

Curriculum and Assessment Policy Committee (CAPC)

Organizational Meeting Tentative Agenda

Friday, 26 Apr 2013 A&S 2-39

Immediately following 2pm Org Meeting of University Senate on 26 Apr 2013 in A&S 2-72

University Senate Webpage <http://senate.gcsu.edu>

1. Call to Order
2. Identify an individual to be responsible for taking minutes for this organizational meeting
3. Introductions (Each of the committee members introduces themselves.)

All committee members are voting members.

All committee members have a one year term of service on this committee.

Angel Abney, Kay Anderson, Ryan Brown, Craig Callender, George Cazacu, Carrie Cook, Chuck Fahrer, Carla Hutchings, Deborah MacMillan, Cara Meade, William Miller, Michael Murphy, James Winchester.

4. Facilitator Provides Overview Information about University Senate (brief)
5. Election of Committee Officers (Chair, Vice-Chair, Secretary)

Election Results: Chair _____ Vice-Chair _____ Secretary _____

Note for new Chair: You are responsible for facilitating election of SoCC Officers. See V.Section2.D.1.c. on reverse side.

At this point – facilitation of the meeting may be turned over to the newly elected CAPC chair

6. Suggested Items (discussion – if any = at the discretion of the committee membership)
 - a. Committee Operating Procedures (minimally consider how these might be developed)

*III.Section 1. The University Senate shall discharge its responsibilities through a system of standing committees elected by and directly responsible to the University Senate. **These standing committees shall establish their own operating policies and procedures consistent with these bylaws and the University Statutes. These must be filed with the Executive Committee and updated as needed.***
 - b. Consider Selecting a Location for 2013-2014 CAPC Meetings
 - c. Consider items that MIGHT be considered by CAPC during 2013-2014
 - d. Committee Webmaster (might be Secretary); Committee Online Motion Enterer (might be Chair)

7. Other business from the floor
8. Set a tentative agenda (list of topics) for the next meeting of this committee
9. Opportunity for Minute Taker (identified in item 2) to clarify any matter with the committee
10. Adjourn

2013: Aug 23, Oct 4, Nov 15..... 2013-14 CAPC Meetings Fridays 2:00-3:15 2014 Jan 24, Feb 28, Apr 4
2013 Sep 13, Oct 25, Dec 6 ...2013-14 University Senate Meetings Fridays 2:00-3:15 2014 Feb 14, Mar 28, Apr 25
Friday May 2 2014 2:00 -3:15 Organizational Meeting of 2014-15 University Senate and its Committees

V.Section2.C. **Standing Committees.** *These committees shall have the following three functions*

- (a) develop recommendations for new policy,*
- (b) develop recommendations that revise existing policy, and*
- (c) serve in advisory role,*

each applied in a manner consistent with the purposes and powers of the University Senate expressed in Article I.

The inclusion of an appropriate chief division officer or designee is to improve committee effectiveness through communication and coordination with an appropriate administrator who has authority and responsibility for policy implementation in the general area addressed by the committee

V.Section2.C.2. **Curriculum and Assessment Policy Committee (CAPC)**

V.Section2.C.2.a. **Membership.** *The Curriculum and Assessment Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

V.Section2.C.2.b. **Scope.** *The Curriculum and Assessment Policy Committee shall be concerned with policy relating to curriculum and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. General Education Curriculum, Foreign Language requirement, Wellness requirement), academic program assessment, and continuing education and non-degree programs. In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment.*

V.Section2.D.1. **Subcommittee on the Core Curriculum (SoCC)**

V.Section2.D.1.a. **Membership.** *The Subcommittee on the Core Curriculum shall have ten (10) members distributed as follows: the University Registrar, who shall be an ex officio non-voting member, eight (8) selected from the Corps of Instruction faculty, at least three (3) of whom are elected faculty senators, and one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as his/her designee. For each college not represented from among the aforementioned three (3) elected faculty senators serving on the committee, the outgoing Subcommittee on Nominations shall nominate a Corps of Instruction faculty member from that college to serve on this committee.*

V.Section2.D.1.b. **Reporting.** *The Subcommittee on the Core Curriculum is a subcommittee of the Curriculum and Assessment Policy Committee.*

V.Section2.D.1.c. **Officers.** *The members of the Subcommittee on the Core Curriculum shall elect a chair, a vice chair, and a secretary by secret ballot. These elections shall be facilitated by the Curriculum and Assessment Policy Committee chair or his/her designee. 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.*

