

Committee on Academic Policy and Procedure

Minutes

Monday, August 27, 2012

4-5 pm, Julian 372

Present: Carroll Bible (student representative), Nicole Brockmann (FYS chair), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Introductions
2. CAPP meeting dates for Fall 2012 (4 p.m. in 372 Julian) will be as follows: 8/27, 9/17, 9/24, 10/8, 10/29, 11/12, 11/26, 12/10 (if needed)
3. FYS committee membership is set, with Nicole Brockmann serving as chair, and therefore sitting on the WPCC as well.
4. At our next meeting (9/17), Raj Bellani, new dean of experiential learning, will meet with us to discuss ideas about Winter Term (4:30 pm) President Casey will also meet with us (4 pm).
5. CAPP meetings will begin at 4 pm and end at 5:30 pm, or sooner.
6. WT subc etsP0 0 9.2084 0 9.208456 142.40 -0.7 (e7 (0) -0.7 (i) -0.2 (,) 0.2 () 0.e7 () 0.2 (e) -0.2 (n) -
 - a. We will review and revise guidelines for RAS this fall so that the VPAA can share these with chairs and program directors in early spring 2013.
 - b. After hearing from Raj Bellani on 9/17, weÖll continue thinking about WT reform.
 - c. See proposal from Aaron Djiubinskyj about change in handbook language about off-campus semester-long internships. CAPP will reflect on the proposed change, discuss it, and make a decision soon; if we support the change, the item must go to the faculty for a vote.
 - d. Other WT items: criteria for evaluating study and service trips; grading of WT

- i. Q Program reform will be postponed until new VPAA has arrived. Instead we will focus on W program implementation and WT reform.
- j. We expect proposals for a new minor in Astronomy and changes to the Mathematics major.
- k. CAPP is responsible for long-term policy and planning -- hence, the curriculum. As part of the discussion of RAS guidelines, we will consider pressing issues in the curriculum and rethink how CAPP should undertake curriculum oversight.
 - i.

system? The VPAA has asked CAPP to do this; we've revised the RAS guidelines, but now will discuss the system more broadly.

- d. There was a slight downtick in first to second year retention last year (below 90%). Class Deans are used well at other schools. Can we imagine effective reconfigurations of advising? The business involves SLAAC, CAPP, and MAO, along with the Advising Committee (subcommittee of MAO). The FYS committee has a model for the first-year that could be used for other classes. Fred will make sure the FGSC takes up the question.

5. Dean Raj Bellani, Kate Knaul, and Jeff Hansen (WT Committee chair) (4:45-5:30).

Winter Term: Raj Bellani explained that there are both structural and programmatic issues.

Structurally: WT has changed, but administrative structure hasn't kept up. We now understand internships, research, on-campus classes, study trips, service trips, etc. as all part of one integrated unit. CGP needs to work with Faculty Development. We have created an awkward division between "obligated" and "unobligated" faculty members for WT, and we experience lots of tension over faculty workload.

Programmatically: what do we want students to graduate knowing how to do? We haven't crafted the WT experience. It could/should be an attractive buffet. Staff in CGP can do the organization of trips to relieve the faculty planners of this work. How can CGP support faculty members in other ways, in advising students about OCS, for example? Should we encourage more students to spend a semester off-campus? Can we offer more research opportunities? We need to talk about learning outcomes.

Raj would like three governing bodies that oversee CGP to get together: IEC, WT, and Hartman. We already have lots of reports and lots of disagreement among the faculty.

Next steps? Raj would like CAPP to push through governance changes for the CGP area, simplifying the way courses are approved, trips are managed, etc. In order to make such changes, CAPP needs a proposal about what the governance changes should be. Raj and others will present us with this report in mid-semester.

The collaborative learning WT will be hard to enact this year. These should involve 6-8 students tops. We need students and faculty to understand the guidelines and process.

Postponed until next meeting:

6. Approval of minutes from the 8/27/12 meeting.
7. Should the position of Associate Faculty Development Coordinator for the Writing Program and Writing Program Director, currently held by Mike Sinowitz, be a voting member of the FYS committee? (Nicole Brockmann).

6. Next meeting: Monday, October 8, 2012, 4-5:30 pm.

A better measure is what the students did in high school. We'd put more emphasis on curricular expectations: eg., 4 years of math, Academic Diploma in Indiana, essays.)

- g. Tim Good will be liaison between CAPP and Admission.

Committee on Academic Policy and Procedure / Minutes
Monday, October 22, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Minutes were approved from CAPP meeting on October 8, 2012.
2. Next CAPP meetings: Monday, Oct. 29, 2012, 4-5:30 pm.
3. Alex reported that the Chairs will take up a full discussion of CAPP's letter at its November meeting. He'll ask if departments are beginning to discuss the two issues we raised: 1) the need to create new courses that satisfy area requirements and 2) the rationale for course levels and numbering.
4. Carroll discussed the student request for a variable credit course for students taking local internships while enrolled in classes on campus. The proposal would include weekly discussions among participants about the projects everyone is doing, perhaps including community leaders. The students have discussed their proposal with the Registrar, Gigi Fenlon, and others. Carroll explained that the idea -- and a good template -- came from a project done in John Schlotterbeck's Public History course last year. John has read and approved the student proposal.

