

**CAPP Minutes**  
**8/30/2010**

Present: Marnie McInnes, Bruce Sanders (Chair), Hiroko Chiba, Julia Bruggemann (secretary), David Harvey, Rich Cameron, Fred Soster, Caroline Smith, Macy Ayers

The meeting began at 3:35, we agreed to start future meetings at 3:45.

(1) Committee Appointments

CAPP representative to the Hartman Steering Committee

After some conversations about the charge and meeting schedule of the committee, Rich volunteered to be the new CAPP representative for this academic year.

Winter Term subcommittee

Division 3: Jeff Hansen

Division 2: Valerie Ziegler

FYS subcommittee Division 2 appointment

No volunteers yet; CAPP decided to decide this process via email

(2) Preliminary discussion to regularize a Faculty Committee on Admissions Background: FGSC created this as an ad hoc committee 2 years ago with the idea that CAPP would determine whether or not the committee would be regularized. It included 1 member of CAPP. Additionally, 4 other people were appointed for 1 year. Dan Meyer is open to the committee becoming regularized. This would mean that a proposal would have to be taken to the floor of the faculty and the terms of the new/continuing members would be staggered.

CAPP asked Dan Meyer to come to a future meeting of CAPP to discuss his ideas about what the charge of this committee would be. Some concerns were raised about adding yet another committee to DePauw governance structure, but others saw a positive role such a committee might play in the admissions process that would outweigh the additional workload. At other institutions a faculty admissions committee is standard. Someone suggested that Dan Meyer could come to CAPP once a semester to use CAPP as a sounding board instead of creating a new committee. There was agreement that faculty should be involved in discussions about how to shape distribution of financial aid to incoming students.

CAPP decided to collect questions for Dan over email. They will then be forwarded to Dan, so he can prepare.

(3) Strategy on how to proceed on curricular reform Bruce Sanders interviewed 34 faculty members and 3 administrators over the summer. These interviews were each an hour in length or longer. In these conversations, Bruce wanted to find out what went wrong last spring and was looking for ideas on how to proceed with curricular reform. Bruce summarized the results of his interviews to the committee. CAPP then engaged in an extended discussion of the issues raised in the interviews and decided where to go from here. The committee decided to look at each of the competencies one at a time and to begin with the writing competency.

(4) Bruce noted that the subcommittee looking at the reform of Winter Term will eventually report to CAPP. As





**Committee on Academic Policy and Planning MINUTES**  
**October 25, 2010**

Julian 372

Present: Julia Bruggemann, Rich Cameron, Hiroko Chiba, David Harvey, Marnie McInnes, recorder, Bruce Sanders, chair, Caroline Smith, Fred Soster

1. Minutes approved from CAPP meeting of October 11, 2010.
2. Request approved for change of name from Department of Art to Department of Art and Art History .
3. CAPP continued to work on the model for strengthening the writing program. The discussion and decisions we made are reflected in the document distributed by email attachment to the faculty on October 29, 2010 and in hard  
eliminary Model for Strengthening the Writing

Respectfully submitted,

Marnie McInnes

**CAPP Meeting**  
**11/15/2010**

Meeting commenced 3:53

Present: Hiroko Chiba, Caroline Smith, David Harvey, Fred Soster, Marnie McInnes, Bruce Sanders, Julia Bruggemann (secretary), Macy Ayers

- (1) Hartman Steering Committee proposal to change membership composition:  
Sarah Ryan came to explain the proposal and the rationale behind the proposed changes.  
-faculty ratio will change from 5:7 to 5:8.

Exec Dir of United Way of Putnam County)

community work

o special link between Conf.ST. and

CAPP voted to approve the new plan

already doing what we -in from the faculty to teach  
the new FYS courses. e.g. through faculty development; changes to the advising load?  
in favor of the proposed changes,  
in addition to the detailed guidelines as a way to take seriously and answer questions that have been raised before  
the proposal gets to the floor of the faculty. That way CAPP can present a coherent and thorough argument.  
Fred and Marnie will work on Catalogue language; the rest of the committee will work on collecting arguments in  
favor of the proposed changes (we will start with the bullet point outline from the last faculty meeting).  
zation reps so they can talk to the members of their members; then at the big  
meeting she will field feedback

(4) No information on how the Winter Term discussions are going.

Meeting concluded at 5:40pm

Respectfully submitted by  
Julia Bruggemann

**Minutes of the Meeting of the Committee on Academic Policy and Planning  
Monday, November 22, 2010, 3:45 5:35 p.m.**

Present: Bruce Sanders, (Chair), David Harvey, Caroline Smith, Julia Bruggeman, Marnie McInnes, Rich Cameron, Hiroko Chiba, Macy Ayers, Fred Soster (Recorder).

