptions for extraordinary circumstances. For courses that have previously gone through the review process, CAPC's prior decision letters will be uploaded in Isidore along with the new 4-Year Review materials.

III. New Business

- A. Academic Senate's Five-Year Evaluation of CAP: The Academic Senate document that established CAP stipulates that an evaluation of CAP is to be conducted two years after implementation (done in 2015-16) and every five years thereafter. The five-year evaluation was postponed from last year due to the pandemic. The Academic Policies Committee of the Academic Senate has been developing the framework for the evaluation. What role, if any, for the CAP Committee is unclear at this time.
- B. CAP Transfer Recommendations: The CAP Transfer Task Force, under previous guidance from the University, did not include transient students in its recommendations. The recommendations would need to be revisited now that the University is discussing the inclusion of both transfer and transient students under policies.

The meeting adjourned at 9:50 a.m.

Respectfully submitted by Judy Owen, CAP Office