

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

**MEETING DATE & TIME: OCTOBER 7, 2016 12:30-1:45**

**MEETING LOCATION: KILPATRICK 221**

**ATTENDANCE:**

<b>MEMBERS:</b>		<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>	
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	A	David Weese
P	Hauke Busch	P	James Welborn
P	Catrena Lisse	P	James Winchester
P	Jeff Dowdy		

**GUESTS: TINA (MUSIC), Nancy Mizelle (Education), Holley Roberts (Education), Karl Manrodt (Economics)**

*Italicized text denotes information from a previous meeting.*

\*Denotes new discussion on old business.

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b>
<b>I. Call to order</b>	Called to order at 12:32	n/a	n/a
<b>II. Approval of Agenda</b>	MAT in special education moved to information item at second meeting	Agenda approved with amendments (attached)	n/a
<b>III. Approval of Minutes</b>	August minutes amended <ul style="list-style-type: none"> <li>• Meeting Location changed to “Rock Eagle</li> <li>• Kimberly Cossey removed from roster and Katrina Lease added.</li> <li>• #4 new business abbreviated</li> </ul>	August minute approved with amendments	Josie Doss to make changes and post to the minutes website

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP
IV. Informational Items	NONE	n/a	n/a
V. Action Items			
1. Approval of Operating Procedures	<p>Amended</p> <ul style="list-style-type: none"> <li>#5 communication "Follow guidelines for submitting proposals to CAPC."</li> </ul> <p><b>Motion to approve with amendments</b> <b>Second</b></p>	CAPC Operating Procedures approved with amendments (see attached)	
2. Master of Music Education MMED – Online Delivery	<p>Tina Holmes-Davis from music – guest</p> <ul style="list-style-type: none"> <li>Enrollment in MMED declining because of location of university in relation to practicing teachers. It is too far for them to work and come to campus for classes/activities.</li> <li>Existing program moving online to help with enrollment.</li> <li>Classes are in compliance with QM and IDEAS.</li> <li>Limited changes in curriculum to facilitate online classes and to make it run better but everything else is the same.</li> </ul> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b> <b>Second</b></p>	Approved – unanimous by show of hands Motion carried to senate	Chair will present at the October senate meeting
3. Master of Arts in Teaching – Music Education – New Program	<p>Tina from music – guest</p> <ul style="list-style-type: none"> <li>New program – prospectus going to BOR and then will come back for approval</li> <li>Changing it to fit into the liberal arts tradition.</li> <li>Takes certification out of the undergrad level so it provides a</li> </ul>	Approved – unanimous by show of hands Motion carried to senate	Chair will present at the October senate meeting

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	<p>BA/MAT program.</p> <ul style="list-style-type: none"> <li>• Not creating any new courses, overlapping courses with existing courses.</li> <li>• Student teaching moves from undergrad to grad level.</li> <li>• More efficient use of current resources. No new resources are required.</li> </ul> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b></p> <p><b>Second</b></p>		
<p>4. Master of Education in Middle Grades – Rename, Modify Existing</p>	<ul style="list-style-type: none"> <li>• Renaming and modification of existing program.</li> <li>Nancy Mizelle – guest</li> <li>• Used to fall under the Masters of Education (MED) in Education program as a concentration along with secondary education.</li> <li>• The population has dwindled due to students wanting online courses.</li> <li>• Tried in 2014 to propose the change in the program...same proposal was sent to make it more responsive to the needs of the students, but were unable to make changes because it existed under the MED “umbrella”.</li> <li>• The MED “umbrella” is going away but the college wants to maintain Med. in MG Education because it is unique.</li> <li>• Goes from a 2 year to 1 year program.</li> <li>• Puts more online.</li> <li>• Emphasis on STEM and literature in the public schools make it necessary to maintain this program</li> </ul>	<p>Approved – unanimous by show of hands</p> <p>Motion carried to senate</p>	<p>Chair will present at the October senate meeting</p>

