

COMMITTEE NAME: CURRICULUM & ASSESSMENT POLICY COMMITTEE (CAPC)
MEETING DATE & TIME: DECEMBER 2, 2016 2-3:15
MEETING LOCATION: KILPATRICK 221

ATTENDANCE:

MEMBERS:	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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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: TINA HOLMES, LISA GRIFFIN, JEFF TURNER, WILL HOBBS, DALE YOUNG

<i>Italicized text denotes information from a previous meeting.</i>	
*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	No discussion	approved	n/a
III. Approval of Minutes (10/7/2016)	Amendments – via email Moved – angel Second -	Approved with changes	Josie will send to chair for signature and will post to the Senate website

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP
IV. Informational Items		n/a	n/a
1. New Course Proposals – BLST 4320, 4325, GEOG 4105, 4115, IDST 2050, 4995, PHIL 4100, 4320, 4325, 4330, SOCI 3433	none	n/a	
2. MAT Middle Grades MAED Course Corrections	none	n/a	
3. GC2Y Global Horror	none	n/a	
4. GC2Y Knowledge Democracy	none	n/a	
5. GC2Y Disability and Culture in Tanzania (Study Abroad)	none	n/a	
6. GC2Y Culture, Nature, and Empire	none	n/a	
7. GC2Y Bodies, Borders, and Boundaries	none	n/a	
V. Action Items			
1. Deactivation – Bachelors of Music Education	Program Representative: Tina Holmes Last year the department submitted a change to replace this program with BA in music with a concentration in music education. The BME is no longer needed Plan to deactivate and teach out. Aligning with the practices of the Department of Education. How many students – 20-25 Will accept incoming fall students in the program of choice for fall semester 2015. It	Approved by written ballot Motion carried to senate	Chair will present at the next senate meeting

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	<p>is a SACS standard that we offer every program that we advertise therefore it needs to be offered next semester</p> <p>How will the courses change? – We will add a fine arts course and move student teaching and college of education courses into the MAT. The music aspect is staying the same and swapping out foreign language</p> <p>The motion was made to send the proposal to Senate for deliberation and a vote.</p> <p>Second</p> <p>Clarification: Motion to approve will move this motion forward to be deliberated by the senate. Yes means it moves forward, no it does not.</p> <p>Motion for paper ballot – Counted by secretary and additional member</p>		
2. GIS Certificate	<p>Certificate term is changing – it was a way to confirm individual technical skill sets. Began to expand to include more technical based fields where an entire degree is not necessary but training in a specific area is appropriate.</p> <p>Federal reporting requires that if we offer undergraduate certificates, we need to do reporting on every one of our students and where they are working after 6 months. All undergraduate certificates are</p>	<p>Approved by unanimous vote</p> <p>The proposal will be forwarded to senate.</p>	<p>Chair will present at the next senate meeting</p> <p>Does not need to go the BOR. We just need to tell them it was approved. Will be available next year.</p>

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	<p>“embedded” students have to be earning a degree and earn the certificate at the same time that the degree is earned. Certificates do not go on the transcript until the actual degree is conferred (film, nonprofit management certificate, etc.)</p> <p>This is also being listed as certificates based on the field. In this field a certificate means more than a minor.</p> <p>Graduate students can take these, but it is an undergraduate credential</p> <p>The motion was made to send the proposal to Senate for deliberation and a vote. Second</p>		
3. Sustainability Certificate	none	Approved with the previous motion	
4. Deactivation – Bachelors of Science in Outdoor Education	<p>CAPC Member – requested that we start with update from COHS on what is happening</p> <p>HHP Dept Chair –</p> <ul style="list-style-type: none"> • A vote through school of health and human performance was conducted, and the request was reprocessed through the same channels <p>CAPC member</p> <ul style="list-style-type: none"> • CAPC and Senate assure due process and governance assuring communication among all groups. Last time this measure was not voted in because a piece of that communication was missing. We need to consider the fact that that piece is here. 	<p>Motion was NOT approved</p> <p>Will NOT be forwarded to senate.</p>	<p>Contact Craig about operating procedures from here.</p> <p>12/4/16 – CAPC committee members were asked to provide a written rationale for his/her vote.</p> <p>12/5/16- 12/9/16 – Written rationale collected via anonymous response in Qualtrics.</p> <p>12/12 – Rationale were collated into one document and circulated</p>

