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2021

## 2021-01-22 Common Academic Program Committee Minutes

University of Dayton. Common Academic Program Committee

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**CAP Committee**  
Friday, January 22, 2021  
12:20-1:10 p.m. via Zoom

**Present:** James Brill, Anne Crecelius, Jon Fulkerson, Heidi Gauder, Al McGrew, Drew Moyer, Sabrina Neeley (*ex officio*), Maria Newland, Michelle Pautz, Tim Reissman, Scott Segalewitz (*ex officio*), Randy Sparks (*ex officio*), Bill Trollinger, David Watkins

**Excused:** Danielle Poe, Fred Jenkins (*ex officio*)

#### **I. 4-Year Review: updates and planning the work for the semester**

##### **A. Overview and Discussion Highlights**

1. This year's review cycle started with 95 courses. It has been adjusted to 76 courses at this point due to departments' decisions to withdraw courses from CAP and requests for 2-year or 1-year deferrals being approved. One-year deferrals are due to special circumstances this year. 4-Year Review materials have been submitted for 27 courses so far and a number of extensions have been granted. The CAP Office will continue to keep the committee posted.
2. The courses up for review have been divided up among five subcommittees. The list was shared with the meeting materials. The goal was to distribute courses as evenly as possible, while keeping all of a department's courses within one subcommittee. A tentative schedule for subcommittees to present their recommendations to the full committee was also provided with the meeting materials. Each subcommittee is scheduled for two different meeting dates – to present recommendations for about half of their assigned courses each time.
3. 4-Year Review materials will be posted in the committee's Isidore site and will be organized by subcommittee. Note will be included for each course if it's the first or second review and if there are any proposed CAP component changes. For courses going through the review process a second time, the committee's decision letters from the initial review will be included in addition materials for the current review. Instructions were provided where to find all of the materials from the initial review in Course Inventory Management.
4. Subcommittees were encouraged to be as detailed as possible with providing feedback when completing the subcommittee report form for each course. The feedback will be incorporated into the decision letters and is something that faculty appreciate.
5. The committee was reminded that courses may not have assessment data during the initial review, but instead will be developing assessment plans for implementation. Courses without assessment data can be reapproved for four years as long as the committee determines that the assessment plans are robust and sustainable.
6. For courses that have gone through an initial review, the decision letters stated that the committee would expect assessment data during the next review. In a few cases, courses may still not have data if they were not taught since the initial review. The committee will need to decide how to handle those cases. Preliminary thoughts:
  - a. Default to another 2-year reapproval. While CAPC's procedures state that courses can only have one 2-year reapproval, the committee could make exceptions due to issues that were not anticipated when the procedures were developed. The focus should be on making decisions in the best interest of the process and the committee's work. They committee may need to revisit the procedures document and consider updates.
  - b. If the committee's communication following the initial review set expectations that aren't met during the subsequent review, the committee could decide to remove the course from CAP and then allow the department to appeal.

7. Subcommittees will review their assigned courses and make recommendations to the full committee about reapproving the courses for two or four years or removing courses from CAP. The full committee will vote on each course. The subcommittee reports will be shared and the entire committee will also have access to all of the courses' 4-Year Review materials.
8. If subcommittees determine that more information is needed in order to make a recommendation, they should contact the CAP Office as soon as possible.
9. Subcommittees were asked to select someone from their group to coordinate the work.
10. The entire committee will not need to meet over the next few weeks so that subcommittees have time to begin their work. The committee will meet again when new course reviews are on the agenda.

The full committee adjourned at 12:50 p.m. and subcommittees met in breakout rooms to organize their work.  
Respectfully submitted by Judy Owen, CAP Office