

## Curriculum and Academic Programs Committee (CAPC)

Thursday, September 17, 2009

1:30–3:00 p.m.

Interdisciplinary B Conference Room 365

Present: Rojann Alpers, Roger Berger, Don Beggs, Joseph Carter, Gregory Castle-Chair, Renee Cesaro, Barbara Guzzetti, John Hepburn, Heather Hoffart, Jere Humphreys, Glenn Irvin, Pauline Kommenich (via phone), Phyllis Lucie, David Meltzer, JoAnn Mulvihill, Kelly Nelson, Filiz Ozel, Kelly Steele, Brent Vernon, Kathy Wigal

Excused: Nancy Kiernan, Fritz Leigh, Sergio Quiros, Brent Vernon

Guests: Kevin Ellsworth – School of Letters and Sciences  
Frederick Corey – University College  
Ron Zambo - CTEL  
LeAnna Archambault - CTEL  
Scott Decker – College of Public Programs  
Marjorie Zatz - CLAS  
Marie Provine - CLAS

### 1. Call to Order

The meeting was called to order at 1:30 p.m.

### 2. Approval of Minutes

Minutes from the September 3, 2009 were **approved** as written.

### 3. Old Business

#### **DISCUSSIONS:**

**Syllabus of Record.** Professor Castle informed CAPC that he addressed the Senate regarding the syllabus of record, which needs to be fine-tuned to reflect more clearly (a) that CAPC regards the syllabi submitted through ACRES as course proposals and (b) to clarify certain points (e.g., “weekly schedule”).

**By-Laws:** we are in the process of revising By-Laws. Discussion includes the opportunity to vote for CAPC members at the college level rather than appointment by the college dean. Appointment option should be left open. This will be presented at senate for a vote on October 5, 2009.

Professor Castle welcomes CAPC suggestions and invites feedback by committee members.

Dr. Alpers attended the meeting, and commented that senate believes appointments to CAPC should be faculty generated, not dean appointed.

Discussion regarding By-Laws will be continued at the next CAPC meeting on October 8, 2009.

**Curricular proposals.** There was a brief discussion of the vetting process of curricular proposals, particularly with respect to disestablishments. Vice Provost Glenn Irvin responded by saying that the Provost's Office always checks that a dean or a dean designee has signed off on the proposal. This has traditionally been sufficient to guarantee that the college/school or unit has gone through the appropriate processes for approving proposals.

RDG 634 Technoliteracies

A number of issues were discussed concerning the role of weekly/module schedules in online courses, that touched on the more general issue of such schedules in both traditional face-to-face courses and online courses. Members of the committee held divergent views on the efficacy of such schedules from a purely pedagogical standpoint, though there appears to be a consensus that such schedules are, for the most part, helpful for the purposes of determining, in CAPC deliberations, whether a course is appropriately designed for the level at which it is/will be taught.

After a lengthy discussion, a motion was made to **approve** the course.

A motion was made, seconded, and approved by **majority** vote.

There were **two abstentions.**

**4. New Business**  
**Action Items**

**Curriculum Proposals**

**W.P. Carey School of Business**

Disestablishment on an undergraduate certificate  
Quality Analysis

**Herberger Institute for Design and the Art**

*School of Music*

Disestablishment of a graduate concentration  
Master of Arts in Music (Music Theory)

*School of Music*

Disestablishment of a graduate concentration  
Master of Music in Performance (Music Theatre/Opera Musical Direction)

*School of Music*

Disestablishment of a graduate concentration  
Master of Music in Music Education (Choral Music)

*School of Music*

Disestablishment of a graduate concentration  
Master of Music in Music Education (Instrumental Music)

*School of Music*

Disestablishment of a graduate concentration  
Master of Music in Music Education (Jazz Studies)

*School of Music*

Disestablishment of a graduate concentration  
Master of Music in Music Education (General Music)

*School of Music*

Disestablishment of a Post-Bachelor's certificate  
Artist Diploma

**College of Liberal Arts and Sciences**

*School of Social Transformation*

Establishment of a new undergraduate certificate  
Socio-Legal Studies

Marjorie Zatz and Doris Provine attended the meeting and answered several brief questions.

CAPC did not have any additional concerns regarding this proposal.

**College of Public Programs**

*School of Community Resources & Development*

Disestablishment of an undergraduate program  
B.S. in Recreation and Tourism Management

*School of Criminology and Criminal Justice*

Establishment of a minor  
Criminology and Criminal Justice

Scott Decker attended the meeting via video conferencing and answered questions raised by the committee. There was concern regarding articulation issues as it relates to CRJ 360 one of the courses included for this minor.

Professor Decker assured CAPC that this course is in the process of being modified to a lower division level: CRJ 260. As this course is being amended, CAPC did not have

further concerns. Its approval is therefore conditional on this amendment being made in a timely manner.

### **College of Teacher Education and Leadership**

*Division of Educational Leadership and Innovation*

Establishment of a graduate certificate

Online Teaching for Grades K-12

LeAnna Archambault and Ron Zambo attended the meeting via video conferencing and answered several questions raised by CAPC.

After a brief discussion, there were no additional concerns.

A motion was made to **approve all** curricular proposals on the agenda.

A motion was made, seconded, and approved by **unanimous** vote.

### **New Course Proposals**

BIS 300 Theories and Applications of Organizational Studies

BIS 350 Diversity and Organizations

BIS 370 Dimensions of Liberal Studies

BIS 470 Liberal Studies Seminar - minor additions were requested. The updated syllabus was received on September 18, 2009 and will be posted in ACRES.

A motion was made to **approve all** new BIS course proposals.

A motion was made, seconded, and approved by **majority** vote.

There was **one abstention** relating to **BIS 370**.

LAW 626 Advanced Legal Writing

**Tabled** pending receipt of additional requested information.

**Rationale:** Grading does not add up to 100%

LAW 634 Intensive Legal Research and Writing

**Tabled** pending receipt of additional requested information.

**Rationale:** in the syllabus there is a statement that students can be removed from the class for not participating. Is this a contradiction to university rules?

Additional questions by CAPC are as follows: how do the point assignments add up to the grade; need clarity as it relates to College of Law grading policy; are two writing classes needed?

LAW 644 Contract Drafting and Negotiating

**Tabled** pending receipt of additional requested information.

**Rationale:** what is the grading criteria; what are the elements of a good paper; will this course only be offered for summer?

A motion was made to **table** all **LAW** course proposals.

A motion to **table** was made, seconded, and approved by **unanimous** vote.

BLE 510 Foundations of Structured English Immersion

A motion was made to **approve** this course proposal.

A motion was made, seconded, and approved by **unanimous** vote.

5. Adjournment at 3:10 p.m.

Submitted by Phyllis Lucie