

**University Senate Committee Annual Report**  
**May 28, 2014**

**Committee Name: Curriculum and Assessment Policy Committee**

**Academic Year: 2013-2014**

**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 23, 2013
- September – no meeting
- October 04, 2013
- November 15, 2013
- December – no meeting
- January 24, 2014
- February 28, 2014
- March – no meeting
- April 04, 2014

**Executive Summary:**

Eight motions were successfully passed through the Senate during the academic year regarding diverse curricular issues. The motions considered and approved were:

1. New concentration in Religion for the BA in Philosophy.
2. New concentration in Information Internetworks for the BS in Computer Science.
3. New concentration in Human and Computer Interface Design for the BS in Computer Science.
4. New concentration in Financial Economics for the BA and BS in Economics.
5. New concentration in International Economics for the BA and BS in Economics.
6. New concentration in Public Economics for the BA and BS in Economics.
7. New concentration in Pre-law for the BA in Philosophy.
8. Approved QEP Student Learning Outcomes

Documentation for each motion is available in the Online Motion Database that can be found at [senate.gcsu.edu](http://senate.gcsu.edu).

**Committee Membership and Record of Attendance:**

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

\*We had 9 regrets for the April meeting so we conducted it via email

Name	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*
Angel Abney	P		P	P		P	P		
Kay Anderson	P		P	P		P	P		
Ryan Brown	P		P	P		R	R		
Craig Callender	P		P	A		A	P		
George Cazacu	P		P	P		P	P		
Carrie Cook	P		P	P		P	R		
Chuck Fahrer	P		P	P		P	P		
Carla Hutchings	A		A	A		A	A		
Cara Meade (chair)	P		P	P		P	R		
Bill Miller	P		P	P		P	P		
Michael Murphy	A		A	A		A	Left GC		
Elissa Auerbach	Joined CAPC in Feb. to replace Michael Murphy						P		
James Winchester	P		R	P		P	P		
Debby McMillan (secretary)	P		P	P		P	R		

**Motions brought to the Senate floor:**

Motion #	1314.CAPC.001.C		
Statement of Motion	To approve a new concentration in Religion for BA in Philosophy		
Committee Vote	Approved by CAPC 8/23/13		
Senate Action	Approved	Date: 9/25/2013	

Motion #	1314.CAPC.002.C		
Statement of Motion	To approve a new concentration in Computer Science, as proposed by the department of Information Systems and Computer Science (ISCS). Information regarding the proposal for a concentration in Information Internetworks is outlined in the supporting documents.		
Committee Vote	Approved by CAPC 10/04/2013		
Senate Action	Approved	Date: 11/05/2013	

Motion #	1314.CAPC.003.C		
Statement of Motion	To approve a new concentration in Computer Science, as proposed by the department of Information Systems and Computer Science (ISCS). Information regarding the proposal for a concentration in Human and Computer Interface Design is outlined in the supporting documents. (*Note- The original proposal as submitted proposed that this concentration have the		

	name of <i>People</i> to align with GT's concentration with which GC partners for this degree. This did not pass the Senate with the given name (concerns were specifically and only over the name) but it was approved given the suggestion of a different name.	
Committee Vote	Approved by CAPC 10/04/2013	
Senate Action	Approved	Date: 11/06/13

Motion #	1314.CAPC.004.C	
Statement of Motion	To approve a new concentration in Economics, as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in Financial Economics is outlined in the supporting documents.	
Committee Vote	Approved by CAPC 10/04/2013	
Senate Action	Approved	Date: 11/05/2013

Motion #	1314.CAPC.005.C	
Statement of Motion	To approve a new concentration in Economics, as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in International Economics is outlined in the supporting documents.	
Committee Vote	Approved by CAPC 10/04/2013	
Senate Action	Approved	Date: 11/05/2013

Motion #	1314.CAPC.006.C	
Statement of Motion	To approve a new concentration in Economics, as proposed by the department of Economics and Finance. Information regarding the proposal for a concentration in Public Economics is outlined in the supporting documents.	
Committee Vote	Approved by CAPC 8/23/13	
Senate Action	Approved	Date: 11/05/2013

Motion #	1314.CAPC.007.R	
Statement of Motion	To approve the Student Learning Outcomes for GC's QEP: Building a Culture of Engaged Learning.	
Committee Vote	Approved by CAPC 11/13/13	
Senate Action	Endorsed	Date: 02/17/2014

