

University Senate Committee Annual Report

April 28, 2016

Committee Name: Curriculum and Assessment Policy Committee

Academic Year: 2015-2016

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 11, 2015
- September 4, 2015
- October 2, 2015
- November 6, 2015
- December 4, 2015
- January—No meeting
- February 5, 2016
- March 4, 2016
- April 1, 2016

Executive Summary:

Twenty motions were successfully passed through the Senate during the academic year regarding a variety of curricular issues. The motions considered and approved were:

1. Deactivation of the French and Spanish Majors and Change to BA in World Languages & Cultures with concentrations in a primary language, French or Spanish.
2. Change in name and substantive change in curriculum to B.S. in Community Health. The new name is B.S. in Public Health.
3. The establishment of a new Minor in Global Health
4. The establishment of a new Post MSN Psychiatric Certificate
5. The establishment of a new Post MSN Nurse Educator Certificate
6. A Substantive Change in M.S. in Criminal Justice—Move to Completely Online
7. The Termination of the BBA in General Business
8. The establishment of a new Concentration in Biochemistry
9. The establishment of a new Concentration in Music Education
10. The establishment of a new USG Certificate in Film
11. The establishment of three new concentrations in Exercise Science: Fitness and Performance; Sports Medicine; & Pre-Professional.
12. The establishment of an official Certificate in Non-Profit Management

13. A Renaming of the Minor in Latin American and Caribbean Studies
14. The approval of the Prospectus for the MED in Curriculum and Instruction
15. The approval of the Prospectus for the Ed.S. in Teacher Leadership
16. The establishment of a new Concentration in Logistics and Transportation
17. A Substantive Change in the Special Education MAT
18. The establishment of a new M.S. in Athletic Training
19. The establishment of a new EDS in Teacher Leadership (Proposal)
20. The establishment of a new MED in Curriculum and Instruction (Proposal)

Documentation for each motion is available in the Online Motion Database that can be found at senate.gcsu.edu.

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 (Chair)	P	P	P	R	P		P	P	P
Jamie Addy	P								
Kay Anderson	P	P	R	P	R		P	P	P
Kimberly Cossey	P	R	P	P	P		P	P	P
Ben Davis		P	P	P	P		P	P	P
Nicole DeClouette (Secretary)	P	P	P	P	R		R	P	P
Josie Doss	R	P	P	P	P		P	P	R
Juan Ling	R	P	R	P	R		R	P	P
Cara Meade Smith	P	P	P	P	P		P	P	P
Joanne Previts	P	P	P	R	P		R	P	P
Patrick Simmons	A	P	P	R	P		P	P	P
Amy Sumpter (Vice Chair)	P	P	P	P	A		P	P	R
Shaundra Walker	P	P	P	P	P		P	P	R
James Winchester	P	P	R	P	P		P	A	P

Motions brought to the Senate floor:

Motion #	1516.CAPC.001.C	
Statement of Motion	To recommend 1. addition of a new Bachelor of Arts Degree with a major in World Languages and Cultures as proposed in the supporting document titled Major in World Languages and Cultures Proposal. 2. deactivation of the Bachelors Degrees with a Major in French or Spanish.	
Committee Vote	Approved by CAPC 9/4/2015	
Senate Action	Approved	Date: 9/25/2015

Motion #	1516.CAPC.003.C	
Statement of Motion	To recommend 1. a name change to the current Bachelor of Science in Community Health Major to the new name Bachelor of Science in Public Health.	

	2. a substantive revision to the current Bachelor of Science in Community Health Major, which includes the addition of two new courses and modifications in content of existing courses.	
Committee Vote	Approved by CAPC 11/6/2015	
Senate Action	Approved	Date: 11/20/2015

Motion #	1516.CAPC.004.C	
Statement of Motion	To recommend the addition of a new Minor in Global health Studies as proposed in the supporting document titled Minor in Global Health Proposal.	
Committee Vote	Approved by CAPC 11/6/2015	
Senate Action	Approved	Date: 11/20/2015

Motion #	1516.CAPC.007.C	
Statement of Motion	To recommend the addition of a new Post MSN Psychiatric Mental Health Nurse Practitioner Certificate as proposed in the supporting document titled Post MSN Psychiatric Certificate Proposal.	
Committee Vote	Approved by CAPC 12/4/2015	
Senate Action	Approved	Date: 02/19/2016

Motion #	1516.CAPC.008.C	
Statement of Motion	To recommend the addition of a new Post MSN Nurse Educator Certificate as proposed in the supporting document titled Post MSN Nurse Educator Certificate Proposal.	
Committee Vote	Approved by CAPC 12/4/2015	
Senate Action	Approved	Date: 02/19/2016

Motion #	1516.CAPC.009.C	
Statement of Motion	To recommend moving the Master of Science in Criminal Justice to a completely online delivery.	
Committee Vote	Approved by CAPC 2/5/2016	
Senate Action	Approved	Date: 2/23/2016

