

**COMMITTEE NAME: CURRICULUM & ASSESSMENT POLICY COMMITTEE (CAPC)**

**MEETING DATE & TIME: AUGUST 9, 2016**

**MEETING LOCATION: ROCK EAGLE**

**ATTENDANCE:**

<b>MEMBERS:</b>		<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>	
P	Lyndall, Muschell (Chair)	R	Juan Ling
P	Angel Abney (Vice Chair)	P	Mary Magoulick
P	Josie Doss (Secretary)	P	Cara Meade
R	Kay Anderson	A	David Weese
P	Hauke Busch	A	James Welborn
P	Katrina Lease	A	James Winchester
P	Jeff Dowdy		
<b>GUESTS:</b>			
	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	2:20	n/a	n/a
II. Approval of Agenda	n/a	n/a	n/a
III. Approval of Minutes	n/a	n/a	n/a
IV. Informational Items	none	n/a	n/a

<b>V. Action Items</b>	none		n/a	n/a
<b>VI. SOCC Report</b>	none		n/a	n/a
<b>VII. Members Reports</b>	None		n/a	n/a
<b>VIII. New Business</b>				
1. Operating procedures: proposed change #1:	Under #5 communication: add a bullet indicating that informational items must be reported to ECUS/SC chairs and US to be formally recorded in the minutes		Changes will be made. Review and approval at next meeting.	n/a
2. Operating procedures: proposed change #2	Under #10 minutes: add a bullet indicating that informational items need to be included on the minutes		Changes will be made. Review and approval at next meeting.	n/a
3. Operating procedures: proposed change #3	Under #5 communication: add a statement indicating that the document titled "Guidelines for Submitting Proposals to CAPC" be followed for routing processes.		Changes will be made. Review and approval at next meeting.	n/a
4. Future considerations to SOP	Looking at annual report for general concerns and brainstorm for upcoming business.		For future discussion	n/a
<b>IX. Next Meeting</b>	Friday, September 2, 2016		n/a	n/a
<b>X. Adjournment</b>	Meeting adjourned at 3:01 pm		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)

**Guidance**

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

*Lyndall Muschell*  
 CHAIRPERSON SIGNATURE

DATE 11/4/16

(Including this Approval by chair at committee discretion)