

## September 13, 2005

Present: Pedar Foss (chair), Vic DeCarlo, Tom Dickinson, Melanie Finney, Ken Kirkpatrick (serving as VPAA representative), Blair McCarthy, Sherry Mou, Bruce Serlin

The meeting was called to order at 4:20 PM.

Agenda:

### **Announcements**

1. The committee chair presented the remaining schedule for the 2005-06 academic year: September 13; October 11 and 25; November 1 and 15; December 6; February 7 and 21; March 7 and 21; April 4 and 18; May 2 and 9. The chair warned that, given the number of items on CAPP's agenda, additional meetings may be needed.

2. The committee welcomed the new student representative, Blair McCarthy. The chair noted that CAPP still has not been informed who the second student representative will be.

3. The chair presented the results of CAPP members' ranking of AQIP issues as well as the AQIP categories to be discussed at the general faculty meeting to be held on Monday, September 19, at 4 PM in Julian. Those categories, arranged by the FGSC based on input from university standing committees, are:

(I) Faculty-Faculty Collaboration;

(II) Faculty Sanity Initiative;

(III) Student Intellectual Life;

(IV) Admissions;

(V) Wellness.

At least one member of CAPP will attend each of the five sessions to help facilitate discussion.

### **Minutes**

The minutes of the September 6, 2005 were approved after some minor corrections were made.

### **The Registrar's Role on CAPP**

There was some discussion about the Registrar's role on CAPP and whether the Registrar is a voting member of the committee. It was clarified that the Registrar attends CAPP meetings at the invitation of CAPP and is not generally a voting member of the committee. However, on those days when the VPAA cannot attend, the Registrar serves as the VPAA's representative and is entitled to a proxy vote.

### **Department Voting Privileges on RAS Proposals**

Given the uncertain language of the Academic Handbook concerning the nature of the "department" for the submission of RAS proposals, CAPP explored various options to clarify which members of a department are eligible to take part in the RAS process. After considerable discussion on a number of issues, CAPP arrived at the following language:

Requests for tenure-track and term faculty positions shall be made by tenure-track faculty members of the department. Conflicts of interest applying in the case of the Search Committee also apply here.

Every member of the department eligible to participate must either sign the request for staffing, a dissenting opinion, or a statement of abstention. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not.

The committee chair reported that David Harvey, Chair of the Faculty, wants this proposal to be brought by CAPP to the faculty for a vote (rather than sending it to the Handbook Committee). CAPP then considered how the proposal might be inserted in the Academic Handbook.

It was decided that the logical placement would be in the By-Laws, section IV.A.5 (“Committees”), after section IV.A.5.b (“Personnel Committees”). The proposal and suggested structure were as follows:

#### IV.A.5.c Position Request Committee

The Position Request Committee (PRC) is created to submit requests for term positions to the VPAA and to CAPP through the Resource Allocation Sub-committee (RAS) for tenure-track positions. The PRC exists only until the request has been submitted and processed.

#### 1. Membership

Requests for tenure-track and term faculty positions shall be made by tenure-track faculty members of the department. Conflicts of interest applying in the case of the Search Committee also apply here.

#### 2. Chair and Organization

Normally, the chair of the department or the dean of the school shall serve as the chair of the Position Request Committee. In the event that the chair of the department or the dean of the school is ineligible to serve as chair, the Vice President for Academic Affairs will designate a member of the department or school as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

#### 3. Function and Duties

Every member of the department eligible to participate must either sign the request for staffing, a dissenting opinion, or a statement of abstention. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not.

A motion to approve the recommendation was made and seconded, and the motion was approved by a vote of 6 to 2.

### **Political Science RAS Request**

CAPP has been asked to review the RAS recommendations for tenure-track searches in the Political Science department. These searches have been suspended by the administration due to questions about the legitimacy of the RAS request (two senior faculty members, Ralph Raymond and Robert Calvert, allege that they were improperly excluded from the preparation of the proposal) as well as the appropriateness of the request absent any departmental self-study or external review. In the latter regard, the administration has received and distributed to CAPP

reviews it solicited of the Political Science department's RAS proposal by political science professors at three GLCA colleges. Also, it was reported that three more letters requesting external review have been sent by the VPAA to faculty members who were on a list of potential reviewers submitted by departmental members.

The committee agreed that the primary question it needs to answer is: Did the Political Science RAS request come from a properly constituted body? Discussion of this question centered on the Handbook language regarding responsibilities of departments and who is eligible to participate in the RAS proposal-writing process.

CAPP decided that the political science request did not come from a properly constituted group. CAPP must now decide what course of action needs to be followed. This will be taken up at the next meeting. In the meantime, members of CAPP were encouraged to use email to engage in a dialogue concerning this situation.

