COMMITTEE NAME: CURRICULUM & ASSESSMENT POLICY COMMITTEE (CAPC)
MEETING DATE & TIME: MARCH 31, 2017 2-3:15
MEETING LOCATION: KILPATRICK 221

ATTENDANCE:

MEMBERS:		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets		
P	Lyndall, Muschell (Chair)	P	Juan Ling	
P	Angel Abney (Vice Chair)	P	Mary Magoulick	
P	Josie Doss (Secretary)	P	Cara Meade	
P	Kay Anderson	P	David Weese	
P	Hauke Busch	P	James Welborn	
P	Catrena Lisse	P	James Winchester	
P	Jeff Dowdy			

GUESTS: JOHN HARRISON ASSOCIATE DEAN COED

Italicized text denotes information from a previous meeting.
*Denotes new discussion on old business.

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP
I. Call to order	Called to order at 2:01	n/a	n/a
II. Approval of Agenda	Add approval of December minutes to the agenda. Motion to approve agenda. Second	Agenda accepted	n/a

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP
III. Approval of Minutes (12/3/16, and 3/3/17)	Motion to approve 12/3 minutes Second Motion to approve 3/3 minutes – change date to 3/3 and one editorial change "EDIT" Page 3	Dec. Approved no changes March minutes approved with changes	Secretary to revise, send for signature, and post to Senate Website Minutes from 3/3 special session to be circulated for approval next week.
IV. Informational Items			The committee chair will present at the next Senate meeting.
Changes in Existing Programs: *Government and Sociology:* • Modification to Bachelor of Arts in Political Science (Removal of the internship; POLS 49960 as a capstone option). *English:* • Modify Existing BA in English Literature Concentration: Upper-Division Course Requirements • BA in English Creative Writing Concentration: Change to the Three Courses	**Mary spoke for the English Department** • Have not substantially changed the literature concentration for English degree since 2001. • The faculty has changed, strengths have changed, the old revision was only meant to last 5 years. • Had a literature coordinator who helped them over the last few years to put together the revised curriculum. • Includes several new courses that have been taught as special topics courses for a long time.		

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Business: • Discontinuation of the MBA program delivery at RAFB • MMIS – Change of admission waiver policy (GMAT or GRE) from AACSB institution to AACSB and/or ABET institution. • MSLCM – Change the Waiver policy from 3.5 GPA and AACSB institution to 3.15 GPA and AACSB institution • MBA – create a Waiver policy of 3.15 undergraduate GPA and AACSB institution.	**College of Business Item - Lyndall** Wanted to be sure it was understood that discontinuation of the MBA was only at RAFB face-to-face site and would not affect other offerings. • Because we changed the major, we changed the numbers and descriptions. • Groupings of classes are a little different now. Hoping it will invigorate the program since they are losing numbers. • Hope it will help attract more majors.		
Change in Credit Hour Range • CHEM 2999 (changed from 1-4 to 0-4) • PHYS 2999 (changed from 1-4 to 0-4)	No discussion	n/a	The committee chair will present at the next Senate meeting.

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Changes in Catalog Descriptions • ENGL 4110 (Updated Catalog Description) • ENGL 4440 (updated Academic Profile and Catalog Description) • ENGL 4446 (Updated Academic Profile and Catalog Description	No discussion	n/a	The committee chair will present at the next Senate meeting.
Course Name Changes • ENGL 4555 (American Realism: Title Change)	No discussion	n/a	The committee chair will present at the next Senate meeting.
New Courses • BIOL 3810 • ENGL 4224 (Renaissance Poetry and Prose) • ENGL 4229 (English Renaissance Drama) • ENGL 4450 (Women's International Literature) • ENGL 4540 (American Romanticism • ENGL 4660 Modern American Literature: • ENGL 4675 Contemporary American Literature • ENGL 4775 Folklore & Literature: New Course • ENGL 4810 Film Studies • ENGL 4820 Jane Austen on Film • ENGL 4910 Special Topics in American Literature	No discussion	n/a	The committee chair will present at the next Senate meeting.