1. Minutes of the previous meeting were approved.
2. The Committee reviewed and approved catalog copy for the changes to the composition of the Hartman Steering Committee and the International Education Committee.
3. The Committee discussed the document submitted by the Winter Term Committee to CAPP (WT-TaskForceAspirations.doc) that outlined guiding principles and aspirations for Winter Term. CAPP will provide a formal written response to that document to the Winter Term Committee.
4. The Committee continued discussions about the writing program including preliminary plans to introduce a motion at the February Faculty Meeting for a vote at the March Faculty Meeting. Creation of a supporting document to accompany the motion also was discussed.
5. Marnie and Fred will work on the supporting document and other members of the Committee will work on

Model for Strengthening the Writing Competency Program.

Respectfully submitted,  
Frederick M. Soster

**CAPP Minutes  
November 29, 2010**

Present: Bruce Sanders, chair, Rich Cameron, Hiroko Chiba, Julia Bruggeman, Caroline Smith, David Harvey, Fred Soster, Marnie McInnes

1. Minutes from 11-22-2010 were approved.
2. The committee talked again about the aspirational stat 0 0 1 467itthly Ped.



Present: Julia Bruggemann, David Harvey, Marnie McInnes, Rich Cameron, Hiroko Chiba, Bruce Sanders, (Chair), Fred Soster.

Minutes of the previous meeting were approved.

The committee continued to discuss and edit the documents that will be on the agenda of the February faculty meeting (i.e., writing program revision rationale, actual motion and revision of catalog language, and sample syllabus).

The meeting adjourned at 5:30.

Respectfully submitted,  
Bruce Sanders

**Minutes of the Meeting of the Committee on Academic Policy and Planning  
Monday, January 31, 2011, 3:30 5:10 p.m.**

Present: Macy Ayers, Julia Bruggemann, Marnie McInnes, Hiroko Chiba, Bruce Sanders, (Chair), Fred Soster.

The committee finished up working on the documents that will be on the agenda of the February faculty meeting (i.e., writing program revision rationale, actual motion and revision of catalog language, and sample syllabus).

The meeting adjourned at 5:10.

Respectfully submitted,  
Bruce Sanders

**Committee on Academic Planning and Procedure (CAPP) Minutes  
February 14, 2011**

Present: Bruce Sanders (chair), Rich Cameron, Hiroko Chiba, Julia Bruggeman, Caroline Jetton, David Harvey, Fred Soster, Marnie McInnes (recorder), and Macy Ayers (student representative).

1. Minutes from 1-24 and 1-31-2011 were approved.

2. We discussed briefly the background for the proposal to eliminate the combined Sociology and Anthropology major. Outside evaluators found the combined major weak, and the fields are distinctly different. We will take this issue up again, once MAO has made its decision and forwarded it to us.

writing courses and seminars throughout the years. But the balance has shifted recently, with a smaller percentage of courses taught by tenured and tenure track faculty members.)

We do not want to include some sort of enforced participation in the FYS program; instead, we want to remind colleagues that using writing as a mode of instruction can make the course more satisfying to teach, and that with faculty development support faculty members will be able to teach these courses with confidence.

Will the smaller classes impact class size? No, we have space to absorb the students. David will confirm this with Ken Kirkpatrick forthwith.

point about the efficacy of this approach. We will work on these and come back to the idea at our next meeting. Maybe put together a FAQ page.

When programs stagnate, they become less interesting, less appealing to teach. We need to reinvent the way we do things to make the prospect of gen ed courses exciting and rewarding.

Respectfully submitted,  
Marnie McInnes 2-14-2011

**CAPP Minutes Feb 21, 2011**  
**Begin: 3:35pm**

Present: Fred Soster, Marnie McInnes, Bruce Sanders, Hiroko Chiba, Rich Cameron, Caroline Smith, Macy Ayers, Julia Bruggemann (secretary)

The issues of substance that came up:

Assessment (how do we know writing will be taught well)

Guidelines

Science writing

How will teaching of writing be assessed in the context of tenure and promotion

Oversight

CAPP brainstormed some strategies how best to address some concerns that were raised at the division meeting and in other contexts.

CAPP can solicit some volunteers teaching FYS in fall 2011 at the FYS brown bag. We can additionally ask some faculty to encourage them to teach in the pilot program next fall.

er the committee should offer an amendment to make FYS required of each department according to some kind of quota system. CAPP decided not to prepare any amendments.