Finally, on a procedural point, it was decided that student rep McCarthy, who is a political science major, will be excluded from further discussions of the political science case.

#### **Future Business**

The chair pointed out that two items on the fall agenda - approval of WT subcommittee members and a revised charge of the IEC - are pressing and must be considered by CAPP very soon.

It was agreed that CAPP will hold an additional meeting on Tuesday, September 27.

The meeting was adjourned at 6:25 PM.

Respectfully submitted,  
Vic DeCarlo

**September 27, 2005**

Attendance: Pedar Foss, chair; Victor DeCarlo; Melanie Finney; Sherry Mou; Bruce Serlin; Neal Abraham, VPAA; and student member Sheila Wilcox

The meeting was called to order at 4:15 p.m.

#### **Proposed Change of the Faculty Bylaws – Departmental Position Request Committee**

The committee reviewed the text of the resolution approved at the previous meeting for presentation to the faculty. The chair also presented alternatives to sections #1 and #3 with the proposal that the committee take the "core language" and the "options" to the faculty meeting on October 10 for a discussion in the Committee of the Whole. Guided by that discussion CAPP could then present a motion to the faculty to be tabled at the November meeting and to be voted on at the December meeting. The committee approved this plan after making minor amendments to the proposed text.

*The following proposed language to the faculty by-laws is meant to specify who in a department*

*is eligible and required to serve on the departmental group making full-time position requests to RAS (for tenure-track slots) and to the VPAA (for term positions). The language is parallel to two other departmental formulations: for Search Committees, and for Departmental Personnel Committees. Below is 'core language' developed by CAPP, followed by two options that could be swapped in for items 1 and 3. Other formulations are possible, and welcome. We simply want to determine who the faculty thinks should be making full-time position requests, because changes made to the handbook in Fall 2004 did not specify eligibility for this task, and accordingly led to confusion and controversy.*

Core language:

c. Full-Time Position Request Committee

The Full-Time Position Request Committee is created solely to request a position, and exists only until the request has been submitted and processed.

1. Membership:

Requests for tenure-track or term faculty positions shall be made by tenure-track faculty members of the department or school; those not tenured or on leave may excuse themselves from any case without prejudice. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not. Membership exclusion based on conflicts of interest applying in the case of the Search Committee also apply here.

2. Chair and Organization:

Normally, the chair of the department or the dean of the school shall serve as the chair of the Full-Time Position Request Committee. In the event that the chair of the department or the dean of the school is unable or ineligible to serve as chair, the Vice President for Academic Affairs will designate a member of the department or school as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

3. Function and Duties:

The Full-Time Position Request Committee submits requests to the VPAA for a term position, and to CAPP through the Resource Allocation Sub-committee (RAS) for a tenure-track position. Every member of the committee must either sign the request for staffing, a dissenting opinion, or a statement of abstention.

Debatable options: (*differences from core language are underlined*)

Option #1

1. Membership:

Requests for tenure-track or term faculty positions shall be made by tenure-track faculty members of the department or school, except those in their last year of service; those not tenured or on leave may excuse themselves from any case without prejudice. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not. Membership exclusion based on conflicts of interest applying in the case of the Search Committee also apply here.

Option #2

3. Function and Duties:

The Full-Time Position Request Committee submits requests to the VPAA for a term position, and to CAPP through the Resource Allocation Sub-committee (RAS) for a tenure-track position. Every member of the department eligible to participate must either sign the request for staffing or a dissenting opinion [excluded: or a statement of abstention].

VPAA Abraham noted that the final vote would take place after the deadline for departmental requests for term positions to begin in 2006-2007. The committee advised that until the current bylaws were changed, all faculty members eligible to vote in faculty meetings should be included in departmental discussions of proposals for term positions.

### **Proposed Change of Faculty Bylaws – Procedures for CAPP to fill the membership of its Subcommittees**

The committee reviewed a report from a special subcommittee which had proposed language on how CAPP would select members of its subcommittees. The key feature of this proposal was to base those selections on nominations from the Divisions of the faculty. Discussion revealed that there were differences in the membership needs of the three subcommittees. A new special subcommittee (Finney, Serlin, Dickinson) was asked to consult with chairs of the three subcommittees for comments and to bring revised language for further consideration at the CAPP meeting of October 11th or October 25th.

### **Election of members for the Winter Term Subcommittee**

The chair reported the results of an email ballot by members of the Committee, by which CAPP elected Jason Fuller to fill a three-year term as a representative of Division II and of Ophelia Goma to fill two years of a three-year term as a representative of Division IV. The committee confirmed this result. The chair will notify Jeff Hollander, the Director of Winter Term.

