**Committee on Academic Programs (CAP)**

**Minutes for February 9, 2011**

**ATTENDANCE:**

A.Joshi, R. Kamber, J. Karsnitz, C. Liebars, C. Fisher, S. Shestakow, B. Tellis – Tomsky, T. Pavlovsky, K. Cugliotta, B. Franco; **Excused:** P. McElroy, F. Cooper, B. Leake, M. Pulimood

**AGENDA ITEMS**

1. Minutes

The minutes from December 8, 2010 were approved.

1. Re – Charge on Student Evaluation of Teaching:
2. CAP received a report from the Sub – Committee. They decided that it is not going to be necessary to test the validity and reliability of the questions. They are going to be conducting a survey to see if paper or online formats will work better for students and faculty. The sub – committee will also look at the pilot online evaluation program. J. Karsnitz volunteered to be the other full time faculty member on the committee.
3. Amended charge on Academic Load
   1. After examining the data, not many students are taking courses elsewhere. There are also few people that are graduating in less than four years. A problem is that the data does not take into account AP credits and transfer credits. CAP discussed about whether or not it should be a college wide policy or a school based policy. CAP decided that they should draft a policy that would allow the school to decide but it would be based on different factors that will be decided by CAP. C. Liebars will draft a statement and email to members to add factors before the next meeting.
4. New Charge on Graduate Program in Women and Gender Studies
   1. CAP received a charge to look at proposed graduate certificate using guidelines created by CPP. CAP questioned some of the proposed parts of the program. For example, courses mentioned in the proposal do not currently exist. The proposal also did not address the materials and resources needed and the use of adjuncts. CAP proposed that the request go back to Women and Gender Studies to have them edit the proposal.
5. New Charge on Repeating courses
   1. CAP believes that the policy in place works well. However, CAP will look at data to see how often classes are repeated. T. Pavlovsky is going to contact the deans from the schools to see if they are having problems with the policy. Also, C. Liebars will contact Steering to clarify the issue of EOF students not getting failing grades in summer courses.
6. New Charge on Academic Integrity

Due to time limitations, this item was not discussed. It will be on the agenda for the next meeting.

1. New Charge on Academic Dismissal Policy

Due to time limitations, this item was not discussed. It will be on the agenda for the next meeting.

1. New Charge on Course Withdrawal Policy

Due to time limitations, this item was not discussed. It will be on the agenda for the next meeting.

**Meeting Adjourned: 2:50 PM**