MINUTES of the Sept. 24, 2015 meeting of CAP

The meeting began at 4:20pm.
In attendance: Karen Brewer, John Eldevik, Lydia Hamessley, Tara McKee, Cheryl Morgan, Penny Yee.

1. The Minutes of last week’s meeting were approved.

2. Discussion of Study Abroad protocols for the CAP course approval site
   The committee discussed ways to grant approval for off-campus, service learning trips, etc.. The CAP will implement procedures for chairs indicating courses that fall into these categories when they are submitted for approval. CAP will coordinate with Carolyn North’s office.

3. Update on the Government Department external review
   The committee heard a report from Tara on the review, including questions from the external reviewers. Issues include the possibility of a Methods course, the department’s relationship with the Levitt Center, the enrollments in the DC Program, the department’s promotion and tenure guidelines, and spousal hiring. Also discussed was the direction that the field of Political Science/Government is going (courses taught thematically rather than by geography).

4. Periodic Review Process
   The committee discussed the document outlining this process, including the timeline for reviews and what information should be included describing the "mid-cycle curricular review." The committee also questioned whether the document outlined what external reviewers are asked to do. Karen will continue to work on the document and return her revisions to the committee.

5. Allocation Timeline
   Karen reported that she would be talking to department chairs about revising the timeline for allocation requests. This new timeline has the proposal due January -- by the end of first week of classes. The department’s Intent to file can then be Nov. 1 so they can get feedback and the CAP can better plan their scheduling.

   This is a way for CAP to get decisions to the DOF faster so that departments can appeal to the Dean, craft their responses, and get decisions earlier (writing ads, etc.). The DOF can also discuss allocation decisions with chairs during their regular chair meeting about salary, thus combining a meeting between the DOF and chairs. There would be more chance to give departments feedback about the CAP decision and time to follow up on if desired.

6. The committee briefly outlined a few other issues for possible future consideration.