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	<ul style="list-style-type: none"> <li>• Making it more responsive to needs of teachers all over the state will make it feasible</li> </ul> <p><b>Questions/Answers</b></p> <p><b>Q:</b> The reason they were lumped together originally is because they were unable to stand alone due to enrollment. Do you believe they will meet enrollment</p> <p><b>A:</b> Yes, several courses are the same, the research sequence can be cross listed between early childhood and middle grades. If it doesn't work... we will go to plan B but would like the opportunity to try.</p> <p>Early childhood population has grown since going online, believe they would too.</p> <p><b>Q:</b> Will it be totally online –</p> <p><b>A:</b> format will be similar to early childhood.</p> <p><b>Partially online</b></p> <p><b>Q:</b> What is the “low number” count for program</p> <p><b>A:</b> has to do with number of students graduating from a program for graduate...no one knows for sure.</p> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b></p> <p><b>Second</b></p>		
<p>5. Master of Arts in Teaching Middle Grades Education – Change of Delivery Format</p>	<ul style="list-style-type: none"> <li>• Change of delivery format</li> <li>• Moving totally online except for the internship.</li> </ul> <p>Holley Roberts – guest –</p> <ul style="list-style-type: none"> <li>• major change is moving to fully online initial teacher program.</li> <li>• Will compete with initial teacher program.</li> <li>• STEM focused allowing more content</li> </ul>	<p>Approved – unanimous by show of hands</p> <p>Motion carried to senate</p>	<p>Chair will present at the October senate meeting</p>

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	<p>in science and math,</p> <ul style="list-style-type: none"> <li>• has additional information on positive interventions – for certification in Positive Behavior and Intervention Support – huge movement across the state.</li> <li>• Needed to meet the needs of teachers.</li> <li>• Field placement not online but they can do field placement where they live.</li> <li>• Will have MOU with someone local in a classroom.</li> <li>• Will have to get a regular student teacher experience but not come to Milledgeville to complete it.</li> </ul> <p>Question/Answer  Q: How do you know you have supervision that you can count on?  A: Faculty members do visit, they go all over the state to check on them. Have relationships with principals all over the state because of where graduates are hired, have worked in leadership roles and established relationships. This would be great program for people under provisional certificate already.  Q: What provisions will be made to support them with edTPA (performance based assessment that requires national scoring, uploaded in online format)???  A: Web ex meetings. Will have all the resources that online students have.</p> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b>  <b>Second</b></p>		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP
6. MAT in Special Education – Change of Delivery Format, Modification of Existing Program	Moved to informational item in second meeting		
7. Women's Studies Minor – Name Change	<p>Mary Magoulick – SOCC</p> <ul style="list-style-type: none"> <li>• Change name to Women's and Genders Studies</li> <li>• Will not change course prefix</li> <li>• Brings program in line with national and international standards.</li> <li>• Women's studies advisory board approved a few year ago, just now putting it through.</li> <li>• Dates are incorrect on the signature form – should be 2016</li> </ul> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b></p> <p><b>Second</b></p>	Approved – unanimous by show of hands Motion carried to senate	Chair will present at the October senate meeting
8. Department of Marketing – Name Change	<p>Karl Manrodt – chair of dept. of marketing</p> <ul style="list-style-type: none"> <li>• Change name to Department of Marketing and Logistics.</li> <li>• To house the concentration and the master's program in logistics</li> <li>• Faculty did vote unanimously for the change</li> </ul> <p>Question/Answer Q– Marketing and logistics fits together? A - Yes, we go online to buy things and we want to know when we can get it....there is a broader name (supply chain management) we are trying to narrow target to transporting of goods and management of distribution centers. Great niche market because a lot of schools are not teaching that anymore.</p>	Approved – unanimous by show of hands Motion carried to senate	Chair will present at the October senate meeting