Motion #	1314.CAPC.009.C	
Statement of Motion	To approve a new concentration for the BA in Philosophy, as proposed by the department of Philosophy and Liberal Studies (PALS). Information regarding the proposal for a concentration in Pre-Law is outlined in the supporting documents.	
Committee Vote	Approved by CAPC 01/25/13	
Senate Action	Approved	Date: 02/17/2014

### **Other Significant Deliberation (Non-Motions):**

1. SoCC bylaw change: CAPC assisted SoCC in proposing several significant changes to their bylaws predominantly including changes in membership and a reconsideration of the guidelines regarding who can hold offices on the committee.
2. CAPC bylaws change initiated: SoCC (via the Chair) requested that CAPC begin acting as an arbitrating body for SoCC - John Swinton brought forth a proposal from SOCC:

*The University Senate bylaws about CAPC's scope currently read:*

- **Scope:** *V.Section 2.C.2.b. The Curriculum and Assessment Policy Committee 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.*

Proposed change:

SoCC requests CAPC add to V.Section 2.c.2.b before final sentence language such as:

This committee will provide oversight to the Subcommittee on Core Curriculum (SoCC) and serve as an arbiter if disputes arise over the designation of any course as either a core course or a course carrying any university-designated overlay.

Rationale:

SoCC is currently the only approving body for most core courses, particularly GC1Y and GC2Y sections and global overlays outside the core. The purpose of this change is to provide an appeals option for individuals or departments who disagree with a SoCC decision to approve or deny a course. This ensures that responsibility for such an important component of our curriculum does not reside unchecked within one committee.

It was decided that CAPC will add this to their operating procedures for the 14-15 year, and in the meantime, during the course of the 14-15 year will work toward a bylaw change to this effect (rather than an operating procedure).

3. Global Overlay issue: Kay Anderson presented information about the fact that not all programs have Global Overlay courses that are available for their students. There are significant numbers of students approaching graduation that have been unable to meet the requirement for 3 global overlay courses. This is especially problematic in programs that have secondary admission and larger numbers of transfer students.

A discussion proceeded that reviewed some of the criteria for the approval of Global Overlay courses. Kay shared some thoughts about potential changes that would not require all 3 courses to have a focus outside of the United States. The committee expressed strong support for not “weakening or diluting” the global focus but in looking for ways to assist programs to develop courses that would meet the criteria. This should be a continued focus for CAPC for the 14/15 academic year.

### **Ad hoc committees and other groups:**

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

### **Committee Reflections:**

As noted, routing procedures and paperwork continued to be problematic over the course of the 13/14 academic year. Different colleges follow different procedures for proposing curricular changes to CAPC and the use of appropriate paperwork and forms continue to be an issue in that there are several versions of forms available (old and new versions). Signatures come in a variety of different formats (memos, notes, letters to Provost, signature form, proposal form, etc...) and often must be ‘cobbled’ together for one to follow the approval process from beginning to end.

On a related note, while it seems that it is becoming more clearly understood, there continues to be confusion regarding what CAPC reviews as informational items and as motions. This could be reinforced by recirculating the Routing Procedures Guide (available at the CAPC link on the Senate webpage) often and to the appropriate audiences (deans, coordinators, C&I chairs, etc...)

### **Committee Recommendations:**

To Chair- Keep copies of EVERYTHING. Be sure to forward on documents immediately after meeting, keeping copies first. While this is an antiquated process, much gets lost between the final stages of approval (CAPC to Academic Affairs to Registrar back to college or department). A work flow procedure is in the process of being implemented but until that time, the CAPC chair is really the shepherd of paperwork, including follow-up.

### **Recommend items for consideration at the governance retreat:**

1. Discuss routing procedures (forms, flow, function) to put in place until workflow software is in place. Try to find out when this will occur.
2. Discuss a communication plan with Deans and Chairs as to how to propose, submit, and follow-up on proposals submitted.
3. Discuss the new request from SoCC regarding arbitration. Add this to operating procedures. Discuss ‘actionables’ (who, when) as to getting bylaws changed to include this permanently.
4. Discuss importance of communicating out information from university senate and subcommittee meetings with constituents. It seems that often this information is never shared out beyond committee or US meetings thus somewhat diluting the purpose and intent of shared governance.