CAP Meeting Notes 10/22/15

Agenda:

Approval of Minutes of October 8, 2015
(2) Possible Course Approval Form Changes
(3) Writing Courses in the College Course category (Penny)
(4) Online course change form (heads up / student assembly)
(5) Government Department Review Report

Meeting began at 4:20

(1) Minutes from the 10/8 minutes were approved.

(2) The Committee examined the new course approval form and discussed including a box for off campus study and IRB approval. The Committee agreed that the form should include a brief link, rather than a more comprehensive statement about IRB procedure. Other suggestions were made for streamlining the form.

(3) Penny Yee provided a handout of courses currently listed as “College Courses” and “Writing Courses” and suggested that the Committee at some point, preferably in consultation with the future Writing Program director, have a discussion about how these courses are defined and designated.

(3) John and Karen gave a brief report on the recent Writing Center/Program external review and some of the preliminary observations made by the reviewers.

(4) The Committee discussed a recent proposal by Student Assembly to switch to an electronic add/drop form. Students frustrated with tracking down instructors to sign forms. The advantages/disadvantages of an electronic form were discussed. The general consensus was that an electronic form doesn’t seem to prevent faculty asking for a face-to-face meeting if necessary. How to implement technically, however? Karen will meet with students to discuss pros/cons.

(5) Steve and Tara reported that they will offer a summary and response to the external review of the Government Department with attention to curriculum.

(6) Tara reported on the Subcommittee on the Curriculum. Committee has prepared a questionnaire for departments about their curricular goals and is awaiting approval from the Dean. Tara and John planned to attend department chairs meeting to solicit feedback on questionnaire. There was a discussion about providing a way to foster a discussion about their senior exercise/outcomes assessment. Committee discussed how best to go about curricular conversations with languages division, and in particular the question of how Critical Languages should be included.

(7) Karen noted off-campus risk management workshop being organized by Carolyn North.

The meeting concluded at 5:45