

University Senate Committee Annual Report

April 23, 2013

Committee Name: Curriculum and Assessment Policy Committee

Academic Year: 2012-2013

Committee Charge:

The Curriculum and Assessment Policy Committee (CAPC) shall be concerned with policy relating to curriculum and academic assessment, which includes, but is not limited to, policies relating to general university degree requirements (e.g. General Education Curriculum, Foreign Language requirement, Wellness requirement), academic program assessment, and continuing education and non-degree programs. In addition to its policy recommending function, this committee shall be responsible for reviewing and approving proposals to create or deactivate certificates, concentrations, degree programs, and minors, as well as the periodic review of general education requirements and learning outcomes. This committee also provides advice, as appropriate, on procedural matters relating to curriculum and academic assessment. (*V.Section2.C.2.b.*)

Committee Calendar:

- August 24, 2012
- September 28, 2012
- October 26, 2012
- November 30, 2012
- December – no meeting
- January 25, 2013
- February 22, 2013
- March 22, 2013

Executive Summary:

Six motions were successfully passed through the Senate during the academic year regarding diverse curricular issues:

1. MAT in Early Childhood Education
2. Post-Masters Certificate for Family Nurse Practitioner
3. Kinesiology Minor Name Change
4. Revision of Global Perspectives overlay requirement in core curriculum
5. Study Abroad & Global Perspectives Overlay Policy
6. Substantive Change Requirements Policy

New concentrations were approved in Economics and Computer Science majors. The proposal for a concentration in religious studies originally proposed in 2011-12 was not re-submitted to CAPC during this academic year.

Early in the academic year, the group recognized a need to have a “gatekeeper” or point person on campus to oversee area B courses within the core curriculum, since these courses might come from any academic discipline. In February, we received word that Dr. Tom Ormond, Associate Provost, would serve in this capacity for the university.

Each meeting included announcements by the Subcommittee on Core Curriculum (SoCC) chair regarding new course proposals accepted by the committee. Although the majority were in area B, there were indeed some new courses in other areas of the core as well.

The committee made two significant changes to the global overlay requirements in the original core curriculum plan that should enable students to meet graduation requirements through a greater number of options.

Committee Membership and Record of Attendance:**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Name	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Angel Abney	R	A	A	A		A	R	A	
Kay Anderson	P	P	P	P		P	P	P	
Koushik Banarjee	P	P	P	P		R	P	P	
Ryan Brown	P	P	P	R		P	P	P	
George Cazacu	P	P	P	A		P	P	P	
David DePosada	P	R	P	P		P	R	P	
Steve Elliott-Gower	P	R	R	P		P	P	R	
Cara Meade (Secretary)	P	P	P	P		P	P	P	
Julia Metzker (Vice Chair)	P	A	P	P		P	R	P	
Brian Mumma	P	P	P	P		P	P	P	
Joe Mocnik	R	P	P	P		P	R	P	
John Swinton	P	P	P	P		P	P	P	
Susan Steele (Chair)	P	P	R	P		P	P	P	

Motions brought to the Senate floor:

Motion #	1213.CAPC.007.C		
Statement of Motion	Approval of the MAT in Early Childhood Education		
Committee Vote	Affirmative: 8	Negative: 2	Abstentions: 3
Senate Action	Approved		Date: 3/12/2013

Motion #	1213.CAPC.006.C - Post-Masters Certificate for Family Nurse Practitioner		
Statement of Motion	Approve creation of a Post-Master's certificate for Family Nurse Practitioner to be designated on the graduate's transcript		
Committee Vote	Affirmative:	Negative:	Abstentions:
Senate Action	Approved		Date: 1/28/2013

Motion #	1213.CAPC.005.C Kinesiology Minor Name Change		
Statement of Motion	Approve change of Kinesiology minor name change from “Health Education” to “Community Health”.		
Committee Vote	Affirmative:	Negative:	Abstentions:
Senate Action	Approved		Date: 1/28/2013

Motion #	1213.CAPC.004.C - Revision of Global Perspectives overlay requirement in core curriculum		
Statement of Motion	To change the Global Perspectives (GL) overlay requirement in the core curriculum in the undergraduate catalog from: "Two exposures must be completed in the core; the remaining exposure may be completed in any part of a student's curriculum." to read as: "Students are required to complete three exposures with the global overlay, at least one of which must be completed as part of the student's core curriculum." NOTE: this is the final motion format as amended and passed by the Senate.		
Committee Vote	Affirmative:	Negative:	Abstentions:
Senate Action	Approved		Date: 11/16/2012