V.Section2.D.1.d. **Scope.** *The Subcommittee on the Core Curriculum shall be concerned with matters relating to the University Core Curriculum (Core), which include, but are not limited to, reviewing proposals for courses to be offered in the Core and assessing the Core. This subcommittee also provides advice, as appropriate, on procedural matters relating to the Core and its assessment.*

UNIVERSITY SENATE ORIENTATION HIGHLIGHTS

University Senate Membership

50 members in all with

2 non-voting members

*The Provost (Chief Academic Officer)
and University President each hold
an ex officio non-voting position
on the University Senate*

48 voting members

37 Elected Faculty Senators

5 Presidential Appointees

4 Selected Staff Senators

2 Selected Student Senators

University Senate Functions

**Faculty Governance Body with
University-wide membership**

*The University Senate strives to be mindful and respectful of
matters that are more appropriately handled at the
divisional, college, and department levels, but may make
recommendations concerning matters within these areas
that have broader institutional impact or implications.*

Has all faculty legislative authority

Univ. Policy-Recommendation Assembly

Advisory Role (policy/procedure)

subject to University President approval

University Policy

*A policy is a statement of record that
governs the conduct of the university
community and/or embodies a general
principle that guides university affairs*

Three Flavors of Policy

*Academic Policy (APC, CAPC, FAPC)
non-academic Student Policy (SAPC)
Institutional Policy (RPIPC)*

Responsibilities/Expectations of Senators

Proactively seek out issues (bylaws V.2.B.2)

*V.Section2.B.2. Proactive. Committees shall consult with the
Executive Committee as to relevant issues, policies, and
procedures that shall be the work of the committee
and to seek out and identify
concerns within its area of responsibility.*

Two-way communication with constituency

Prepare for committee/senate meetings

Right to speak, debate, and vote on issues

Attendance: Extend "Regrets" to Chair/Secretary

University Senate Committees

Executive Committee (ECUS)

*faculty advisory body to the University President
steering committee of the University Senate*

Five Standing Committees

Academic Policy (APC)

Curriculum & Assessment (CAPC)

Faculty Affairs (FAPC)

Resources, Planning, and IP (RPIPC)

Student Affairs (SAPC)

2 Subcommittees

Subc on Nominations (SCoN to ECUS)

Subc on Core Curriculum (SoCC to CAPC)

Official Statements

University Senate Mission

Shaping the Future through Shared Governance

Motion Flow & Proposal Submission Checklists

University Senate Vision

University Senate Beliefs (6)

Governing Concepts (7)

(1) Shared Sense of Purpose, (2) Collegial Leadership,

(3) Transparent Decision Making,

(4) Investment in Shared Governance, (5) Shared Information

(6) Positive Motivators, (7) Adequate Resources

Meeting Etiquette

Robert's Rules "Cheat Sheet"

STANDING COMMITTEE OFFICERS

Last Updated 04-25-2013

Standing Committee Chairs

Eligibility: Elected Faculty Senators who are members of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities:

- Present Committee Report to University Senate at scheduled University Senate meetings (Article II, Sec 3.A.3)
- Submit such reports to University Senate Secretary in appropriate format for minutes (Article II Section 3.I)
- Transfer committee records to the following year's committee (Article IV, Sec 3.B)
- Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Sec 1.C.14)
- Serve on the Subcommittee on Nominations (Article V, Sec 1.D.1.a)
- Be notified by a committee member who is going on extended leave (Article II Section 3.H)
- Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Sec 2)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- Others as defined by the committee

Standing Committee Vice-Chairs

Eligibility: Any member of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities: None

Other Responsibilities:

- Assumes all duties and responsibilities of the Committee Chair in the absence of the Chair
- To be defined by the committee

Standing Committee Secretaries

Eligibility: Any member of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities: The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- To be defined by the committee

Responsibilities to be assigned or defined by the Committee

- When a vacancy on the committee occurs, a replacement determined in same manner (Article IV, Sec 5)
- Scheduling meeting rooms, times, and dates for committee meetings
- Conducting meetings (preside at meetings)
- Conducting forums
- Supplying an agenda for committee meetings with electronic documentation
- Establishing operating policies/procedures and filing with ECUS (Article III, Sec 1)
- Writing and submitting an annual report (Article IV, Sec 2)
- Entering motions in the online motion database to get a motion on the floor of the University Senate
- Ad hoc committee registry form submission (Article V, Sec 2.A.3.b)
- Advertising Meeting Times and Agenda to the University Community
- Promoting the Governing Concepts of the University Senate in order to increase the university community's capacity for shared governance

Relevant University Senate Bylaws

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.

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.