### **Governance of Interdisciplinary Programs**

Some of the interdisciplinary programs have begun to notify CAPP of their proposals for governance as required by a recent change in the bylaws. The VPAA reported that he was compiling the proposals from all interdisciplinary programs and would bring a complete set to a later CAPP meeting for review and approval (as stipulated in the bylaw change).

### **Report from the Winter Term Subcommittee**

The chair noted that the Winter Term subcommittee would be invited to give its annual report on programs, policies, and procedures at a CAPP meeting later in the fall. This would be the opportunity to address issues raised last year regarding the criteria for selection of topics, locations, and leaders for Winter Term study projects (trips).

### **Political Science Tenure-track Positions**

The committee discussed further the two issues referred to it on this topic. The committee decided to exclude its student members from discussions that touched on individual faculty members or related personnel matters, while they would be included for discussions of policies and procedures. The committee also decided to exclude any student member who was a major or minor in discussions of tenure-track positions or similar matters pertaining to that major or minor.

The chair presented a proposal for a memo and timetable to be sent to the ten full-time (voting) faculty members in the department. After much discussion, the committee approved the following memo.

Date: 27 September 2005

To: All full-time members of the Political Science Department

DePauw University

From: CAPP

Re: Current and future tenure-track search processes

CAPP, on the advice of RAS, recommended in summer 2005 that the administration fund (authorize searches for) the six most highly ranked proposals, including two in Political Science. The administration chose to fund (authorize searches for) four of the six, and asked CAPP to reevaluate the positions recommended for Political Science in light of comments (attached) from some external reviewers recruited to give advice in light of the fact that the Political Science department had not completed a self study, external review, or strategic plan.

As well, the administration referred to CAPP the concerns of two tenured members of the political science department who argued that they had been improperly excluded from the review and approval of "the department's proposal" to RAS in May of 2005.

In response to the concerns of the two tenured members, CAPP found that:

a) The composition of the group presenting the RAS proposal from the Political Science department in Spring 2005 was not proper under the current and governing language in the faculty bylaws.

Due to concerns forwarded to it by the administration, and based on comments of external reviewers to the Political Science proposal to RAS, CAPP has decided the following.

b) In light of the reports by the external reviewers, CAPP would welcome revised position advertisements and rationales, not to exceed two pages for each position. The department is strongly encouraged to consider carefully the external reviews in formulating its revised position proposals.

c) All full-time members of the department -- those who are voting faculty members -- may address these revisions either collectively or individually, in the form of memos to CAPP, by October 10. CAPP will then respond to the position requests at its October 11 meeting. The memos should be sent to the chair of CAPP: pfoss@depauw.edu

d) CAPP would hope to recommend at least one of these positions to the administration for a search to occur in AY 2005-06.

e) CAPP recommends that, prior to consideration by RAS of any future position requests, the Political Science Department complete a full self-study and external review and develop a strategic plan. It is the practice of CAPP to review the results of such review and planning processes and to formulate recommendations to RAS for its response to the department's needs.

In view of the staffing needs of the department, CAPP recommends that this be completed as soon as possible.

CAPP looks forward to working further with the department on moving forward. If members of the department have questions about these items, please contact the chair of the committee, Pedar Foss (x6314; pfoss@depauw.edu).

The chair of CAPP will communicate the memo to the members of the Political Science Department and the VPAA will share with them copies of all external reviews that have been received, and any others as they arrive.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,  
Neal Abraham

**October 11, 2005**

Attendance: Pedar Foss, chair; Neal Abraham, VPAA; Victor DeCarlo; Tom Dickinson; Melanie Finney; Sherry Mou; Bruce Serlin; and student members Sheila Wilcox and Blair McCarthy

The meeting was called to order at 4:15 p.m.

**A. Announcements:**

The Chair opened the meeting by reminding people of the remaining meetings (Oct. 25; Nov. 1 & 15; Dec. 6; Feb. 7 & 21; Mar. 7 & 21; Apr. 4 & 18; and May 2 & 9) and thanking Vic representing CAPP at the AQIP retreat in Chicago.

The Chair also announced the full committee member list: [voting members][faculty] Melanie Finney, Pedar Foss, Sherry Mou, Bruce Serlin, Victor DeCarlo, Tom Dickinson; [admin] Neal Abraham (or representative); [student] Blair McCarthy, Sheila Wilcox; and [Non-voting member] Dean of the School of Music.

**B. Minutes:** Minutes from the meeting of Sept. 27 were amended and approved.

**C. Business:**

**1. Language about the Position Request Committee for the Academic handbook**

Results from Fac Meeting on by-laws from yesterday (October 10) will be compiled later.

