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Fall 8-31-2023

## **Academic Policies Committee Minutes of the Academic Senate 2023-08-31**

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# ACADEMIC POLICIES COMMITTEE (APC)

ACADEMIC SENATE  
UNIVERSITY OF DAYTON  
2023-2024

## Approved Minutes

THURSDAY, AUGUST 31, 2023  
11am-12pm – Roesch Library, RM 215

\*members in bold were present

### Chair: Nancy Haskell

Members: **Jen Dalton**, **Greg Elvers**, Melanie Hendrick (SGA), **Allison Kinney**, **Gul Kremer**, **Harold Merriman**, **Vincent Miller**, Lou Persiani (SGA), **Rebecca Potter**, **Andrea Seielstad**, **Todd Smith**, **Kathy Webb**, **Lee Dixon** (ex officio), **Amy Anderson** (ex officio)

1. Welcome, Approval of Minutes ([Minutes 4.25.23](#)), Year Ahead
  - a. Introductions
  - b. Minutes from 4.25.23 approved by consensus
2. ECAS Update
  - a. ECAS first meeting spent mostly on administrative items
  - b. ECAS plans to finalize charges this Friday – anticipated charge on CAP 4-year review
3. Brainstorm Session: Alternatives to CAP 4-Year Review ([Senate Doc 2023-06](#), [Senate Doc 2010-04](#), [4-Year Review Background & Guiding Questions](#))
  - a. Questions about whether the course review needs to be by unit or university level, given Senate Doc 2023-06
    - i. Context provided that course approvals go through units before reaching CAP-C. Units differ in extent of follow-up assessment related to CAP courses.
    - ii. Discussion on how much latitude exists with regard to the “periodic review of courses” (timing, type of review, objectives, etc.)
    - iii. [CAP Procedures Doc link](#)
    - iv. Discussion over whether the review needs to be University-wide or could be unit-specific. Pros to account for unit specific differences. Concerns not to overburden CAS. Might depend on division-level work and type of review.
  - b. Discussion on other issues related to CAP: transfer credits, size of CAP w.r.t. total number of credit hours required compared to peer institutions (SOE did this benchmark recently).
    - i. Recognize these are important but need to focus on the 4-year review since we have one year to revise the process
  - c. What constrains the bare minimum?
    - i. HLC requires assessment but does not dictate type.
    - ii. Carolyn Phelps is the best resource to consult.
  - d. Who should be consulted?
    - i. Carolyn Phelps
    - ii. Meghan Henning and CAP Component Coordinators

- iii. Deans/Assoc Deans/Program Directors in Professional Schools, Assessment Committees (?) in professional schools
  - iv. Committees of Dept Chairs (e.g., subcommittees of CCPD in CAS) – let department chairs represent instructors/concerns/best practices in their area
  - v. Department of Education faculty with speciality in assessment
- e. Don't reinvent the wheel – best practices for assessment of general education exist
  - i. Radically different kinds of assessment exist, and some are more energizing for faculty (e.g., discussions) than others
- f. Is there funding? Either need to identify resources or the scope of the review process needs to fit within existing resources
  - i. Map out consultations to strategize for wider consultation with limited resources
- 4. Next Steps
  - a. Await charge from ECAS – assume it is 4-Year Review
  - b. Goal for next meeting: To better understand the bare minimum for assessment and the desired objective(s) of said assessment
    - i. Invite Carolyn Phelps and Meghan Henning to next meeting

**Next Meeting: Thursday, September 7, 11am-12pm – Roesch Library, RM 215**