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	<ul style="list-style-type: none"> This proposal has gone through the department and college. They have sent substantial support that argues that they do not have the resources to support the program. It is important for senate committees to recognize that this is a resource issue and that it should be honored. <p>Discussion about the release of tallies with a paper ballot. Dept. level vote – 6-3-5 COHS vote 6-0</p> <p>ODED faculty</p> <ul style="list-style-type: none"> ...do not feel as if due process was met. This proposal initially came from a meeting indicating that the decision to deactivate the program had already been made which may have influenced the vote. The reason there is due governance is to prevent error like this from getting through to higher levels <p>CAPC Member: Should the resources be evaluated based on 2 teaching faculty rather than 4 faculty.</p> <ul style="list-style-type: none"> HHP Dept Chair - there are 3 faculty in the program, and there are too many FTE for the number of courses that were offered. Yes, I could get rid of one of the faculty, and it may help. 		<p>to the committee for approval.</p> <p>12/13 rationale was forwarded to Senate President for review.</p>

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	<ul style="list-style-type: none"> • CACP Member: The consistent number in the report was 40 students. There have been a significant change in the number of faculty. Why would we not let that change play out if it is truly a resource issue? • HHP Dept Chair – we are already down one faculty • CAPC Member –we may have lost faculty, but we have still been able to provide for the students. Long-term viability and with 38 students is a challenge. That is significantly low at our university. <p>CAPC Member Question –is it our job to assure that the procedure is followed or is it our job to think about the good of the curriculum and the programs we offer rather than just being a check mark? If this truly is shared governance do we have a larger role to play than just to check the box</p> <p>CAPC Member- I think it’s both. The people who have the expertise in those colleges have made the decisions. What we do in 30 minutes at the table should not surpass what they have decided. Need to weight the input significantly in making that decision.</p> <p>CAPC Member: The “experts” (faculty) in this program are not voting to deactivate</p> <p>CAPC Member: I would say that no one would vote to deactivate their own program</p>		

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	<p>Looking at the bylaws and how they are written are vague in relation to this role.</p> <p>CAPC Member – Accrediting agencies limit several courses to 12 students.</p> <p>ODED Faculty – some course activities are as low as 1:6 and 1:8</p> <p>CAPC Member – is that being considered.</p> <ul style="list-style-type: none"> • HHP Dept Chair – Yes. There has been some shifting, and it has been under discussion for a while. <p>CAPC Member – There were questions of the data being wrong. If we are THE liberal arts university for the state, we should speak to that even if they are a little smaller or a little more expensive it is something we should keep around. Worry about the chipping away at the things that make our university unique and a “good place” and address our Liberal Arts mission.</p> <p>CAPC Member– The chancellor is going to be looking at reports and numbers, and we are going to be forced to make critical decisions. We are not going to be able to keep everything</p> <p>CAPC Member – cautionary tale...the time to grow these programs is now. Make programs applicable and interesting to students. Federal policy and law are changing but it is a reality that we have to face, and that is why we did the prioritization.</p> <p>CAPC Member – ODED was Pillars of excellence 5 or 6 years ago that we were</p>		

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	<p>going to advertise to the world. Do we have to preemptively reach out and start cutting programs before someone from the state tells us to cut? With the faculty you have now you can do the major? You're not asking for a third faculty so why does this become a resource issue? You have lost a faculty member but are efficient.</p> <p>Guest –</p> <ul style="list-style-type: none"> • BOR sends a report on low producing programs to campus; they ask for campus's to take direct action on these programs. This program is on the list. BOR has not asked us to shut down the program, but they have sent a list which is a way to make the board and president look at how resources are used, and it is a red flag to legislatures that prompt them to ask "how are you using the resources you already have?" • They look at number of graduates and not students enrolled • Under-enrolled programs are subsidized by other programs on the campus. We are taking steps to address the under-enrolled programs. • The average faculty in that program is doing an equivalent of about 1 section per year, and it's hard to justify resources like that when other colleges are teaching overloads just to keep up. 		

