CAP

Minutes for November 14, 2012

Present:

C. Fisher, L. Grega, W. Heisler, R. Kamber, J. Laughton, M. Marino, . McCarthy, M. Pulimood, S. O'Brien, K. Picardo, B. Rifkin, S. Shestakow, B. Strassman, A. Vachon, P. Van Hise

Guests:

David Morales, Representative from Records and Registration

Jon Stauff, Director of the Center for Global Engagement

Heba Abourahma, Chair of IEPC

Minutes for October 24, 2012 were approved.

Announcements

Barbara reported that Steering will be sending CAP two related charges each of which may have bearing on the work we are doing on the Off-Campus Faculty Led Programs Charge.

Reports from Sub-Committees

1. Undergraduate Certificate Programs

The sub-committee circulated a working draft. The following changes made: 1) that the word "undergraduate" be omitted from point #1 as the College offers both undergraduate and graduate level certificate programs and 2) that a process be specified for when a representative from SALT is invited to CAP and for when a CAP representative is invited to SALT.

CAP unanimously agreed to authorize the sub-committee to bring the amended draft to CSCC.

1. Off-Campus Faculty Led Programs (OCFLP)

Jon Stauff and Heba Abourahma joined the meeting. Jon explained that the proposed guidelines for OCFLP have never gone through governance so have not been vetted by the campus or approved. Such guidelines however are important for the integrity of the courses offered and do state the procedures that his office currently uses. Jon made the following points:

1. The domestic OCFLP courses are handled by the summer school staff while the international OCFLP are handled by his office. Both domestic and international courses follow the guidelines.
2. Courses which are offered as "topics" are offered abroad if the faculty member includes a detailed syllabus and has support of both his/her department and Dean. Topics courses however have not gone through course approval.

Ben noted that in his school, a topics course may only be offered 3 times. Then it must go through approval as a standard course. The committee wondered about the College policy on this, if there is one. The sub-committee will need to look into this.

1. The Winter or J-term is a pilot project being conducted for the second time. Courses offered in J-term are approved courses now being offered in a new time-frame and/or site. Because the J-term is a pilot program, courses being offered are not being vetted under the existing guidelines for OCFLP.

The question was raised as to how long the J-term will be piloted and when courses offered in this term will be required to follow procedures that have been established for course offerings.

1. The OCFLP Guidelines have outlined voluntary assessment procedures appropriate to the venue of such courses. No faculty have voluntarily followed these procedures. Rather, the on-campus course assessment is being used. (Rick questioned the academic rigor of OCFLP courses and how that is judged and assessed. Ben noted that his school, which offers more OCFLP than other schools, sees no more complaints or poor student evaluations for these classes than for on campus courses. Ben also noted that approving the proposed guidelines would give Jon's office tools to enforce academic standards.)

Chris will draft a preliminary recommendation based on today's discussion.

New Business

The committee unanimously passed a motion approving the change in nomenclature for Mathematics/Science/Technology (M/S/T) to Integrative STEM Education or i-STEM Education". The approval should apply to all relevant education programs (currently those are Deaf Education, Early Childhood Education, Elementary Education, Special Education and Urban Education) not just those mentioned in Dean Schreiner's memo.

The meeting adjourned at 2:45.

Respectfully submitted,

Barbara Strassman