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

**Meeting Date & Time: September 4, 2015**

**Meeting Location: A & S 116**

**Attendance**:

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| **Members: “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Angel Abney (Chair) | P | Cara Meade |
| P | Kay Anderson | P | Joanne Previts |
| R | Kimberly Cossey | P | 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:Diane Gregg (College of Education)Larbi Oukada (Modern Languages and Cultures) | | | |
|  | *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 Recommendation | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 2:03 pm. |  |  |
| **II. Approval of Agenda** | Angel made a minor change to the agenda:  Informational item b: change “Major” to “Minor” so that it reads  “Name Change from French or Spanish Minor to Degree in World Languages”  Amy moved to approve the agenda.  Cara seconded the motion.  Agenda approved unanimously. |  |  |
| **III. Approval of Minutes** | Amy moved to approve the minutes.  Cara seconded the motion.  Minutes approved unanimously. |  |  |
| **IV. Informational Items** |  |  |  |
| 1. **GC2Y Proposal Transnational Crime** | Proposal was circulated via email. It has already been approved and is moving forward. |  |  |
| **2. Department of Modern Languages & Cultures Program Name Change** | Department of Modern Languages and Cultures has proposed a change in the name of the following existing minors:  Minor in French Language & Culture  Minor in Spanish Language & Culture |  |  |
| **V. Action Items** |  |  |  |
| **1. Change in Operating Procedures** | James moved that we accept the proposed changes in operating procedures for reviewing informational items. All items will be sent via email. CAPC members will have five business days to review.  Kay seconded the motion.  Motion passed unanimously. |  |  |
| **2. Department of Modern Languages & Cultures** | Proposal to deactivate French and Spanish Majors and change to BA in World Languages & Cultures.  Larbi circulated updated drafts of the proposal.  Restructuring is due in part to the prioritization report and in part in keeping with national trends.  Students do not relate well to “Modern” so the hope is that they will relate better to “World Languages & Cultures.”  Major would be divided into two parts:  --Primary Language: Spanish or French  --Concentration that is more career oriented (18 semester hours)  James made a friendly suggestion that the expectation for students to write upper level course papers in the language of study be made explicit to show the rigor of the course/program.  James moved to pass the proposal.  Amy seconded the motion.  Motion passed unanimously. |  |  |
| **3. CoE Formal Proposal for New Degree Program** | This proposal is for the creation of a new M.Ed. program that is completely online. This is a new program proposal.  Diane Gregg is standing in for Dean Peters and the author of the proposal Marcia Peck.  Professional Standards Commission (PSC) has created a new certification, Curriculum & Instruction. This would provide another M.Ed. program option and is hoped to increase graduate enrollment. (It was noted that not all graduate programs in the CoE are experiencing declining enrollment.)  Kay clarified that education proposals differ slightly than proposals from other colleges because the CoE is driven by the PSC. The PSC asked the CoE to create one certification program and now they are asking the CoE to change to another certification program.  Amy moved to table this discussion until CAPC receives further clarification on the issues below.  James seconded the motion.  Motion to table was passed unanimously.  CAPC seeks clarification on the following points: a) **Faulty coverage.** Dr. Peck is still at GC but Dr. Deneroff is no longer at GC. Dr. Mehranian and Dr. Kang teach in other programs. Does the CoE have the faculty to cover these courses?  b) **Observation/Supervision**. Students will be expected to complete 20 hours of field experience. Will supervisors go out to observe? The details of what this might look like are unclear.  c) **Creation of 4 hour courses**. With the exception of the Educational Leadership Program, the creation of 4 hour courses is a new standard for GC. Have faculty reviewed these courses and have faculty been adjusted accordingly? What is the justification for making these courses 4 hours? What makes these courses worthy of 4 credit hours?  d) **Approval by CoE faculty?** CAPC would like to verify that this proposal was vetted and approved by CoE faculty and through the Educator Preparation Council (EPC). Diane Gregg said that the proposal was discussed at EPC and the Graduate Committee discussed and approved the proposal. Did the CoE faculty discuss and approve?  The types of questions CAPC should ask about proposals are:  --Does this proposal fit the mission of the institution?  --Can the College adequately support the program?  --Does the program make sense—face validity?  --Is the program justified—can it meet enrollment needs?  --Has the proposal met the requirements?  --Has the proposal been reviewed by the College? |  |  |
| **VI. SOCC Report** | SOCC approved a couple of courses and they are busy disseminating information about the Liberal Arts Renewal Project (LARP).  SOCC is using different procedures for review. Instead of having small review teams, all members will review proposals after designating a lead contact as a reference point.  GC1Y and GC2Y proposals take about one week to be reviewed by SOCC.  SOCC needs proposals by mid-September for a spring course. Everything needs to be in place (e.g., paperwork, signatures, etc.) by October in order to teach in the Spring. |  |  |
| VII. Members Reports | None. |  |  |
| VIII. New Business | None. |  |  |
| IX. Next Meeting | Friday, October 2, 2015  2:00-3:15 pm  A & S 116 |  |  |
| X. Adjournment | Meeting adjourned at 2:57 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:**

**Committee Officers:**

**Academic Year:**

**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 |  |  |  |  |  |  |  |
| Jamie Addy | | P |  |  |  |  |  |  |  |  |
| Kay Anderson | | P | P |  |  |  |  |  |  |  |
| Kimberly Cossey | | P | R |  |  |  |  |  |  |  |
| Ben Davis | |  | P |  |  |  |  |  |  |  |
| Nicole DeClouette | | P | P |  |  |  |  |  |  |  |
| Josie Doss | | R | P |  |  |  |  |  |  |  |
| Juan Ling | | A | P |  |  |  |  |  |  |  |
| Cara Meade | | P | P |  |  |  |  |  |  |  |
| Joanne Previts | | P | P |  |  |  |  |  |  |  |
| Patrick Simmons | | A | P |  |  |  |  |  |  |  |
| Amy Sumpter | | P | P |  |  |  |  |  |  |  |
| Shaundra Walker | | P | P |  |  |  |  |  |  |  |
| James Winchester | | P | P |  |  |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)