CAP meeting 1/28/16

Meeting began at 4:15

Present: Karen Brewer, Penny Yee, Tara McKee, Cheryl Morgan, Rob Hopkins, John Eldevik, Steve Wu

1. The Committee discussed enrollments in Hebrew and the continuing adjunct position for that language.

2. Gordon Hewitt (Asst. Dean for Institutional Research) met to ask CAP for guidance on departmental requests for data used in self-studies, assessments, and allocation requests. It was suggested that departments should be offered a standard template of data to use. Key figures to include would be (per department): FTE’s, concentrators, enrollments, grade distribution, and breakdowns on race/ethnicity and gender. For comparative data, Hewitt confirmed that colleges make the number of concentrators in each department or program public, but raw per-course enrollment data is generally not available. FTEs at peer institutions can often be estimated based on information available via websites. The committee also discussed which group of peer institutions would be used for comparison purposes: a smaller subset of the 28 currently used? Just NESCAC schools? Hewitt acknowledged that gathering data from all 28 schools would be burdensome. The committee would also advise departments to consult CAP, rather than Hewitt’s office, for advice on how best to represent data in their requests.

3. Changes to the minor in Chemistry were approved.

4. Committee approved granting a 1-course credit for the India pre-departure course and orientation.

5. The Committee discussed a proposal for creating a minor in Italian Studies. Several concerns were raised, including grade distribution, three day vs. four day schedule for first-year courses, and the fact that there is currently no tenure-track position in Italian. Only two semesters of Italian are required for study abroad vs. 4-5 semesters in other languages. Penny raised concerns about how minor proposals should contribute to broader curricular goals/programs, e.g. Writing Center.

6. The committee agreed to move toward paperless course change forms to the extent that it is feasible. A final decision was tabled until the Registrar could clarify technical issues.

7. The committee discussed the Philosophy Department review. The Committee agreed that its recommendations for departmental reviews should not include a summary of the external review report, but rather only include corrections, if appropriate, of statements in the external review report along with recommendations from the Committee itself.