

Template of University Senate Committee Annual Report

Due Date: Submit in MSWord or pdf format to senate@gcsu.edu

Note: This report should represent consensus of the entire committee and serve as a historical record of committee deliberations over the academic year.

Committee Name: Curriculum and Assessment Policy Committee (CAPC)

Academic Year: 2017-18

Committee Charge:

V.Section2.C.2. Curriculum and Assessment Policy Committee

V.Section2.C.2.a. Membership. The Curriculum and Assessment Policy Committee shall have thirteen (13) members distributed as follows: eleven (11) members selected from the Corps of Instruction faculty, at least seven (7) of whom are elected faculty senators, one (1) member who is the Chief Academic Officer or an individual appointed by the Chief Academic Officer to serve as her/his designee in compliance with V.Section2.C, and one (1) member appointed by the University President in compliance with II.Section1.A.5.

V.Section2.C.2.b. Scope. 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.

Committee Calendar:

August 9, 2017 (Governance Retreat)

September 2, 2017

October 7, 2017 –2:00-3:15

November 4, 2017 – 2:00-3:15

Executive Summary:

A narrative abstract of the main issues of committee deliberations throughout the year.

Committee Membership and Record of Attendance:

COMMITTEE NAME: CAPC

COMMITTEE OFFICERS: LYNDALL MUSCHELL (CHAIR), ANGEL ABNEY (VICE CHAIR), ANGELA CRISCOE (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	4-28-2017	8-15-2017	9-1-2017	10-6-2017	11-3-2017
Lyndall, Muschell (Chair)	R	P	P	P	P
Angel Abney (Vice Chair)	P	P	P	P	R
Angela Criscoe (Secretary)	P	P	P	R	P
Kay Anderson	P	P	P	P	P
Hauke Busch	A	P	P	P	P
Debbie Grier	P	P	R	P	P
Jack Karlis	P	P	P	P	P

Min Kim	P	P	P	P	R
Juan Ling	P	P	R	R	P
Mary Magoulick	P	R	P	R	P
Stephanie McClure	P	P	P	P	R
Linda Rocha	A	A	A	A	P
Cara Smith	A	R	P	R	P

Motions brought to the Senate floor:

Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.

[1718.CAPC.001.C]

[Restructuring of the Management and Marketing Departments in the College of Business](#)

Motion Text:

To recommend the restructuring of the Management and Marketing Departments within the College of Business as described in the attached proposal.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.002.C]

[Formation of a Department of Communication](#)

Motion Text:

To recommend the formation of a Department of Communication as described in the attached proposal.

Committee Vote: Passed Unanimously – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.003.C]

[Proposal for New Course in Core Curriculum Area E - Sustainability](#)

Motion Text:

To recommend the addition of a new course, IDST 2050 Sustainability, to Core Curriculum Area E.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.004.C]

[Termination of Deactivated Programs - College of Business](#)

Motion Text:

To recommend the termination of deactivated programs in the College of Business as delineated in the attached document.

Committee Vote: Passed Unanimously – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.005.C]

[Termination of Deactivated Programs - College of Education](#)

Motion Text:

To recommend the termination of deactivated programs in the College of Education as delineated in the attached document.

Committee Vote: Passed Unanimously – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.006.C]

[Termination of Deactivated Programs - College of Arts and Sciences](#)

Motion Text:

To recommend the termination of deactivated programs in the College of Arts and Sciences as delineated in the attached document.

Committee Vote: Passed Unanimously – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.007.C]

[Termination of Deactivated Programs - College of Health Sciences](#)

Motion Text:

To recommend the termination of deactivated programs in the College of Health Sciences as delineated in the attached document.

Committee Vote: Passed Unanimously – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.008.C]

[Positive Behavior Interventions and Support - Graduate Certificate](#)

Motion Text:

To recommend the approval of the Graduate Certificate for Positive Behavior Interventions and Support (PBIS) as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.009.C]

[Name Change for Minor from Community Health to Public Health](#)

Motion Text:

To recommend the approval of the name change for the minor, Community Health, to Public Health as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.010.C]

[Deactivation of BA in Spanish](#)

Motion Text:

To recommend the deactivation of the BA in Spanish as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.011.C]

[Deactivation of BA in French](#)

Motion Text:

To recommend the deactivation of the BA in French as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

[1718.CAPC.012.C]

[New Minor in Sculpture in Expanded Media](#)

Motion Text:

To recommend the approval of a new minor in Sculpture in Expanded Media as described in the supporting documents.

Committee Vote: Passed – The proposal was sent to University Senate as a motion for deliberation and a vote.

Other Significant Deliberation (Non-Motions):

The following *information items* were reviewed by CAPC and reported to the University Senate:

New Course Proposals:

ENGL 5224 Renaissance Poetry and Prose - A study of selected works of poetry and prose from the Renaissance period in England, continental Europe, and explorations of the Americas.

