Chair: Jim Dunne
Members: Connie Bowman, Neomi De Anda, Mary Ellen Dillon, Deo Eustace, John Mittelstaedt, Leslie Picca, Jason Pierce, Maher Qumsiyeh, Tereza Szeghi, Deb Bickford (ex-officio),
Bold were present.

1) Minutes from the October 14 meeting were approved.

2) The committee continued developing an understanding of the current status of CAP in preparation for our charge of developing a plan and framework for the 5-year CAP Evaluation – to be implemented next academic year. The committee discussed the Five existing CAP Information and Data efforts – provided by Michelle Pautz, Assistant Provost for CAP. Individual committee members studied each and then led the discussion. Some key points follow:
   ● Student data from PATH events (n=46) – Deb
     Mix of positive and negative perceptions
     Advising seems to be a key
   ● Student 1\textsuperscript{st} and 4\textsuperscript{th} year Surveys (1\textsuperscript{st} yr n=2089; 4\textsuperscript{th} yr n=1674) – Leslie & Connie
     63\% said CAP explained to them
     43\% satisfied with CAP, 32\% neutral, 22\% not satisfied
     82\% said they take a CAP course because it fits their schedule
     Better and more consistent communication seems to be a key
   ● Faculty/staff Focus Groups in 17-18 academic year – Tereza
     Many both positive and negative perceptions and experiences
     Advising seems to be very important
     CAP is like a checklist for many students/advisors
   ● Faculty/staff ‘CAP Headaches’ events (n=56) – John
     Explaining CAP often not well done – maybe a video?
     Advising a key
     40\% of faculty are new since 2015
   ● Faculty 4-year Reviews of CAP courses. – Jim
     All contain either results of measuring learning or plans for it
     Some components have very good assessment measures
     Could ID a sample of courses for each component and each ILG
     Could work with a sample of these faculty

3) The committee adjourned at about 2:15 pm.
4) Next meeting: October 28, 2019. The Assistant Provost for CAP Michelle Pautz will join us.