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	<p>CAPC Member: Is there a new list? We passed a list around last time, and it was not on the list.</p> <p>Guest – I have not looked for a new list.</p> <p>CAPC Member – The state assessment and curriculum cmte is afraid the state will start taking decision making away from us. We don't want the state to start coming in and saying that we HAVE to shut down certain programs. State of GA has not done that yet, but we are fighting against that by trying to address low producing programs.</p> <p>Guest- This is a program level decision. The provost does not get to tell the college to shut them down. Faculty were asked for years to find a solution, and they were unable to find a different solution making deactivation the only option.</p> <p>ODED Faculty - There have been multiple changes.</p> <ul style="list-style-type: none"> • Creation of department of ODED was made as an independent decision and as that decision was found unsustainable ODED was put back in the school of health and human performance. • Multiple curriculum changes have been made, and we have seen a stable graduation rate. WE would look at that as a very stable program. • Current data would be important to consider, including that only 2 faculty are currently assigned to this 		

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	<p>program.....if this is a resource problem.</p> <ul style="list-style-type: none"> • If we are left with a minor, the resources are the same. There are significant challenges. The time to allow the data to reflect the changes that were made has not been allowed. <p>HHP Dept Chair – resources are still required. We still have to buy equipment...still end up buying those....resources will still be purchased.</p> <p>CAPC Member– If it reduces to a minor would you not still be purchasing the equipment and paying the faculty?</p> <p>HHP Dept Chair – there would be fewer students, and a lot of block scheduling, there are regular course schedules and more people can take the courses. Different things in the curriculum that we can offer.</p> <p>OED Faculty – one of those entry level classes is in a block. Have added additional students in the course. Majors, minors, and non-minors are all registered, and there is a 5 person wait list.</p> <p>Motion to vote Second We can move to an executive session if there is a motion and unanimous vote – no one feels we need that. The motion was made to send the proposal to Senate for deliberation and a vote. Second</p>		

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	<p>Paper ballots will be used. Clarification: Yes is to approve deactivation and forward the motion to senate. No is to NOT approved Vote to show tally: 7 No, 2 Yes, 1 abstention chair did not vote.</p>		
VI. SOCC Report	None	n/a	n/a
VII. Members Reports	None	n/a	n/a
VIII. New Business	None	n/a	n/a
IX. Next Meeting	Friday, February 3 rd 2-3:15	n/a	n/a
X. Adjournment	Meeting adjourned at 3:09	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: LYNDALE 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		
Lyndall, Muschell (Chair)	P	*	P	P	P	P	P		
Angel Abney (Vice Chair)	P	*	P	P	P	P	P		
Josie Doss (Secretary)	P	*	P	P	P	P	P		
Kay Anderson	P	*	P	P	P	P	P		
Hauke Busch	P	*	P	P	P	P	P		
Jeff Dowdy	P	*	P	P	P	P	P		
Juan Ling	R	*	P	P	P	P	P		
Catrena Lisse	P	*	P	P	R	P	P		
Mary Magoulick	P	*	P	P	P	P	P		
Cara Meade	P	*	P	R	P	P	P		
David Weese	A	*	A	P	P	P	P		
James Welborn	A	*	P	P	?	P	P		
James Winchester	A	*	P	P	R	P	P		

* 9/2 meeting canceled due to University closure.


CHAIRPERSON SIGNATURE

DATE 3/31/17

(Including this Approval by chair at committee discretion)