Attending: Karen Brewer (Chair), John Eldevik, Lydia Hamessley, Tara McKee, Cheryl Morgan, Steve Orvis, Steve Wu, Penny Yee

The meeting convened at 10:30 am

1) The chair welcomed new members and reviewed the logistics of the committee and the agenda.

2) The committee provided feedback to Penny about the two guidebooks on the FYC Program and Academic Advising.

3) The committee discussed issues related to representation of divisions and departments in the FYC program, especially Sciences, Arts, and Social Sciences. The committee agreed to continue monitoring the distribution of FY courses during the trial period of the program.

4) The committee discussed issues related to experiential learning and “internships” including definitions, academic credit, and risk management. The committee agreed to continue this discussion this year.

5) The committee discussed the process related to declaring interdisciplinary concentrations including strategies for improving clarity. The committee agreed that the CAS needs to be involved in any changes to the process.

6) The committee discussed the lack of consistency in how tracks within a concentration and interdisciplinary studies/concentrations are represented in the College Catalogue. The committee agreed to have Departments indicate in the Catalogue when a course will next be offered if it is currently bracketed. The committee agreed to continue discussing Catalogue issues this year.

7) The committee briefly discussed the continuing conversation at the College around diversity courses/requirement. The committee agreed to be involved in the on-going working group on this topic (Steve O. and Karen at least will attend working group meetings). Steve W. informed the committee about a teaching table on November 10th devoted to diversity topics.

8) The committee agreed to continue discussion early this year of course designations related to oral communication (e.g., OP, speaking intensive) as well as the proseminar designation.

9) The committee agreed to continue discussion of new methods of teaching (e.g., synchronous video lessons) in the Critical Languages.

10) The committee agreed to talk with Carolyn North about off-campus study and its place in the curriculum.
11) The committee discussed grade distributions at Hamilton. Since the spring of 2013 the most common grade at Hamilton has been an A (prior to S’13 it was an A-) and 48% make the Dean’s list. The committee agreed to continue discussing this issue this year.

12) The committee discussed strategies for the approval of courses/Catalogue changes.

13) Department/Program reviews:
The committee discussed the logistics of reviews: read Department self study, meet with review committee night before for dinner, meet with review committee at end of visit, write summary/response to review committee report, meeting with Dean and Department on action items/response to reports. Goal: get them done before March.
Government: September 20th (Steve W., Tara)
Writing Center: October 20th (Karen, John) [there will be some discussion about the nature of this review and what kinds of questions CAP would like have addressed]
French: spring (late Feb., early March) (John, Rob)
Philosophy: (Steve W., Karen)
Hispanic Studies: (Cheryl, Rob)
American Studies: (Tara, Cheryl)
On deck for following year: EALL, Asian Studies, and Art. We need to confirm these reviews and decide which other departments/programs to add. We also need to discuss whether or not off-campus study should be reviewed. We will also check on the status of a Levitt Center review and any role we should have in that.

The committee agreed to discuss what kind of follow-up needs to happen with regard to Department/program reviews generally and the Education Studies review in particular.

14) The committee discussed revising the guidelines for Department reviews and allocations including language for long-term planning and diversity, more consistency, and guidance for Departments who have not submitted an allocation request in some time.

15) The committee agreed that Tara and John will be the two CAP members on the CAP Subcommittee on the Curriculum (Tara will chair the committee). We agreed that we did not have enough time to submit names to Academic Council for additional members to have a ballot for the Faculty Meeting on 9/1/15. We will prepare a list of possible names for Academic Council for the October Faculty Meeting.

16) The committee discussed the Math Department’s response to the allocation recommendations and their request for approval to search for a tenure-track position this year.

17) The committee discussed reporting to the faculty in October on the CAP agenda for the year.

The meeting adjourned at 3:02 pm

Respectfully submitted,
Tara E. McKee