Motion #	1516.CAPC.010.C	
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Statement of Motion	To recommend the termination of the Bachelor of Business Administration with a major in General Business.	
Committee Vote	Approved by CAPC 2/5/2016	
Senate Action	Approved	Date: 2/19/2016

Motion #	1516.CAPC.011.C	
Statement of Motion	To recommend the addition of a new Concentration in Biochemistry for students majoring in Chemistry as proposed in the supporting document titled Concentration_Biochemistry.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.012.C	
Statement of Motion	To recommend the addition of a new Concentration in Music Education for students majoring in Music, as proposed in the supporting document titled Concentration in Music Education.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.013.C	
Statement of Motion	To recommend the addition of a new USG Certificate in Film as proposed in the supporting document titled USG Certificate in Film.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.014.C	
Statement of Motion	To recommend the addition of three new concentrations within the Exercise Science Major as proposed in the supporting document titled COHS Concentrations in Exercise Science.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.015.C	
Statement of Motion	To recommend that the Nonprofit Leadership Alliance Certification in Nonprofit Management be recognized as a formal Academic Certificate as proposed in the supporting document titled Non-Profit Management Certificate.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.016.C	
Statement of Motion	To recommend the name change for the program from Latin American and Caribbean Studies to Latin American, Caribbean, and Latino/a Studies as proposed in the supporting document titled LASC Minor Renaming.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.017.C	
Statement of Motion	To recommend the approval of the prospectus for a new online program for a Masters of Education in Curriculum and Instruction as proposed in the supporting document titled MED C&I Prospectus.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.018.C	
Statement of Motion	To recommend the approval of the prospectus for a new online program for a Specialist in Education (EDS) in Teacher Leadership as proposed in the supporting document titled EDS in Teacher Leadership.	
Committee Vote	Approved by CAPC 3/4/2016	
Senate Action	Approved	Date: 3/18/2016

Motion #	1516.CAPC.019.C	
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Statement of Motion	To recommend the addition of a new Concentration in Logistics and Transportation for students majoring in business as proposed in the supporting document titled Logistics and Transportation Concentration.	
Committee Vote	Approved by CAPC 4/1/2016	
Senate Action	Approved	Date: 4/22/2016

Motion #	1516.CAPC.020.C	
Statement of Motion	To recommend a substantive change in the Special Education MAT Program as proposed in the supporting documents.	
Committee Vote	Approved by CAPC 4/1/2016	
Senate Action	Approved	Date: 4/22/2016

Motion #	1516.CAPC.021.C	
Statement of Motion	To recommend the approval of the proposal for a new degree program for a Master of Science in Athletic Training (MSAT) from the School of Health and Human Performance (SHHP), as proposed in the supporting document, M.S. in Athletic Training.	
Committee Vote	Approved by CAPC 4/1/2016	
Senate Action	Approved	Date: 4/22/2016

Motion #	1516.CAPC.022.C	
Statement of Motion	To recommend the addition of a new Educational Specialist in Teacher Leadership with a distance learning delivery as proposed in the supporting document titled EDS in Teacher Leadership Degree Proposal.	
Committee Vote	Approved by CAPC 4/1/2016	
Senate Action	Approved	Date: 4/22/2016

Motion #	1516.CAPC.023.C	
Statement of Motion	To recommend the addition of a new Masters in Education in Curriculum and Instruction with a distance learning delivery as proposed in the supporting document titled MED in C&I Proposal.	
Committee Vote	Approved by CAPC 4/1/2016	

Senate Action	Approved	Date: 4/22/2016
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Other Significant Deliberation (Non-Motions):

1. Revision of CAPC Operating procedures concerning how CAPC reviews informational items.

Approved Change: All informational items will be sent via email. CAPC members will have five business days to review. This is now in #5, the Communication section of the CAPC Operating Procedures, which reads: "Deliberation on information items is deferred to email conversations unless a committee member recommends face-to-face meetings." This occurred on 12/4/16.

2. Informational Item: New Community-based Engaged Learning (C-bEL) Designation. Circulated before 11/6/15.
 - a. This is not an overlay and is modeled after the honors program.
 - b. ENGAGE sends a list of C-bEL designated courses to the registrar's offices so that they are coded on the backend. This way ENGAGE can analyze data on students and outcomes.
 - c. Anyone can apply to have a course designated as a C-bEL course on a section by section basis.
3. Informational Item: The Masters in Management of Information Systems (MMIS) is moving online. Circulated before 11/6/15.
4. On 12/4/16 CAPC discussed how the committee would operate with the Graduate Council regarding any needed modifications. CAPC members agreed that the current procedures in the New Program Proposals Document are effective and do not see the need for changes. The procedures read:
 - i. **Graduate Program Proposals**
 - ii. The procedures described for undergraduate programs shall be followed. Full Formal Proposals shall then be sent to the dean, and if approved, the dean will submit it to the Graduate Council. Following review, the proposal will be submitted to the Curriculum, Assessment, and Policy Committee, with a copy to the Chief Academic Officer (including the Academic Affairs Office Staff) and to the chair of the Executive Committee of the University Senate.
5. Informational Item: The Changes in the Minor Requirements for the Latin American and Caribbean Studies (LASC) were approved by the A&S Curriculum and Instruction Committee. Circulated before 3/4/16.
6. Informational Item: The USG allows students who are unable to complete the AREA A Core Math Requirement because of a disability to petition for a substitution. Circulated before 3/4/16.