Agenda Topic	Discussions & Conclusions	Action or Recommendations	Follow-Up
• ENGL 4915 Special Topics in British Literature • ENGL 4920 Special Topics in Pre-1800 Literature • ENGL 4925 Special Topics in Post-1800 Literature • THEA 1207 (part of the Film Certificate) • THEA 1307 (part of the film Certificate) • ENGL 4530 (Early American Literature)			
V. Action Items			
1. Change in Delivery Format – MAT in Secondary Education	**Guest –** • Already have a MAT in secondary education. • Proposing to add a new delivery format, an online component, for fall 2017. • No additional burden to the University or the College. • In response to teachers going into other distance education programs. • Our tuition is cheaper but the distance to attend is often a barrier. • An online component in addition to face-to-face will allow us to meet that need without additional burden. • Courses have been developed. • Roll-out in the fall rather than summer because many times people will not know they need the program	Approved Moves to Senate for deliberation and vote	The committee chair will present at the next Senate meeting.

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	until they receive a contract in the summer. • Will continue to offer the online component in the fall each year. **Member Question**- Do students take courses outside COE? Answer: No, they typically come in with that content already in place. **Guest** - A niche that GCSU has is the face-to-face programs. We want to be the primary provider for education in remote areas that are underserved as well. **CAPC Member Question** - Would those in the online model be able to take face-to-face courses as well if they wanted? Answer: No, the course offerings are timed differently because of the different start dates. We will want to keep the cohorts together. **CAPC Member** Question - Will the CoED start the SACS prospectus. Answer: Yes **Motion to recommend this be taken to the Senate for deliberation and vote. Second**		
VI. SOCC Report	Approved a number of courses right at the deadline. GC1Y from Psych (Fall) GC2Y Philosophy and religious studies (spring 2018) GC2Y philosophy (fall 2017)		

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	GC1Y Philosophy (was submitted too late for listing for fall 2017) – approved with revisions – raised the question of deadlines….This faculty didn't know he was going to be teaching in fall… GC2Y – education Offered training forums for those who want to teach and have had about 15 faculty members attend. Discussion forums were offered for those who currently teach the GC1Y and 2Y classes. We have had good discussions. SOCC will try to do one of each again next year. ECUS is putting forward a motion to change required SOCC members from three to two to make it congruent with the number of senators and prevent one member from serving on both SOCC and CAPC.		

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VII. Members Reports	none	n/a	
VIII. New Business			n/a

1. Motion Request by ECUS- Deactivation of B.S. in Outdoor Education	**CAPC Chair**	Approved...motion to recommend AGAINST the deactivation of the ODED major based on the supporting documents (proposal, timeline, rational, document of low-performing programs and minutes from both deliberations) will be presented at the next Senate meeting for deliberation.
	• Email sent on March 4 summarizing ECUS meeting.	
	• The main thing out of that meeting was a request to put a process in place for assuring that whatever goes through committee (approved or disapproved) goes through the Senate.	
	• Asked to send the ODED deactivation to the Senate as a trial run.	
	• Our motion would be to recommend AGAINST the deactivation from the CAPC committee and would be deliberated at the senate meeting in April.	
	• How to word a motion of this nature...if they vote yes...they are voting to NOT recommend it move forward. Craig has been consulted.	
	CAPC Member –What exactly are we are presenting to them. Is this an informational item or a question about if the Senate "approves" what we have done	
	• A subcommittee of ECUS is stating that any motion, approved or not approved, must be moved to the Senate, so it does not die in committee.	
	• They want us to put it forward as a motion so it can be placed on the agenda and anyone who wants to speak for or against can plan to be present.	
	• ECUS would not bring it forward	
	• They did not want the three individual members of the Senate to bring it forward	Chair will present the motion to the Senate at the next meeting.

