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

**Meeting Date & Time: August 11, 2015**

**Meeting Location: Rock Eagle 4-H Center (Senate Governance Retreat)**

**Attendance**:

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| **Members: “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Angel Abney (Chair) | P | Cara Meade Smith |
| P | Jamie Addy | P | Joanne Previts |
| P | Kay Anderson | A | Patrick Simmons |
| P | Kimberly Cossey | P | Amy Sumpter (Vice Chair) |
| P | Nicole DeClouette (Secretary) | P | Shaundra Walker |
| R | Josie Doss | P | James Winchester |
| R | Juan Ling |  |  |
| Guests: SOCC Members: Mary Magoulick, Stephanie Opperman, Kristi Papillier, Brandon Samples | | | |
|  | *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 1:26 pm. |  |  |
| **II. Approval of Agenda** | Agenda approved unanimously. |  |  |
| **III. Approval of Minutes** | Minutes from the organizational meeting in May were not recorded. Last CAPC minutes posted to website were emailed but not to all members, so no minutes were approved today. |  | Angel will check with Craig Turner for an updated membership list and group email. |
| **IV. Overview of CAPC—Kay Anderson** |  |  |  |
| **1. Purpose** | CAPC serves as the university’s curriculum and instruction oversight committee. CAPC reviews proposed changes to curriculum when they are of university-wide significance (e.g., making significant changes in curriculum); proposals have to have significance beyond a department curriculum change.  The committee may be asked to review proposals for new degree programs, new minors, new concentrations, renaming degree programs, deactivating degree programs, discontinuing degree programs, eliminating concentrations, establishing or terminating certificate programs. |  |  |
| **2. Procedures & Policies** | CAPC also reviews informational items when departments want us to be aware that they made a change (e.g., changes to programs that CAPC originally had approved). They are simply sharing the word that these changes have occurred. CAPC will have a set of informational items at each meeting but do not typically spend time discussing informational items. CAPC’s response is, “Thank you for sharing that.” CAPC shares out at senate meetings.  One challenge for new CAPC members is determining what category things go in; there are sometimes ambiguous areas.  Another challenge is that the proposals sometimes come in bulk (e.g., all the new course proposals, rationale, syllabi, memos, etc.). Focus on the most relevant parts.  Course approvals stay with the departments proposing them. Some action items that come to CAPC do not require a lot of discussion. They have already been vetted through support structures. They have already been through the department and college curriculum committees. CAPC is charged with making sure the proposed addition/change fits within our mission. The oversight is an important role.  Routing form usually comes attached to a proposal.  Normal routing proposal starts with faculty. Approved by Department. Approved by College. Forwarded to Angel as CAPC Chair. Then goes on to ECUS for approval. Then to the system for review/approval.  A common question asked of CAPC members is about timing. CAPC members can respond that faculty should have everything to CAPC by January—time to clean things up and get through senate. Remember that everything CAPC reviews are things that will affect students in the future. Program changes go into place in the fall.  CAPC can also originate their own curriculum changes too.  CAPC members can talk about and vote on proposals from their own area.  SOCC is a subcommittee of CAPC.  CAPC has delegated much of their oversight to SOCC because there is so much that comes through. SOCC is focused on Core Curriculum Areas A-E. They also make recommendations regarding Core Curriculum. For example, a GC1Y course (Area B) would be approved by SOCC. CAPC is then notified but CAPC does not vote.  CAPC is the appellate body if anyone is unhappy with SOCC.  University system reviews the creation of new programs, new majors, and new minors that require a new budget line. They don’t care about changes in major and minors or certificates. A program major discontinuation plan has to be reviewed by the system too.  General education core curriculum proposals also need to be approved. There are about seven levels of approvals that need to happen. Georgia College already sent through GC1Y and GC2Y course proposals and they were approved. GC1Y and GC2Y section proposals are reviewed internally by SOCC. |  | Kay will send University system webpage that lists all the proposals that require university approval. |
| **V. Informational Items** Actions/Recommendations | 4 current proposals:   1. Literacy: Nondegree Certification 2. Accelerated BA/MA Program in History (4+1) 3. Accelerated BA/MA Program in English (4+1) 4. CoE Formal Proposal for a new degree program and distance learning delivery.   4+1 are two already approved programs—one undergraduate (4) and one graduate (1). In an effort to increase graduate enrollment, both undergraduate and graduate students would sit in the same classes, but the graduate student does slightly more work to obtain graduate credit for the course. These are not new programs so the items are informational, thus do not require CAPC approval.  For the next CAPC meeting:  --Skim informational items a, b, c.  --Review item d. |  | Angel will email the proposal to members.  Kay will follow up with an email focusing us to important pages to review. |
| **VI. Operating Procedures** | CAPC does not intentionally hold up departments from doing good things.  CAPC members come to committee meetings prepared and ready to go.  Kay moved to adopt as an operating procedure, in addition to any other operating procedures that we may adopt at our next meeting, that the Chair forward all informational items by email for members to review and discuss as necessary.  This motion was tabled because we do not know if we have a quorum because CAPC membership is still in question. |  |  |
| VII. SOCC Report | Committee reviews proposals for GC1Y and GC2Y continually. There is a totally different review process from 5 years ago. All forms, including rubrics for proposal review, are on SOCC website and D2L. SOCC also now has a form for revisions to GCY courses and three proposed revisions came through this summer.  SOCC will play some role in Liberal Arts Renewal Project (LARP).  All SOCC meetings are open. When an instructor proposes a course, s/he is invited to come to meetings for questions/discussion. |  |  |
| VIII. Next Meeting | September 4, 2015 2:00-3:15pm  A&S 116 |  |  |
| IX. Adjournment | Meeting adjourned at 2:20pm. |  |  |

**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 |  |  |  |  |  |  |  |  |
| Jamie Addy | | P |  |  |  |  |  |  |  |  |
| Kay Anderson | | P |  |  |  |  |  |  |  |  |
| Kimberly Cossey | | P |  |  |  |  |  |  |  |  |
| Nicole DeClouette | | P |  |  |  |  |  |  |  |  |
| Josie Doss | | R |  |  |  |  |  |  |  |  |
| Juan Ling | | R |  |  |  |  |  |  |  |  |
| Cara Meade | | P |  |  |  |  |  |  |  |  |
| Joanne Previts | | P |  |  |  |  |  |  |  |  |
| Patrick Simmons | | A |  |  |  |  |  |  |  |  |
| Amy Sumpter | | P |  |  |  |  |  |  |  |  |
| Shaundra Walker | | P |  |  |  |  |  |  |  |  |
| James Winchester | | P |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)