Minutes  CAP Meeting  
January 21, 2016  

Present: Karen Brewer (Chair), John Eldevik, Rob Hopkins, Tara McKee, Cheryl Morgan, Stephen Orvis, Stephen Wu  

Meeting began at 4:15 p.m.  

1. **Minutes** of Dec. 15, 2015 meeting were approved.  

2. **Catalogue updating and the new advising tool.** Rob Hopkins discussed the need for catalogue updating in preparation for the adoption of a new planning and advising tool. For planning purposes, students need more accurate information about courses availability at least two years out. Courses not taught in the last three years should be pruned from the catalogue although departments may resubmit them for reintroduction if they are to be taught again. In the new catalogue, a top list of courses offered in a given year would be followed by bracketed courses bearing designations as to their availability (« offered in alternate years, » “next offered,” « offered occasionally » etc.). The committee discussed the mechanism by which to get this catalogue done. Chairs, or a point person, will have to opt in for the courses to remain live.  

3. **Foreign Languages.** The committee continued discussing Languages. Karen reported on a number of areas complicating long-term planning: a NY6 proposal regarding Portuguese and Korean that was tabled last spring; an upcoming proposal for an Italian studies minor; student demands for more Arabic; and personnel issues in German. The CAP wants to know from the foreign language departments where the future lies for their fields and what metrics of curricular value will sustain a department. What kind of model is appropriate for Hamilton? What programs should the College support? What ones can it support in the long term? The committee would like Edith Toegel’s input regarding German and seeks further guidance for making decisions.  

4. **Allocation discussion:** The committee reviewed the list of upcoming allocation requests and discussed the need for departments to do their homework by obtaining enrollment and concentration figures from our peer institutions. The committee will ask Gordon Hewitt what help he may be able to offer departments in procuring data from these other schools, particularly concerning enrollments by concentration and by FTE. Getting accurate information on the number of FTEs for a given department is not easy. The committee also discussed the pitfalls of departments “cherry picking” from the list of comparison schools and whether there was a mechanism to discourage this. These are questions to ask Gordon Hewitt during his visit at the next meeting of the committee.  

5. **Department reviews:** Karen Brewer updated the committee on department reviews noting that French was on track. The philosophy review was completed in
the fall and the report is available on CAP Blackboard. Two reviewers for American Studies had to withdraw so that review is postponed until next year. Hispanic Studies is considering pulling out since one reviewer has withdrawn and they have only two of their faculty members on campus this semester, although the DOF may still plan on going forward.

The meeting adjourned at 6:10 p.m.