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	<p>Companies are coming to hire our students because of the concentration. Big issue on soft skills...our students are better and better prepared. Hired students on the spot at a career fair because they were so impressed with the students. Came down for career expo because they were so impressed with students.</p> <p><b>The motion was made to send the proposal to Senate for deliberation and a vote.</b>  <b>Second</b></p>		
<p>9. Department of Professional Learning and Innovation</p> <p>10. Department of Teacher Education and Department of Professional Learning and Innovation</p>	<p><b>Name Change –</b>  Houses the Foundations, Technology, Reading, and Educational Leadership</p> <p><b>Name Change-</b>  Houses all of initial certification programs, secondary MAT, early childhood programs, middle grades programs, and special education programs.</p> <p><b>Motion was made</b> bring both the name change for the Dept. of Professional Learning and Innovation and the Dept. of Teacher Education to the University Senate for deliberation and a vote.  <b>Second</b></p>	<p>Approved – unanimous by show of hands  Motion carried to senate</p>	<p>Chair will present at the October senate meeting</p>
<p><b>VI. SOCC Report</b></p>	<p>Submitted in written format see attached</p>	<p>n/a</p>	<p>n/a</p>

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VII. Members Reports	None	n/a	n/a
VIII. New Business	n/a	n/a	n/a
Online Exam Proctoring	<ul style="list-style-type: none"> <li>• Proctor U has been piloted for the last two years and cannot be fully expanded.</li> <li>• 9/13/2015 was demo'd</li> <li>• Will review a similar product on 9/29/16</li> <li>• No formal decision about adoption or recommendation.</li> </ul>	n/a	n/a
Guidelines for Submission of Curriculum Changes – Lyndall Muschell	<ul style="list-style-type: none"> <li>• See attached for flow sheet-</li> <li>• Charged with tracking approvals and assure they are happening in the right place.</li> <li>• Other issue trying to address – terrible history of sharing information on courses. Deleting courses in one department without notification of other departments that may use the course as well. Create new things that may be of use somewhere else.</li> <li>• Ideal solution is an online tracking system – takes too long to set up and no staff to implement</li> <li>• Inserted associate provost, registrar, CAPC chair, and Presiding Officer into this process with hopes of tracking, simplifying, and ensuring thing go where they need to.</li> </ul>	Lyndall will share this afternoon in the committee chairs meeting.	Chair will share at committee chairs meeting 10/7/16
Timing of Graduate Council Meetings – Impact on Approval Process (originally scheduled for 2:00 to 3:15	<p>Problem</p> <ul style="list-style-type: none"> <li>• Graduate council meets on the Friday before CAPC.</li> <li>• Difficult for CAPC to circulate</li> </ul>	Lyndall - Move to standing committees this afternoon 1. Have graduate council consider changes to	



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meeting moved due to timing)	<p>proposals in time for meeting.</p> <ul style="list-style-type: none"> <li>Proposals get pushed back a month if it does not get to the agenda.</li> </ul> <p>Discussion</p> <ul style="list-style-type: none"> <li>If CAPC valued part of continued governance, an appropriate amount of time to read and consider proposals is necessary</li> <li>Time to be considerate of individuals who want to come and represent programs is necessary.</li> <li>Cannot move CAPC meetings – set on the governance calendar,</li> <li>Can we ask graduate council to move meetings? – associate provost sets those meetings</li> <li>Ask them to consider moving graduate council to the governance calendar and moving it back an additional week to allow time for review of proposals</li> </ul>	<p>meeting times to allow time for review of proposals prior to CAPC meetings.</p> <p>2. Recommend adding graduate council to governance calendar.</p>	
IX. Next Meeting	Friday, October 7 <sup>th</sup> 2-3:15	n/a	n/a
X. Adjournment	Meeting adjourned at 1:48	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

*Sydney Musschell*

Approved by: *Sydney Musschell*  
 Committee Chairperson (including this Approval by chair at committee discretion)

Guidance

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