

Spring 4-28-2023

## **DOC 2023-06 Suspension of the CAP-C Four-Year Reapproval Process for the 2023-2024 Academic Year**

University of Dayton. Academic Senate. Executive Committee

## PROPOSAL TO THE ACADEMIC SENATE

TITLE: Suspension of the CAP-C Four-Year Course Reapproval Process for the 2023-2024 Academic Year

SUBMITTED BY: ECAS

DATE: 28 April 2023

ACTION: Legislative Authority

REFERENCE: [DOC 2010-04: The Common Academic Program](#); and the [Committee on the Common Academic Program \(CAP\) Procedures](#) Document (updated 2018)

### RATIONALE:

Based upon the five-year review of the Common Academic Program conducted by the Academic Senate's Academic Policies Committee (APC) during the 2022-2023 academic year and in consultation with administrators and staff in the Office of the Provost, the Common Academic Program Committee (CAP-C) shall suspend the four-year CAP course reapproval process in their bylaws for the 2023-2024 academic year. As part of the suspension, the APC and CAP-C are charged with reexamining the purposes and utility of CAP course assessment and revising the process. These committees will consult with other stakeholders as needed to conduct this work. CAP-C does not currently have the capacity to fulfill its charge of reviewing course reapprovals while simultaneously developing a new process.

### PROPOSAL:

**The procedures outlined in Sections 4.8 through 4.10 of the [Committee on the Common Academic Program \(CAP\) Procedures](#) will be suspended for the 2023-2024 academic year. If a new process is not approved by the APC and the Academic Senate and able to be implemented by Fall 2025, then the process outlined in Sections 4.8 through 4.10 will resume. Programmatic review and assessment as well as accreditation assessment must continue while the APC and CAP-C reexamine the current reapproval process.**

## IMPLEMENTATION OF THE SUSPENSION:

The following aspect from the preceding Proposal paragraph will apply to all three categories listed below: Programmatic review and assessment as well as accreditation assessment must continue while the APC and CAP-C reexamine the current reapproval process.

### 1. Existing CAP courses that have already been assigned a four-year review schedule:

- Review years for individual courses, as previously communicated through the CAP Office, are no longer relevant.
- If a specific review cycle will apply to individual courses under the new process or a return to the current process if the suspension outlined above expires, the CAP Office will communicate those details. Departments and Programs will be given sufficient notice to adapt to a new schedule.
- If a Department or Program wishes to make changes to an existing CAP course during the suspension period, they can do so at any time by making the requested changes in Course Inventory Management (CIM).
  - Changes related to CAP components and/or Institutional Learning Goals (ILGs) will follow the standard workflow process for the academic unit and CAP-C.
  - Changes not involving CAP components and/or ILGs will follow the standard workflow process for the academic unit but will not require CAP-C's review.
  - In cases where there are substantive changes to Course Learning Objectives (CLOs) that might affect the delivery of the CAP component(s) already approved, the academic unit will consult with the CAP Office during the workflow process.

### 2. Existing CAP courses in the 2022-23 four-year review cycle:

- For courses in this year's review cycle, Departments and Programs will be invited to make course changes in CIM that they had requested in the four-year review materials (e.g., changes to CLOs, CAP components, ILGs) and were approved by CAP-C as part of the reapproval process. The CAP Office will communicate those details and will be able to assist with completing the revisions in CIM.
- Due to the suspension of the four-year review process:
  - A subsequent review year will not be assigned at this time.
  - If a specific review cycle will apply to individual courses under the new process or a return to the current process if the suspension outlined above expires, the CAP Office will communicate those details. Departments and Programs will be given sufficient notice to adapt to a new schedule.
- Any additional feedback that CAP-C had discussed regarding a course's four-year review materials (e.g., requests to clarify the course assessment plan) will not be offered until a new process is implemented (and determining whether the feedback remains applicable under the new process), or if there is a return to the current process if the suspension outlined above expires.
- Any course that CAP-C has not reapproved in AY22-23 will remain CAP approved until a new process is implemented or there is a return to the current process if the suspension

outlined above expires. Any such courses will then have one additional year to adhere to the process in place at that time.

3. Courses requesting new CAP approval:

- A full course assessment plan will not be required as a condition of CAP approval while the suspension of the four-year review process is in place.
- Completing the CIM course proposal form, including providing the method of evaluation/attainment of each course learning objective, mapping the CLOs to the selected ILGs for the course, and describing how the course will satisfy the selected CAP component(s), will be the minimum requirement.
- If an individual course assessment plan will be required under the new process or a return to the current process if the suspension outlined above expires, Departments and Programs will be given sufficient notice to submit the necessary documentation and receive CAP-C's feedback prior to implementation.
- No review year will be assigned. If a specific review cycle will apply to individual courses under the new process or a return to the current process if the suspension outlined above expires, the CAP Office will communicate those details. Departments and Programs will be given sufficient notice to adapt to a new schedule.