Motion #	1213.CAPC.003.C - Study Abroad & Global Perspectives Overlay Policy		
Statement of Motion	To establish the following policy: Any study abroad experience in which a student earns course credit shall be considered to carry a Global Perspectives overlay.		
Committee Vote	Affirmative:	Negative:	Abstentions: 3
Senate Action	Approved		Date: 11/16/2012

Motion #	1213.CAPC.001.P - Substantive Change Requirements Policy		
Statement of Motion	To adopt the policy described in the supporting document assuring that Georgia College remains in compliance with Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC or SACS) requirements for reporting substantive changes in programs and activities. A substantive change is defined as significant modification or expansion of the nature and scope of an accredited institution. Examples are provided in the supporting document.		
Committee Vote	Affirmative:	Negative:	Abstentions:
Senate Action	Approved		Date: 11/16/2012:

Other Significant Deliberation (Non-Motions):

Significant time was spent at the beginning of the academic year trying to determine the status of the Master of Education in Early Childhood Education submitted to the Senate database in January, 2012 as well as tracking the outcome of the proposal for a Religion concentration within the department of Philosophy.

During Spring semester, discussion included the online education policy and need for CAPC involvement in issues related to assessment of quality and curriculum needs for distance education.

Ad hoc committees and other groups:

There were no Ad-hoc committees during this academic year..

Committee Reflections:

The majority of committee activity centered around review of proposals for a new degree program and program modifications, as well as concentration proposals. The Subcommittee on Core Curriculum continued to perform a huge part of the workload of core curriculum building through review and approval of courses. An ongoing need exists for communication to administration and department Curriculum and Instruction chairs regarding the routing process and time frame for proposals.

Communication was impeded by the lack of working links for the online Senate tool to e-mail members. The Chair was not aware that the link was not functioning, and several individuals missed communication essential for meeting preparation.

Additionally, committee members engaged in lively discussion and debate about the following topics of concern:

1. Ensuring rigor and uniqueness of the core curriculum.
2. Need for sharing of successes for use of the 4th hours in GCY2 courses.
3. Differences between concentrations and tracks.
4. Administrative implications of offering certificate programs.
5. Proposal to name the core curriculum the CUBE
6. Resource allocation in times of declining revenue, and whether resources should be a consideration in the deliberation regarding new curriculum initiatives at the committee level.
7. Desire to be involved in development of policies and procedures related to distance education to ensure curricular integrity.

Committee Recommendations:

1. Consider circulating the routing guidelines for proposals to all Deans and Department Chairs, with a request to forward to departmental and college Curriculum and Instruction committee chairs along with the calendar for the academic year.
2. Allocate some portion of each meeting to focus on assessment results, perhaps highlighting data from a different college or program that could be shared campus-wide as an exemplar of a successful use of data for improvement.
3. The departments of Philosophy (College of Arts and Sciences) and Music Therapy (College of Health Sciences) expressed interest in submitting proposals after the final meeting of the committee. As a courtesy, the new committee should contact the respective department heads to encourage submission early in the new academic year.
4. Consider a policy regarding the assessment of outcomes for 4th hour learning activities in GCY2 courses to evaluate and document the results of engaged pedagogies within the core curriculum.
5. Provide input regarding development of procedures for distance education to promote curricular integrity, especially for fully online programs.
6. Encourage academic units to submit curriculum proposals that would support retention and graduation initiatives.

Recommend items for consideration at the governance retreat:

1. Provide guidance to committee officers regarding the use of online Senate tools, including those which are non-functional.

Appendix: Committee Operating Procedures

**University Senate
CAPC Operating Procedures
2102-2012**

As approved August 24, 2012

The Curriculum and Assessment Policy Committee endorses the following operating procedures:

1. Members agree to discuss issues openly and candidly.
2. Members will speak on behalf of the committee only when an issue has been discussed and the individual has been asked to speak on behalf of the committee.
3. When a member is asked to provide written communication on behalf of the committee, all members of the committee will be copied in the correspondence.
4. All members will accept responsibility for preparing fully for meetings by:
 - a. Seeking input from constituents regarding concerns that need to be addressed by CAPC
 - b. Discussing pending issues with constituency prior to voting on motions.
 - c. Reading and investigating the pros and cons as needed of proposals prior to the scheduled meeting where a motion is to be addressed.