ENGL 5229 English Renaissance Drama - A study of dramatic literature from the Elizabethan and Jacobean periods in England.

ENGL 5450 International Women's Literature - A study of literature and film by and about women from a global perspective and from perspectives of women's and gender studies.

ENGL 5530 Early American Literature - A study of early American literature

ENGL 5540 American Romanticism - A study of American Romanticism

ENGL 5660 Modern American Literature - A study of early twentieth-century American literature

ENGL 5675 Contemporary American Literature - A study of contemporary American literature

Folklore & Literature, ENGL 5775 - A study of the interconnections between folklore and literature and how they influence each other, from a global perspective.

ENGL 5810 Film Studies - A study of film and film theory.

ENGL 5820 Jane Austen on Film - A study of selected texts by Jane Austen in comparison with film adaptations of Austen's work.

Changes in Academic Profile and/or Catalog Descriptions of Courses:

The academic profile of **ENGL 4110 Literary Criticism** and **5110 Literary Criticism** was changed to an in depth study of two or three critical theories. The revised catalog description should read: "A focused study of one or two methodologies of literary criticism."

ENGL 5440 Modern Drama - Course Description and Academic Profile Change was made to expose literature students to both modern and contemporary drama. The following changes were made: 1) change the catalog description of ENGL 5440 Modern Drama from "a study of selected modern plays" to "a study of selected modern and/or contemporary plays," and 2) change the academic profile of the course such that whenever the phrase "modern drama" appears, it is replaced with "modern and/or contemporary drama."

ENGL 5446 Modern Poetry - Course Description and Academic Profile Change was made to expose literature students to both modern and contemporary poetry. The following changes were made: 1) change the catalog description of ENGL 5446 Modern Poetry from "a study of selected modern poetry in English" to "a study of modern and/or contemporary poetry," and 2) change the academic profile of the course such that whenever the phrase "modern poetry" appears, it is replaced with "modern and/or contemporary poetry."

Course Title Change:

The title of ENGL 5555 American Literature 1865 to 1920 was changed to **ENGL 5555 American Realism**.

Catalog Revisions – CoE Admission Requirements for Graduate Programs

The admission requirements for the Masters of Education Programs, Masters of Arts of Teaching Programs, and Education Specialist Programs within the College of Education have been revised to provide clarity and consistency across degree areas.

New Course Proposals:

With the new concentrations in Exercise Science, the new course, KINS 2210: Methods of Corrective Movement, will be in the area of Fitness and Performance. KINS 2303 Personal Health and Fitness will be removed from area F and be replaced by KINS 2210 which will be a prerequisite to KINS 3233. The change will be reflected in AY 2018-19 Undergraduate Catalog.

Modification of Existing Program:

A new course KINS 6673 will replace KINS 6823 in the graduate core because the content in the course KINS 6673 is more aligned with the programmatic changes that have been made over the years. The change would be effective AY 2018-19.

New Course Proposals:

ARTS 4198 – Sculpture in Expanded Media III

ARTS 4199 – Sculpture in Expanded Media IV

Modification of Existing Program:

Modification of existing program – School of Nursing – Revisions are related to curriculum and assessments based on CCNE Standard III.

Modification to minor – Sociology and Government (Minor in Anthropology) – ANTH 1104 Introduction to Archaeology will be removed, ANTH 1102 Introduction to Anthropology as the required introductory level course for all anthropology minors.

Other Significant Deliberation (Non-Motions or Information Items):

At the request of the Executive Committee of the University Senate (ECUS) the committee members reviewed the composition of ECUS. The suggestion was made that the standing committee chairs serve as the Executive Committee of the University Senate; however, to ensure representative from all units, once chairs are selected, the membership of ECUS should be polled. Other members should be added accordingly to meet the expectation. The proposal was shared with ECUS during the meeting with standing committee chairs on October 6, 2017.

The committee members discussed the development of the University Curriculum Committee outside of the University Senate. The discussion included the exploration of what the work of CAPC might be absent of curriculum matters. On November 3, 2017, President Dorman met with members of CAPC to discuss the development of the University Curriculum Committee and the role of CAPC until the shift occurred.

Ad hoc committees and other groups:

None

Committee Reflections:

See the EAPC Annual Report for 2018.

Committee Recommendations:

See the EAPC Annual Report for 2018.

Recommend items for consideration at the governance retreat:

See the EAPC Annual Report for 2018.

Appendix: Committee Operating Procedures

2017-2018 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.
- Informational items must be reported to ECUS/SC chairs and US to be formally recorded in the minutes
- Guidelines for submitting proposals to CAPC

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.
- Informational items shall be included in the minutes.

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.