Ad hoc committees and other groups:

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

Committee Reflections:

There is a new signature form for proposals. We need to make departments submitting proposals more aware of this document. This is especially true for proposals involving graduate programs so that there is a place for the Graduate Council Chair to sign.

There also continues to be confusion among the university faculty regarding the types of curricular actions that need CAPC review and whether submissions are to be reviewed as informational items and as motions.

Many times it was difficult to track down signature forms for proposals.

Committee Recommendations for the 2016/17 Academic Year:

During the 2016/17 academic year, CAPC will need to update our policies and procedures to be more aligned with the guidelines and terminology of the Board of Regents and USG.

In the last academic year it was recommended that CAPC determine how to most effectively work with the newly formed Graduate Council when considering graduate proposals. CAPC voted on these procedures, which are included in item #4 in Other Significant Deliberation. This year these need to be explicitly addressed in the 2016-17 Operating Procedures Document.

It was not always clear what needed to be done with information items. These items need to be circulated to members of CAPC, members of ECUS with Standing Committee Chairs, as well as Senate. Note: Even when Senate meetings do not allow time for committee reports, information items should be included in the CAPC Report to Senate so that these can be included in the minutes for the Senate Meeting.

Recommended items for consideration at the governance retreat:

CAPC will need to add procedures in the 2016-2017 operating procedures for how the committee operates with the Graduate Council. Before this occurs CAPC will need to vote on amending the operating procedures. Language and procedures have already been drafted (See above under Other Significant Deliberation: Item 4). In the December 2015 meeting CAPC voted to continue the procedures already outlined in the Graduate Program Proposals.

It would be a much more efficient process if there were a way for the CAPC chair to sign proposals electronically.

The Middle Grades MAT Program has not made it through the Graduate Council, but I suspect that this is going to be one of the first program proposals that CAPC addresses. The COE planned to begin this program in the Fall of 2016. Note: The MAT program is a program in which graduate students who already have a degree in a non-teaching field obtain a teacher certification. The proposal is taking the existing face to face program and changing it to a mostly online format, with the exception of student teaching. The reason is for a decline in enrollment for this program.

Appendix: Committee Operating Procedures:

See 2016-17 Operating Procedures. The highlighted statement is the only change made to these procedures in the 2015-16 academic year.

2015-2016 CAPC OPERATING PROCEDURES

1. The Curriculum Affairs Policy Committee (CAPC) is governed by the Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents
 - reviews motions and resolutions submitted for University Senate consideration
 - is responsible for the maintenance and dissemination of meeting minutes,
 - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
2. The CAPC members work cooperatively as a team for the good of the University, the University Senate, and the Committee. To realize this objective, members should
 - attend and participate in all scheduled meetings,
 - communicate respectfully, openly, and candidly with each other
3. The CAPC acts as an appeals committee for those objecting to decisions made by the Subcommittee on Core Curriculum (SoCC)
 - Those objecting to a decision by SoCC may submit a written appeal to CAPC. They must do so within ten business days after the SoCC decision. At least three faculty must sign the appeal.
4. Committee Officer Responsibilities
 - Chair (Presiding Officer)
 - Drafts, in consultation with the committee, the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Present the CAPC report to University Senate at scheduled University Senate meetings
 - Others as defined/assigned by the committee
 - Vice-Chair (Presiding Officer Elect)
 - Assumes all duties and responsibilities of the chair in the absence of the chair
 - Others as defined/assigned by the committee
 - Secretary
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Drafts, in consultation with the committee, the minutes for committee meetings
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
 - Others as defined/assigned by the committee
5. Communication
 - Communicate via the capc@list.gcsu.edu email list to communicate approval or share constructive suggestions
 - Notify the committee chair and secretary to extend regrets prior to scheduled committee meetings.
 - **Deliberation on information items is deferred to email conversation unless a committee member recommends face to face.**
6. Duration of Meetings
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration
7. Agenda
 - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.

- The tentative agenda is distributed to the committee members, by the CAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of CAPC.
 - Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting.
8. Deliberation and Parliamentary Authority
- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
 - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CAPC Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order CAPC may adopt.
9. Quorum & Voting
- A majority of the committee membership shall constitute a quorum.
 - Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
 - In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.
10. Minutes
- CAPC members review the initial draft of the minutes of CAPC meetings prior to distribution to the University Senate.
 - The CAPC secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
 - This draft of the minutes is circulated to the committee for review prior to posting.
 - If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
 - The minutes are posted as soon as possible after the review process concludes.
 - Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each CAPC meeting.
11. Amendment of these operating procedures
- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.