

2014-2015 Curriculum and Assessment Policy Committee (CAPC) Minutes for the 2 May 2014 Organizational Meeting

ATTENDANCE

Present, Kay Anderson, Kimberly Cossey, Josie Doss, Chuck Fahrer, Juan Ling, Cara Meade Smith, William Miller, Shaundra Walker, Stephen Wills, James Winchester.

Regrets Angel Abney , Elissa Auerbach, Carol Christy.

Absent None.

Guests

Mary Magoulick *Subcommittee on the Core Curriculum (SoCC) Member*,
Julia Metzker, *Subcommittee on the Core Curriculum (SoCC) Member*,
Amy Sumpter, *Subcommittee on the Core Curriculum (SoCC) Member*,
Craig Turner *Facilitator named by the 2013-14 ECUS to conduct officer elections*.

ITEMS OF BUSINESS

1. **Call to Order (2:58 p.m.)** by Craig Turner, designated by the 2013-2014 Executive Committee to serve as facilitator of this organizational meeting as well as to conduct the officer elections.
2. **Tentative Agenda** Craig Turner had circulated a tentative agenda for the meeting and briefly reviewed it with those present inviting editions from the committee members. As no editions were forthcoming, a vote on the tentative agenda was taken and it was adopted unanimously by those present.
3. **Identify Minute Taker** Craig Turner offered to take minutes for this meeting if there was no other individual in the room that wished to do so. No other volunteers to serve in this capacity were forthcoming and the members of CAPC graciously accepted Craig's offer.
4. **Introductions** Each member of the committee introduced her/himself and providing her/his name, her/his campus departmental affiliation and/or administrative title, and whether she/he was serving on CAPC as a member of the 2014-2015 University Senate or serving on CAPC as a volunteer.
5. **Brief Overview of the University Senate**
 - a. As facilitator, Craig Turner was charged by the 2013-2014 Executive Committee to provide the members of CAPC a brief overview of the University Senate.
 - b. Prior to the meeting, Craig had sent an email to the committee members regarding this organizational meeting. As an attachment to this email, Craig circulated a four-page document that included
 - i. A tentative meeting agenda for CAPC consideration (page one)

- ii. University Senate Bylaws pertaining to CAPC and SoCC (page two)
 - iii. A brief orientation to the University Senate (page three)
 - iv. A summary of standing committee officer responsibilities (page four)
 - v. This document is entitled *CAPC2014-15_OrgMeeting_Handout_2014-05-02.pdf* and is attached to these minutes as a supporting document.
- c. This overview included the membership composition of the university senate, the definition and categories of university policy, a listing of the names of the committees and subcommittees of the university senate including their acronyms, the characterization of the university senate as a faculty governance body with broad membership, the responsibilities and expectations of university senators, and a list of the official statements of the university senate.

6. **Election of Officers**

- a. As facilitator, Craig Turner was charged by the 2013-2014 Executive Committee to conduct the officer elections for the 2014-2015 CAPC.
- b. The university senate bylaws relevant to these elections were referenced and are.
 - i. **V.Section2.B.1. Officers.** *The members of a standing committee shall elect a chair, a vice chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice chair or secretary. The chair, vice chair, and secretary shall be elected for a period of one year. The chair, vice chair, or the secretary may be reelected.*
 - ii. **IV.Section3.A. Organizational Meetings.** *Within ten (10) calendar days of the Spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect committee officers in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee officers. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA appointees, Presidential Appointees named by title, etc., the Executive Committee shall name voting proxies for the elections of the committee officers from the pool of outgoing committee members.*
- c. The officer elections were conducted by secret ballot with open nominations, including self-nominations sought also by secret ballot. Prior to the nomination and election of each officer, the
 - i. responsibilities and eligibility requirements pertaining to that office as listed on page four of the attached document were read by the facilitator to the membership as contextual information and
 - ii. question “Does anyone want to serve?” was posed from the floor and discussed among the membership.
- d. The officers elected were
 - i. Chair: Stephen Wills
 - ii. Vice-Chair: Bill Miller
 - iii. Secretary: Juan Ling

7. **Transfer of Facilitation** Facilitator Craig Turner transferred facilitation of the meeting to newly elected CAPC Chair Stephen Wills. Craig remained at the meeting until its adjournment to complete his minute-taking responsibilities.

8. **SoCC Officers** The 2014-2015 SoCC members present alerted Stephen Wills of his responsibility to facilitate the SoCC officer elections. Stephen Wills acknowledged receiving this information.
9. **Planning for Next Year** The committee took some time to plan for next year.
 - a. **Operating Procedures** Stephen Wills told the committee that he would be meeting with Cara Meade Smith (2013-2014 CAPC Chair) and would seek her advice on a number of matters pertaining to chairing the committee including operating procedures.
 - b. **Governance Retreat** Kay Anderson encouraged all committee members to attend the 2014 Governance Retreat scheduled for Friday 15 Aug 2014. In addition to noting that a session at this retreat would provide the committee time to develop operating procedures, Kay indicated that historically the governance retreat has provided a great orientation to the university senate.
 - c. **Meeting Location** Stephen Wills suggested that the committee meet in the College of Education building (Kilpatrick) for its meetings during the 2014-2015 academic year. This was agreeable to the membership. Stephen Wills indicated that he would check the availability of rooms and share the meeting location with the committee once it is determined.
10. **Adjournment** There being no further business, the meeting was adjourned at 3:38 p.m.

SUPPORTING DOCUMENT

1. *CAPC2014-15_OrgMeeting_Handout_2014-05-02.pdf*
Tentative Agenda, Relevant Bylaws, University Senate Overview, Officer Responsibilities