-intensive FYS. The committee agreed to pilot these guidelines if the proposal passes.

the CAPP opening statement.

p the FAQ document, Fred will work on



Meeting concluded at 5:25pm

Respectfully submitted by  
Julia Bruggemann

**CAPP meeting  
February 28, 2011**

Bruce Sanders, Caroline Smith, Rich Cameron, David Harvey, Fred Soster, Marnie McInnes, Hiroko Chiba

- (1) Approval of minutes from the last meeting approved
- (2) Announcement: Invitation to Chairs/directors meeting we will send representatives.
- (3) Announcement: FYS brown bag lunch discussion coming up
- (4) CAPP discussed the proposal from Sociology/Anthropology regarding the elimination of Socio/Anthro
- (5) CAPP discussed the note from Ken Kirkpatrick regarding total course credits that transfer students need to take (see the minutes from 2/14).
- (6) CAPP Reviewed RAS questions and procedures. Bruce will send an email to solicit volunteers for at-large positions.
- (7) CAPP debriefed the Division meetings.
- (9) CAPP discussed the CAPP statement for March 2011 Faculty meeting Draft 2.
- (10) CAPP discussed replies to WPCC questions.

Respectfully submitted,  
Hiroko Chiba

**Minutes of the Meeting of the Committee on Academic Policy and Planning  
Monday, March 14, 2011, 3:30 5:00 p.m.**

Present: Bruce Sanders, (Chair), Marnie McInnes, Rich Cameron, Hiroko Chiba, Caroline Smith, Macy Ayers, Julia Bruggeman, Fred Soster (Recorder).

1. Minutes of the previous meeting were approved.
2. The Committee debriefed about the passage of the writing proposal and discussed actions that need to occur in the short term and the long term.

**Short Term Actions:**

Letter to School of Music urging them to begin thinking about participating in the new writing program.  
A group of faculty colleagues will be invited to meet with CAPP to discuss how committees will work together to provide program oversight and what needs to be done with respect to faculty development.

A brownbag lunch will be organized to discuss the pilot program.

Copies of the Gottschalk & Hjortschoj book will be ordered for FYS faculty.

Longer Term Actions:

WIT courses.

Sophomore W renewal.

Participation in FYS.

Departments need to begin thinking about writing in the discipline.

3. We will turn our attention to the S program and will invite the S committee to meet with us to discuss their ideas.

4. Discussed timeline for EEC proposal

Respectfully submitted,

Frederick M. Soster

**CAPP minutes**

**Monday 4/11/11**

In attendance: Mike Sinowitz, Susah Hahn, Julia Bruggeman, Hiroko Chiba, Marnie McGinness, Bruce Sanders, Rebecca Shindler, Kelly Hall, Debbi Geis, Dave Guinea, Fred Soster. David Alvarez, Jim Mills, Rich Cameron (recorder)

**CAPP meeting  
April 18, 2011**

Bruce Sanders, Fred So

Jim and Michelle will be asked to take the podium to discuss the proposal at the faculty meeting and field the questions

at the next meeting)

WT Task Force:

They will give a report at the last faculty meeting. The full report will be posted in June. The charge to the Task Force will have expired at the end of the academic year and CAPP will take up the WT issue in the fall.

Meeting concluded at 4:45 pm.

Respectfully submitted by Julia Bruggemann

**CAPP minutes**  
**Monday 5/9/11**

In attendance: Hiroko Chiba, Marnie McInnes, Bruce Sanders, Fred Soster, Rich Cameron, David Harvey, Tim Good (newly-

e the RAS

recommendations. CAPP members commend Bruce Sanders for his exceptional work as chair of CAPP this year. His organizational skills pushed the committee to accomplish a great deal, keeping them on track as they tackled a very full agenda for the year. Bruce will send an e-mail to RAS members to select a chair. It is up to the sub-committee whether to elect a chair prior to the first meeting or to wait and do this at the start of the first meeting this month. The Winter Term Task Force will meet the week after finals week and then send their final report to CAPP. The S proposal was recapped for new CAPP members. S Committee faculty members will report back to CAPP next semester. Bruce will send Susan Wilson an e-mail indicating the necessity of presenting a document to CAPP in a timely manner if CAPP is to come up with a possible proposal for faculty action next year. The e-mail should clearly set forth expectations that the S committee should address. There was the concern that in the initial plan presented to CAPP this spring, it would be necessary to add 45 new S courses in the sophomore year. Thus, S committee needs to determine which existing courses could convert to be an S course, and also outline the S goals for these courses.

To recap: What should these courses accomplish; Which existing courses could be converted to S courses; The strength of the original document brought to CAPP this spring is the explanation detailing what S actually means; Concern is whether or not this is actually doable (S course in sophomore year and S course in senior year); CAPP urged the second S course be in the discipline; S committee appeared to concur with this recommendation; Do we have resources to accomplish this; Is there buy-in for S with the faculty; Bruce will e-mail S document to all new members; A brief discussion re: whether or not one of the primary goals of FYS is to be discussion-based (Writing will inform the discussion while discussion informs the writing.).

Respectfully submitted,  
Caroline Smith, recorder