**Committee Name: Curriculum & Assessment Policy Committee (CAPC)**

**Meeting Date & Time: November 6, 2015**

**Meeting Location: A & S 116**

**Attendance**:

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| **Members: “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| R | Angel Abney (Chair) | P | Cara Meade |
| P | Kay Anderson | R | Joanne Previts |
| P | Kimberly Cossey | R | Patrick Simmons |
| P | Ben Davis | P | Amy Sumpter (Vice Chair) |
| P | Nicole DeClouette (Secretary) | P | Shaundra Walker |
| P | Josie Doss | P | James Winchester |
| P | Juan Ling |  |  |
| Guests: Barbara Funke, Lisa Griffin, Julia Metzger | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 2:07 pm. |  |  |
| **II. Approval of Agenda** | Agenda approved unanimously. |  |  |
| **III. Approval of Minutes** | Minutes approved unanimously. |  |  |
| **IV. Informational Items** |  |  |  |
| 1. **Community-based Engaged Learning (C-bEL) Designation** | Guest: Julia Metzger  This is a “Designation” (not an overlay) modeled after the honors program.  ENGAGE sends a list of C-bEL designated courses to the registrar’s office so they are coded on the backend. That way ENGAGE can analyze data on students and outcomes. Students won’t know that they are being tagged.  Anyone can apply to have his/her course designated as a C-bEL course and it’s on a section-by-section basis.  After registration coding because its too difficult for faculty to confirm that their course is community-based a year in advance. |  | Change the name to “designation” in the meeting agenda. |
| 1. **Masters in Management of Information Systems** | The only change is moving the program online. |  |  |
| 1. **Updates to ongoing changes in the College of Education programs** | Over the past few years informational items that were supposed to be circulated from CoE were not, so this is a “clean up” informational item. This will serve as “notice” that these programs have moved online.  Update on the M.Ed. Proposal in Curriculum & Instruction:  It was approved by CAPC but had not gone through the Graduate Council—it should have gone through Graduate Council first, then CAPC.  CAPC will have to reconsider when it comes through again because it will likely entail substantive changes. It would be helpful if CAPC can gain access to the suggestions for revisions sent forth by the Graduate Council. |  | It would be helpful if CAPC can have access to the suggestions for revisions sent forth by the Graduate Council. |
| **V. Action Item** |  |  |  |
| 1. **M.Ed. in Educational Leadership** | Proposal to move program fully online and move from 4 to 6 credit classes. What are the comparable activities that take the place of instruction? What types of direct supervision, assignments, etc. are professors doing for their contact hours requirements?  CAPC needs further elaboration on:  --The link between the new PSC requirements and the change in credit hours.  --250 hours: Is this number per 6 hour course or for the entire program? How were the numbers calculated? Does this meet the 40 hours per credit hour requirement for residency?  --What is the substance and content for the 36 credit program?  Invite someone from CoE to our next meeting to provide more explanation.  Kay moved to table this discussion.  Jim seconded.  Unanimously voted to table. | Unanimously voted to table. | Invite someone from CoE to our next meeting to provide more explanation. |
| 1. **B.S. in Public Health (substantive changes in name and curriculum to existing BS in Community Health)** | Guests: Lisa Griffin and Barbara Funke  This proposal went before the BoR in 2011 and it was not approved because the Board said they would not fund any stand alone programs. Since then, the composition of the Board has changed and so too has their perspective on this. Kennesaw just had a similar program approved by the BoR.  This proposal is very similar to what was submitted in 2011. One difference is that now there is a National Accreditation body that did not exist prior to 2013.  This proposal also is aligned with the national trend to increase undergraduate preparation in public health.  Fall 2017 proposed implementation.  Fall 2018 proposed accreditation.  Jim moved to approve the proposal.  Kay seconded.  Proposal passed unanimously. | Proposal passed unanimously. |  |
| 1. **Certificate in Film** | The proposal is for an embedded certificate (not a free standing certificate). Therefore, it is offered only to students who are degree-seeking and already in the program.  There are no freestanding certificate programs at GC.    This proposal does not have to go to BoR because it is a certificate program. Senate just needs to notify BoR after it is passed.  Cara moved to approve the proposal.  Jim seconded.  Proposal passed unanimously. | Proposal passed unanimously. |  |
| 1. **Minor in Global Health Studies** | Sallie Coke, in Nursing, received an ENGAGE grant to implement this. This has been a collaborative effort.  Students do not have to do study abroad but it is big part of it.  Philosophy would like to be involved--could add to the minor (maybe a future bioethics course).  Title of minor: Global Health or Global Health Studies?  Kay moved to approve the proposal.  Cara seconded.  Proposal passed unanimously. | Proposal passed unanimously. | Title of minor: Global Health or Global Health Studies? |
| **VI. SOCC Report** | SOCC held two forums focused on GC1Y and GC2Y. People talked about their classes. Overall, the sentiment was that we do not get together often enough to talk about teaching and learning.  SOCC approved two GC2Y courses since CAPC’s last meeting.  The committee continues to make minor revisions to the GC1Y and GC2Y forms. |  |  |
| VII. Members Reports | None. |  |  |
| VIII. New Business | None. |  |  |
| IX. Next Meeting | December 4, 2015  2:00-3:15 pm  A & S 116 |  |  |
| X. Adjournment | Meeting adjourned at 2:55 pm. |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: Curriculum & Assessment Policy Committee (CAPC)**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| Meeting Dates | | 8.11.15 | 9.4.15 | 10.2.15 | 11.6.15 | 12.4.15 | 2.5.16 | 3.4.16 | 4.1.16 |  |
| Angel Abney | | P | P | P | R |  |  |  |  |  |
| Jamie Addy | | P |  |  |  |  |  |  |  |  |
| Kay Anderson | | P | P | R | P |  |  |  |  |  |
| Kimberly Cossey | | P | R | P | P |  |  |  |  |  |
| Ben Davis | |  | P | P | P |  |  |  |  |  |
| Nicole DeClouette | | P | P | P | P | R |  |  |  |  |
| Josie Doss | | R | P | P | P |  |  |  |  |  |
| Juan Ling | | R | P | R | P |  |  |  |  |  |
| Cara Meade | | P | P | P | P |  |  |  |  |  |
| Joanne Previts | | P | P | P | R |  |  |  |  |  |
| Patrick Simmons | | A | P | P | R |  |  |  |  |  |
| Amy Sumpter | | P | P | P | P |  |  |  |  |  |
| Shaundra Walker | | P | P | P | P |  |  |  |  |  |
| James Winchester | | P | P | R | P |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)