Another precedent is UNIV 298, a one-credit "Readings" course, accompanies off-campus internships.

We'll look at a written proposal from Carroll next week, make revisions, and, when we're satisfied with it, send it to MAO so that they can generate a new course and take the proposal to the faculty. The goal is to get the proposal ready for the December 2012 faculty meeting.

5. We discussed the Student White Paper (Spring 2012) calling for a "multicultural requirement." It could be done as a out of course "punch card" program if not as a required course or as part of the FYS. Diversity is addressed in the mentor program at the start of the first year. The Student Academic Affairs Committee support the punch card idea, or a WT project, rather than a course. Another idea is to list multicultural courses and to encourage advisors to promote these courses. But there's a pattern of disturbing incidents on campus that suggest we all need to think more carefully about diversity. The goal of the White Paper is to generate some action, not simply to institute a new course. We may need to rethink the way we frame our requirements: for example, the language requirement speaks of "mastery" and technical skill but ignores other potential goals, such as learning about ethnicities and cultures.

Much of the White Paper proposal seems to fall under the purview of DEC, but there is a curricular piece: are we doing enough -- in the courses we offer and in our graduation requirements -- to promote international and cross-cultural understanding? We could ask the Registrar about numbers of students taking a course that addresses diversity, both domestically and internationally.

Natasha explained that the IEC is discussing diversity issues and opportunities for campus leadership, and will convey CAPP's interest in their ideas about these issues.

Next step? 1) Get an inventory of courses and co-curricular programs that address diversity, broadly speaking. 2) Take the ideas from our discussion to the FGSC to figure out which committee should be tasked to take the responsibility for action on the White Paper proposal. 3) Carroll will follow up with Leila Howard, one of the authors of the White Paper, to let her know what we're doing.

Committee on Academic Policy and Procedure / Minutes

Monday, October 29, 2012

4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

Announcements

1. Next CAPP meeting: Monday, November 12, 2012, 4-5:30 pm.
2. The Faculty Governance Steering Committee has discussed the student White Paper asking for a multicultural requirement and will decide which faculty committee should follow up with its recommendations.
3. Alex reported that work is underway to replace the Hartman Steering Committee by a new committee that will oversee more of the GCP area. The old Hartman Committee will become a steering committee for community partners.
4. Minutes from CAPP meeting on October 22, 2012 were corrected and approved.

Business

5. **Applied Learning Pilot proposal.** All field experiences will be with nonprofits and public offices, making it manageable and focused. The proposal explains how student work will be assessed. Questions remain about who would teach it, but several people have expressed interest. Students will line up the internship before the semester begins. The cover letter will be written early in the semester to explain how exactly the field experience will work. Fred will send the proposal to MAO with our approval. MAO will discuss it and, if they also approve, create an experimental course designation (UNIV EXP) for the new course.
6. **RAS documents.** CAPP discussed the guidelines that should be given to RAS. How do we help RAS identify departments and academic areas that most need staffing?

RAS works best, David Harvey explained, if it divides proposals into three categories:

1) critical, 2) needed but not urgent, and 3) not yet ready (oud, if calg (,) 0.2 (0.2 e5 -0.2 (t) 0.2 (t) 0.2 (

including how to include both faculty and administrative perspectives on the slate of proposals. Invite comments and suggestions. 2) Work out wording for the RAS categories and method of ranking to give to RAS (and to include, therefore, as part of the guidelines). 3) Read over the guidelines revised last May and make suggestions for revision. Discuss these at the next meeting.

Committee on Academic Policy and Procedure / Minutes
Monday, NOVEMBER 12, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Next CAPP meeting: Monday, November 26, 2012, 4-5:30 pm.
2. We discussed the Writing Program proposal to move oversight of the academic component of our writing intensive first-year seminars to the WPCC.

Background: The WPCC serves as the steering committee for our Writing Program, with its duties outlined in the faculty by-law's section on "interdisciplinary, honors, and competency programs." As defined there, CAPP has no say on who sits on the Writing Program steering committee, nor direct oversight of the committee. The director of writing (Mike Sinowitz) is charged with all faculty development for the Writing Program, including faculty development for the FYS.

Given the complexity of the committees and programs involved with the FYS, CAPP will need time to develop a coherent motion to bring to the faculty. We want to consult further with those involved. Fred will talk with the FYS committee chair and writing director about oversight arrangements in the interim.

CAPP needs to think about the place of the competency steering committees within the University governance structure. It's possible that some changes should be made.

3. We discussed a proposal to eliminate two committees (IEC, WT), redefine the responsibilities of the Hartman Steering Committee (an administrative committee), and create a new Committee on Experiential Learning, which would become a subcommittee of CAPP. (The proposal comes from the chair of IEC, the chair of the Winter Term Committee, and the Dean of Experiential Learning.)

CAPP will bring a motion to the faculty to create the new Committee on Experiential Learning as an executive committee reporting to CAPP. We will review a draft of this motion on November 26.

4. The Winter Term subcommittee is on the verge recommending changes to WT course grades; CAPP, therefore, does not need to take up this matter.

Committee on Academic Policy and Planning / Minutes
Monday, November 26, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann,
Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred