**Committee on Academic Programs (CAP)**

 **Minutes for December 8, 2010**

**ATTENDANCE:**

 B. Chiang, F. Cooper, K. Cugliotta, C. Fisher, A. Joshi, R. Kamber, J. Karsnitz, B. Leake, C. Liebars, P.McElroy, T. Pavlovsky, S. Shestakow , B. Tellis-Tomsky. **Excused:** B. Franco,M. Pulimood,

**AGENDA ITEMS**

1. **Minutes**

The minutes of October 27, 2010 were approved.

1. **Charge on Student Evaluation of Teaching:**
	1. CAP requested and received a *re-charge* on this issue from Steering.
	2. CAP had an extensive discussion in an attempt to clarify exactly what the work of CAP should be, do and/or produce in response to this Charge. The discussion included CAP members questioning whether or not CAP should
		1. Engage in the actual analysis of the raw data;
		2. Review analyzed data to assess the reliability and validity of the current instrument; or
		3. Clarify the purpose of doing student evaluations of teaching.
	3. Subsequent to the discussion of the *re-charge*, CAP established a sub-committee/working group. The members of this working group are Cooper, Cugliotta, Fisher, McElroy, Shestakow and Tellis-Tomsky. CAP felt that IR and the Center for Teaching and Learning should be represented on this sub-committee. The sub-committee will invite a representative from IR. There will not be a need to invite anyone from the Center because Shestakow is also on the Center committee. Cugliotta agreed to convene the first meeting in January, 2011. A chairperson for this sub-committee will be selected at the first meeting. CAP recommended that the work of this sub-committee include the convening of student focus groups on this topic.
2. **Charge on Academic Load:**
	1. CAP received an amended charge on this issue from Steering. The amended charge extends the CAP work to the examination of the potential impact of academic work taken outside of TCNJ when that work is done simultaneous with TCNJ academic load.
	2. McElroy and Liebars volunteered to look for information on how this issue is addressed at other institutions. Cooper agreed to secure the relevant data from TCNJ.
3. **New Charge on Graduate Program in Women and Gender Studies**

Due to time limitations, this item was not discussed. It will be on the agenda for the next meeting.

1. **New Charge on Academic Integrity**

Due to time limitations, this item was not discussed. It will be on the agenda for the next meeting.

**Meeting Adjourned: 2:50 PM**