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2020

## 2020-11-02 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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**CAP Committee**  
**Monday, November 2, 2020**  
**2:30-3:20 p.m. via Zoom**

**Present:** James Brill, Anne Crecelius, Jon Fulkerson, Heidi Gauder, Fred Jenkins (*ex officio*), Andrea Koziol, Drew Moyer, Sabrina Neeley (*ex officio*), Michelle Pautz, Danielle Poe, Tim Reissman, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, David Watkins

**Excused:** Maria Newland

**Guest:** Paul Sweeney

## **I. Course Review**

### **1) MGT 410: Senior Seminar in Management**

#### **A. Course Proposal Information:**

1. Proposer/Chair: Paul Sweeney was present.
2. Component: Major Capstone.
3. Institutional Learning Goals: Scholarship (advanced), Practical Wisdom (advanced), Vocation (advanced)

#### **B. Discussion:**

1. The committee liked the idea of students creating their own leadership plan in the course.
2. The committee discussed the following revisions:
  - a. Make the connection to the Vocation ILG more explicit, perhaps in CLO 2, since that ILG is required for capstone courses. The proposer mentioned some exercises that students will complete in the course that will speak to Vocation as the University has defined it: "Answering a call to discover one's unique gifts and employ them in service for the common good in ways that are personally satisfying and bring meaning to one's life."
  - b. Changing the verb in CLO 2 so that it's not yes/no when it comes to evaluating it. The current wording is "complete a leadership plan..."
3. The committee appreciated the thorough response to the question about Library resources to support the course and noted it as a model.

#### **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: 11-0-0 (in favor-against-abstention). The proposer will submit the revisions and the CAP Office will insert them in CIM on the department's behalf.

## **II. 4-Year Review Update: HST 103**

- A. Overview: HST 103 went through the 4-Year Review process in 2019-20, after it received 2-year reapproved during the initial review in 2016-17. The course received a CAP Course Improvement and Innovation: Post 4-Year Review Grant in Fall 2018. The department, with leadership from the faculty members who received the grant, made extensive revisions to the course and completed them in early fall. One of the revisions was to change the course title from The West and the World to Introduction to Global Historical Studies. This change is a response to student feedback and recognizes the kind of foundation we want for our students – beyond a western civ focus. In addition, the change is catching up to what the course has been doing in practice. The "west" is still part of the course but is integrated into global history. CLO language and the assessment plan were modified to reflect the global history focus. The title revision will go into effect with the 2021-22 Catalog. The CAP Office and the Dean's Office of the College of Arts and Sciences worked out arrangements for the College's Academic Affairs Committee to review the revisions prior to CAPC. Like with other CIM updates made following 4-Year Review decisions, the CAP Office approved the revisions on CAPC's behalf.

- B. Discussion: A question was raised how the course revisions will affect transfer agreements, particularly UD Sinclair Academy pathways. While the work to make a UD education distinctive is appreciated, the result is that the curriculum may be less “transfer friendly.” The College of Arts and Sciences is recommending that transfer pathways be updated to direct students to take a global history course rather than a western civ course. A distinction was also made between equating a course to HST 103 and allowing substitutions.

### **III. 4-Year Review Planning**

- A. Overview: To manage the 4-Year Review workload, CAPC has utilized a subcommittee structure to review course reports. Subcommittees provide recommendations when the full committee votes on course renewals. The CAP Office is working on a draft of the subcommittees and course assignments for this year. The committee has also utilized an internal form for subcommittees in order to facilitate evaluation of course reports and provide consistent feedback, which is integrated into the committee’s decision letters. The subcommittee form was modified based on the committee’s feedback last spring and a draft was shared for review.
- B. Discussion
  1. The committee was supportive of the modifications, particularly including the list of “recommended elements” in the assessment plan section.
  2. The majority of the committee’s discussion focused on the option to renew courses for four years that have assessment plans that haven’t been implemented yet (i.e., no data to provide a sense of how the assessment went). The committee discussed the variance in assessment experience across the University and the learning curve for faculty, particularly in the College. To date, the committee has recognized that some departments are building assessment processes from the ground up and have treated the 4-Year Review process as developmental and future-oriented, with the assumption that there will be improvement over time. The decision letters include the following statement about expectations: “During [the next] review, CAPC will expect to see implementation of the course’s assessment plan, including information about the review of student artifacts and how the assessment results are informing ongoing course offerings to enhance student learning.” The course report form has a place to indicate whether it is going through the 4-Year review process for the first time or not. In this year’s cycle, 62 of the 83 courses are going through the review for the first time.
  3. The committee discussed a preference to use “evidence” rather than “data” in the assessment terminology.
  4. It was emphasized that the subcommittee form is an internal document and that it includes a place at the end for additional comments. The intent is to provide specific feedback for each course.
  5. A suggestion was made to include a place in the 4-Year Review course report form where departments can indicate challenges/limitations they face in collecting and/or analyzing evidence – so that CAPC can track data management issues and look for opportunities to support assessment.
  6. The committee discussed reviewing assessment plans more thoroughly when proposals are submitted for new CAP approval. The committee can try to provide feedback at the outset if they think the data collection plans are likely to be cumbersome.

### **IV. Plans for Upcoming Meetings**

- A. November 9: The committee will not meet.
- B. November 16 and 23: Both meetings will have course reviews on the agenda (November 16: 6; November 23: 4). The committee will also discuss the issue of 4-Year Review appeals on November 23.
- C. The meeting time for the spring semester has not been set yet.

The meeting adjourned at 3:20 p.m.

Respectfully submitted by Judy Owen, CAP Office