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	as it would not allow those who wanted to deliberate to be present at the meeting. **CAPC Member** - Could it be brought forward and then tabled until the next meeting so that others can be invited to speak at the next meeting. • If it is coming up as a motion, it is on the agenda, and people can be there to defend the program • One has never NOT been approved before, so now a subcommittee has been appointed to determine WHAT happens *if*/when this happens again. **CAPC Member:** There is a little precedent for this. SOCC had a proposal that they turned down a few years ago. CAPC became the appellate committee for SOCC. **CAPC Member Question** – was there a threat that "we" would no longer have a review capacity if it was not voted in a manner that "they" wanted? • It was suggested that the curriculum review would happen by a committee outside of Senate. According to the provost – universities have campus curriculum committees outside of Senate. • We need to, as a committee, send this forward as a motion. Explain that the decision was based on two sets of intense		

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	deliberation and two votes and that a rationale for the vote was submitted. • The motion should include the proposal itself and the letter of rationale. I need the consent of the committee to include this as supporting documentation. **CAPC Member** – The letter [of rationale] should be attached as a supporting document. **CAPC Member Question:** What will the motion state and what will happen when it is presented to the Senate. • motion would state "to recommend against the deactivation of the BS in ODED." • Will include the proposal, the rationale letter, and documentation that was provided the second time it was presented (timeline, list of courses and numbers of ODED majors found in emails) **CAPC Member** – Could we include the document that does NOT list ODED as one of those programs that were flagged? We were told they were on the "chopping block," but they were not **CAPC Member** - Can we add a link to the minutes or a copy of the minutes? **CAPC Chair** – The motion will be presented and read. It will be noted that the decision was based on supporting documentation. They will ask for questions. People will be notified that it will be discussed in that		

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	meeting and provided an opportunity to discuss. They will be allowed to speak, and a vote will be called to recommend AGAINST the deactivation. **CAPC Member Question**– Do we know what would/could happen if the Senate also votes AGAINST? • Final approval is with the president, so it is assumed it will go through the normal channels. The president can VETO the decision. **CAPC Member Question**– Are the bylaws written in such a way that when something is not approved, it is dead or is there a workaround? • Workaround now is that any three senators can bring something to the Senate as a whole. • ECUS felt as if this was a workaround that would provide appropriate representation without violating the bylaws. **CAPC Member Question**– Do we need to vote as a committee to send this forward? Is there a consensus in the room? **Motion was made to send a motion AGAINST deactivation of the ODED program to Senate for deliberation and vote** **second**		

Agenda Topic	Discussions & Conclusions	Action or Recommendations	Follow-Up
IX. Next Meeting	University Senate Organizational Meeting 4/21/2017, 3:30 – A& S 2-72	n/a	n/a
X. Adjournment	Meeting adjourned at 2:57 Motion second	n/a	n/a

Distribution (as determined in committee operating procedure – one possibility given):
First;   To Committee Membership for Review
Second: Posted to the Minutes Website

Approved by: _____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME: CAPC
COMMITTEE OFFICERS: LYNDALL MUSCHELL (CHAIR), ANGEL ABNEY (VICE CHAIR), JOSIE DOSS (SECRETARY)
ACADEMIC YEAR: 2016-2017

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Meeting Dates	8/9/16	9/2/16	10/7/16A	10/7/16B	11/4/16	12/2/16	2/3/17	3/3/17**	3/3/17	3/31/17
Lyndall, Muschell (Chair)	P	*	P	P	P	P	P	P	P	P
Angel Abney (Vice Chair)	P	*	P	P	P	P	R	P	P	P
Josie Doss (Secretary)	P	*	P	P	P	P	P	P	P	P
Kay Anderson	P	*	P	P	P	P	P	P	P	P
Hauke Busch	P	*	P	P	P	P	P	R	R	P
Jeff Dowdy	P	*	P	P	P	P	P	P	P	P
Juan Ling	R	*	P	P	P	P	P	P	P	P
Catrena Lisse	P	*	P	P	R	P	R	R	R	P
Mary Magoulick	P	*	P	P	P	P	P	P	P	P
Cara Meade	P	*	P	P	P	P	R	P	P	P
David Weese	A	*	A	P	P	P	P	P	P	P
James Welborn	A	*	P	P	A	P	P	P	P	P
James Winchester	A	*	P	R	R	P	P	P	P	P

* 9/2 meeting cancelled due to University closure.

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Lyndall Muschell
CHAIRPERSON SIGNATURE

DATE _____

(Including this Approval by chair at committee discretion)