CAP Minutes for meeting, September 23, 2015 (prepared by A. Borders, M. Marino)

Present: M. Benoit, A. Borders, K. Clark, F. Cooper, M. Huguet-Jerez, J. Graham, J. Johnson, M. Marino, M. Paliwal, J. Palmgren, A. Peel, S. Schreiner, O. White

Excused: J. Day

1. The minutes from last meeting were reviewed. K. Clark proposed and M. Jugeut-Perez seconded the motion to approve the minutes. Approved unanimously.
2. The committee discussed the new charge for change of major approval. The task of revising the current policy was delegated to subcommittee led by J. Day.
3. The committee discussed the ongoing charge to revise the internship policy. The chair reviewed the work that CAP completed last year and asked committee members to review testimony questions before next meeting, so that the committee could approve and send out for testimony.
4. The committee discussed the ongoing charge regarding undergraduate certificate programs. The chair reviewed the work that that CAP completed last year and asked committee members to review received testimony before next meeting, so that the committee could provide feedback to recommendations. The chair will ask the chair of CSCC to attend our next meeting, and will also work to incorporate suggestions from the open fora into recommendations.
5. The committee reviewed a chart provided by J. Palmgren specifying current and proposed new steps in the program approval process. The chair will send a revised policy and the chart to committee members by next meeting, so that the committee can review and approve the proposed changes, before sending out for testimony.
6. Meeting adjourned at 2:00pm.