**CAP Meeting Minutes**

*February 25, 2015*

Attending:  Jennifer Palmgren, Janet Morrison, Karen Clark, James Day, Jamal T. Johnson, Anne Peel, Barbara Strassman, Marimar Huguet-Jerez, Casey Dowling, Adam Bonnano, Mike Marino, Wayne Heisler Jr, Ben Rifkin. Susanne Monseau arrived later.

1. Dr. Marino led a brief discussion about the staffing of subcommittees.  Dr. Strassman will move from Thursday morning to Monday afternoon.  Dr. Morrison will join the Wed. morning committee.  Dr. Palmgren will shift toThursday morning.  Dr. Clark agreed to be the convener for the Thursday morning subcommittee. **[Mike:  Insert new chart of subcommittees here.]**

2. Minutes from last meeting had slight revisions for punctuation and style.  Dr. Strassman and Dr. Heisler offered slight revisions related to attendance.  Mr. Johnson moved to approve and Dr. Day seconded; Dr. Morrison abstained but all others voted to approve the Minutes from the last meeting.

3. Dr. Marino explained that the testimony on **Advising Goals** was given to Tracey Kress who is working on the project.  He explained that he believes that her group disagrees with some of the positions taken by some who gave testimony.

4. Dr. Marino asked our opinion about **ungraded option** after the discussion with Faculty Senate on this topic.  Faculty Senate wants CAP to specify which grade counts as credit and which counts as non-credit.  Dr. Strassman agreed to investigate policy on this matter.  Faculty Senate asked about the possibility of allowing as many as 4 classes counting for ungraded option as free electives.  Some felt that this many classes as pass/fail was too many.  CAP discussed the matter and decided to keep it as is in the proposed recommendation.  Dr. Clark raised the issue of electives in the major taken pass/fail before the major is completed.  Dr. Strassman will ask David Morales about the feasibility of this approach.    Dr. Marino will receive her information and proceed with preparing a final recommendation on this charge.  Dr. Marino asked if the forum and e-mail comments constitute sufficient testimony.  CAP agreed that this is enough testimony and we will not send out a qualtrics on this.

5. Dr. Marino talked to Faculty Senate about the **incomplete grade** as per the charge to CAP to determine if the position proposed by Dr. Roberts is widely shared.  Dr. Marino reported that some people at Faculty Senate like the idea of the revised incomplete policy with a default grade other than F, while others don't.  Some senators were concerned that students would not get the expected outcomes if they didn't do all the assignments and projects.  Others opposed the sentiment and proposed some alternative ideas. Staff Senate strongly supported the concern. Students will discuss this matter next week in SG. Dr. Marino reminded us that David Morales explained that PAWS would not support Dr. Roberts's approach. Some faculty senators suggested alternative approaches including reminders from Records and Registration.  Among other things, Dr. Day pointed out that the reference in the policy to an incomplete form that no longer exists. Before responding to Steering on this charge, CAP will wait to hear what Student Government has to say.

6. Dr. Marino explained that a lot of testimony was collected on the matter of the proposed new **academic integrity policy**.  One of the members of the Ad Hoc Committee, Dr. Keith Pecor,  emailed Dr. Marino and asked him to send the testimony so he could make the revisions. Dr. Pecor then made the revisions to address the concerns raised in testimony.  Dr. Palmgren explained that that she has some questions how this proposed policy will work because it represents a radical shift from existing policy with regard to structure of hearings, composition of board.  She also expressed concern that there are places where the policy is not clear and/or self-contradictory.  Dr. Rifkin suggested that Dr. Palmgren review the policy and identify any problems in policy.  This proposal was unanimously approved.

7. On the matter of the charge on **Internship Policy**, Dr. Marino reported that Steering wants CAP to collect testimony from Academic Leaders and the Career Center about Internship Recommendations and then solicit testimony from all sectors, holding at least two open forums.

8. On the matter of **Academic Load**, Dr. Marino said he will develop a proposal to support  Frank Cooper's memo and that the proposal would feature the College's new language for terms of enrollment (e.g., Summer 1, 2, 3 instead of Maymester and Summer A and B). He said he would will this proposal by e-mail to move this matter forward.

9. On the matter of the proposal from LLPC regarding the **Writing Requirement**, Dr. Peel explained what Chemistry wants to do with a redistribution of writing classes out of its Writing Intensive class (currently Thermodynamics).  In LLPC discussion Dr. Peel reported that there was a plan for writing evaluation to be conducted through a multi-semesterportfolio to track growth across years and in different genres of scientific writing.  LLPC did discuss approving this proposal as a pilot study but there were concerns that things would take too long for students in the program now to achieve the kind of attention to writing to which Chemistry faculty aspire.  Dr. Clark explained that math had the same problems as chemistry so they dropped W courses and told students to take W courses in English.  The W course in Math was too hard for students:  it was the same situation as in Chemistry.  The solution in Math is one that Dr. Clark says she thinks is working well.  Dr. Clark expressed concern that there would be many more courses with writing so the caps wouldn't be low as per LDW or SEM.  Dr. Peel pointed out that chemists won't learn to write about chemistry in an English class.  Chemistry would engage in more training for faculty to learn how to teach writing.  Dr. Morrison expressed concerns about the existing structure for writing since writing should be infused in multiple points in the curriculum. She argued that we should respect Chemistry's perspective on how to support student writing.  She explained, further, that she would not want to see any other unit of the college evaluating or monitoring that.  Dr. Strassman agreed with Dr. Morrison’s point and seconded it. Dr. Marino reminded us that the charge from steering is:  LLC should create a proposal and then CAP should solicit testimony.  Dr. Morrison proposed building in to a new policy some flexibility.  Dr. Rifkin suggested considering the collection of data as part of any process related to curricular change.  Dr. Monseau raised questions about writing in business, where faculty who teach the two W courses are eager to consider new approaches to curricular change in writing.

10. On the matter of **Certificate Programs**, Dr. Marino reported that he met with Ms. Wells from CSCC today and that she had revised CSCC's portion of the Certificate Approval Process for the certificate with no academic component.  CSCC will revise the document to move forward to a forum in late March.  CAP will have work to do on the possibility of overlap of courses shared by both certificate and major (how many courses can be counted for both).  Dr. Marino said that Steering would move certificates to either CSCC or CAP depending on whether there's an academic component.  Dr. Marino raised the question of "non-academic" instead of "co-curricular" - CSCC doesn't like the term "co-curricular”  - but Dr. Marino said CSCC would accept "co-curricular"

11. Dr. Marino reminded CAP members about other issue related to the **ungraded option**: we have not yet resolved the question as to when in the semester a student can decide to take a class as an ungraded policy.  Dr. Strassman agreed to investigate this question: she believes that it's pro-rated as equivalent from 3 weeks in fall semester to same proportion of mini-mester or summer.  Dr. Heisler said that the consensus in the room at the Faculty Senate meeting on this matter was to keep one deadline for withdrawal, registering for the ungraded option, and changing from ungraded to graded option.

12. Before adjourning, **Dr. Marino summarized that**:  Dr. Strassman will research questions related to what grades count for credit as per current policy; Dr. Peel will communicate CAP’s discussion about the W requirement to LLPC; student members of CAP will solicit student testimony in Student Government regarding the incomplete default grade proposal; Dr. Palmgren will review the proposed new Academic Integrity Policy; and Dr. Marino’s subcommittee will review the policies on internship, taking into consideration the recommendations of the Internship Task Force.

The meeting was adjourned at 2:50.

Respectfully submitted,

Benjamin Rifkin