2013-2014 Curriculum and Assessment Policy Committee (CAPC) Minutes for the 26 Apr 2013 Organizational Meeting

ATTENDANCE

Present 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.

Regrets None

Absent None

Guests
Mary Magoulick *Subcommittee on the Core Curriculum (SoCC) Member*,
Craig Turner *Facilitator named by the 2012-13 ECUS to conduct officer elections*.

ITEMS OF BUSINESS

1. **Call to Order (2:22 p.m.)** by Craig Turner, designated by the 2012-2013 Executive Committee to serve as facilitator of this organizational meeting as well as to conduct the officer elections.

2. **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.

3. **Introductions** Each member of the committee introduced her/himself and providing her/his name, her/his campus departmental affiliation or administrative title, and whether she/he was serving as a member of the 2013-2014 University Senate.

4. **Brief Overview of the University Senate**

    a. As facilitator, Craig Turner was charged by the 2012-2013 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 *CAPC2013-14_OrgMeeting_Handout_2013-04-26.pdf* and is attached to these minutes as a supporting document. A typo in the document was brought to Craig's attention at the conclusion of the organizational meeting and is corrected in the version attached to these

minutes. Specifically, *the date of the Organizational Meeting of the 2014-2015 University Senate was errantly listed as May 2 2013 and should have been listed as May 2 2014.* Page three of this document was used as an outline of the overview of the university senate.

   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 the official statements of the university senate.

5. **Election of Officers**

   a. As facilitator, Craig Turner was charged by the 2012-2013 Executive Committee to conduct the officer elections for the 2013-2014 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: Cara Meade

      ii. Vice-Chair: Angel Abney

      iii. Secretary: Deborah MacMillan

6. **Transfer of Facilitation** Facilitator Craig Turner transferred facilitation of the meeting to newly elected CAPC Chair Cara Meade. He remained at the meeting until its adjournment to complete his minute-taking responsibilities for this meeting.

7. **Planning for Next Year** The committee took some time to plan for next year.

   a. **SoCC Officers** At the request of the 2013-2014 SoCC members, Kay Anderson advised the newly elected CAPC Chair, Cara Meade, of her responsibility to facilitate the SoCC officer elections. Cara Meade acknowledged and extended appreciation to Kay Anderson for sharing this information.

   b. **Meeting Location** Cara Meade invited proposed meeting locations for the 2013-2014 CAPC meetings from the committee members. Arts & Sciences 1-46 was suggested and agreeable to the membership. Cara Meade indicated that she would check the availability of this room for use as the meeting location of the 2013-2014 CAPC.

   c. **Tentative Agenda Items** Cara Meade and Kay Anderson presented, in broad terms, a couple of items that were in the pipeline for CAPC consideration. *During the review by the committee of a draft of these minutes, one of these items was identified as a proposal for a religion concentration.* These items were added to the tentative agenda of the next meeting of the 2013-2014 CAPC scheduled for 23 August 2013. Cara Meade also mentioned her intent to encourage more discussion about the A of CAPC – Assessment – during the 2013-2014 academic year, noting this was a natural outcome of her role as Director of University Assessment.

   d. **Committee Webmaster and Motion Enterer** The consideration of naming individuals to serve in the capacities of committee webmaster and enterer of motions into the online motion database was deferred to a future meeting. This was agreeable to all members.

8. **Other Business From the Floor**

   a. **USG Audit** Kay Anderson indicated that
      i. a USG audit of all programs was forthcoming
      ii. the results of this audit might be an appropriate information item early in the 2013-2014 academic, as it will provide all committee members with an overview of all of our current approved programs.

   b. **CAPC/SoCC Difference?** A clarification on the difference between CAPC and SoCC was requested from the floor. The response to this question included:
      i. In the University Senate Bylaws, the Subcommittee on the Core Curriculum (SoCC) is listed as an official subcommittee that reports to CAPC.
      ii. During 2012-2013 SoCC met weekly whereas CAPC met monthly.
      iii. A report on the activities of SoCC is provided at every CAPC meeting. Any recommendations from SoCC are subject to the review, and in some cases the approval, of CAPC.
      iv. SoCC tends to the curricular and assessment matters pertaining to the core curriculum to permit CAPC to focus on the assessment and proposals or modifications of curricular matters including programs, majors,

concentrations, minors, certificates, and other informational items relevant to university-wide curricular and assessment matters.

c. **Meeting Dates** The meeting dates of the 2013-2014 CAPC were requested from the floor. Craig Turner pointed out that these dates along with those for meetings of the university senate were listed in the footer of the tentative agenda. These dates, also found in the *2013-2014 Governance Calendar*, are

   i. **2013-2014 CAPC** The 2013-2014 CAPC meetings will all take place on Fridays from 2:00 to 3:15 and include for 2013 (Aug 23, Oct 4, Nov 15) and for 2014 (Jan 24, Feb 28, Apr 4).

   ii. **2013-2014 University Senate** The 2013-2014 University Senate meetings will all take place on Fridays from 2:00 to 3:15 and include for 2013 (Sep 13, Oct 25, Dec 6) and for 2014 (Feb 14, Mar 28, and Apr 25).

   iii. **2014-2015 University Senate** The organizational meeting of the 2014-15 University Senate and its Committees is scheduled for Friday May 2 2014 from 2:00 to 3:15.

9. **Clarification Opportunity for Minute Taker** As minute taker, Craig Turner was invited to seek clarification from the committee on any matter that had received attention during the meeting. Craig did seek clarification from Cara Meade and Kay Anderson on the level of detail desired in documenting the tentative agenda items in 7.c. above. Cara indicated that it was not necessary to document the details in the minutes on these particular matters. No other clarifications were sought.

10. **Tentative Agenda for Next Meeting** Tentative agenda items for the next meeting of the 2013-2014 CAPC scheduled for 25 Aug 2013 include the

    a. two items in the CAPC pipeline referenced above in item 7.c, one of which is a proposal for a religion concentration,

    b. USG Audit mentioned above in item 8, and

    c. naming of a committee webmaster (if needed) and motion enterer.

    Kay Anderson also suggested that it might be helpful to have a short overview on the existing course and program approval processes during CAPC's first meeting next year.

11. **Adjournment** There being no further business, the meeting was adjourned at 3:04 p.m.

SUPPORTING DOCUMENT

   1. CAPC2013-14_OrgMeeting_Handout_2013-04-26.pdf
   a. Tentative Agenda, Relevant Bylaws, University Senate Overview, Officer Responsibilities