**2. CAPP Subcommittee nomination:**

This brings up the issue of validity of CAPP's restriction on membership of its subcommittees. Currently, only COF is restricted to tenured faculty (noted VPAA). The chair will bring this issue to the über committee meeting on Friday to see if CAPP can set more stringent restriction on memberships.

The VPAA reported that the issue of what constitutes workload (hours of teaching, committee work, etc.) will be addressed by COA this year. CAPP deliberated briefly on whether there should be a clearer definition of hierarchy of committees. This will give a clearer indication and justification for setting up requirements and restrictions for committees.

### **3. Opportunity Hires:**

VPAA explained the practice of opportunity hires in the past. About ten years ago, as a part of the effort to convert a large percentage of term positions to regular tenure-track positions, Opportunity Hires were put in place, whereupon a proposal to hire someone with special expertise would be sent to the administration. A search committee would be created for the search. By the end, RAS and CAPP would make a recommendation to the VPAA whether to hire or not hire the candidate. The proposal could be generated by either a department or a person. Typically, they were not made by departments, since departments can usually go through the regular process for a tenure-track position. Most proposals were brought about by 3-4 people. The candidates were not necessarily someone working at DePauw at the time of search, and the rank was usually open, but it always took a term slot. In all, three-quarters of our minority faculty are hired through opportunity hires.

The current practice, which includes a committee to help the VPAA evaluate the proposal in the last couple of years, goes as follows: 1) the VPAA gets a proposal, which could be from any quarter of the university, department or individuals; 2) the VPAA assigns a committee to review the proposal to decide if it is a good thing for the university; 3) if the answer is positive, then a search to hire a particular person would take place; and 4) the department in which the candidate would be placed would be notified about the hire. The VPAA further explained the procedure of OH and the role the committee plays in the process. First, it all depends on whether there is money for the position. Second, the committee should review the needs of the university and the candidate. When these two requirements are met, an OH will take place. In sum, the committee's job is to evaluate how compelling the case is for the generic candidate to meet needs of the university. In the recent past, the committee approved 2 cases, had reservations on one, and did not recommend the fourth one.

There was some question as to whether or not an interdisciplinary program can recommend an OH. Although faculty members are all department-based, their ability to help with interdisciplinary programs can certainly be a strength in a candidate. Another concern is why a department is not consulted earlier in the process. The VPAA responded that, on a few occasions, he requested information from the department on specialties of existing members in order to decide whether to recommend an OH. The new committee can look into communicating with the department earlier in the process.

The Opportunity Hires we have made so far have proven to be productive to the university as a whole. Not all came in as assistant professors, and many were people already in term positions. With 60% of term positions converted into tenure-track ones, there are only about 5-6 leave replacement positions left. In addition, one OH proposal has been submitted to the VPAA, and several more are expected. Thus, there is a need to get membership for this year's version of a committee to review such hires (such a committee has been in existence for the last 2 years). CAPP discussed how members for this committee will be selected. It is decided that the chair of CAPP will solicit 10 people from recent retired CAPP and RAS members, starting from the last 3 (then 5 and then 7) years. Depending on the nature of the proposal, the CAPP chair will select 5 from the pool of 10 to form the committee.

### **4. Political Science Department:**



Eight of the 10 members responded to the CAPP memo of September 27, 6 with proposals. Taking advice from all proposals into consideration, the chair presented a draft of two ads. The committee worked on the language at length to ensure they incorporate as broadly as possible ideas expressed in all the proposals received.

The ads will be sent to all Political Science faculty members as soon as possible for their endorsement, i.e. later this evening or early tomorrow morning. In the e-mail message, CAPP will request each member of the department to declare simply and specifically their endorsement of each of the two ads, and the response should be sent to the chair (P. Foss) by 9 a.m., Friday, October 14. Those who do not endorse the ads should provide comments and rationales for any objections.

There was some concern about whether or not the administration would approve requests of new hires from the Political Science Department before they conduct a self-review, as indicated by the memo from the VPAA (August 16). CAPP decided that the outsiders' letters constituted a small scale self-study, and that waiting for a self-study before a tenure-track search will seriously weaken the strength of the department. Proceeding with the first two positions sequentially now is both necessary and reasonable, since it will also give the flexibility of maximizing the area specialties and expertises.

The VPAA responded that both the department and CAPP had responded and addressed the questions outside reviewers raised in regards to the RAS proposal and modified the recommendations accordingly. He would join CAPP in persuading the president to approve the two new proposals. After further deliberation, the committee approved the following memo.

11 October 2005

To: All full-time members of the Political Science Department

From: CAPP

Re: Current tenure-track search processes

CAPP thanks members of the department for their thoughtful responses to the external reviewers, and their suggestions for position advertisements.

CAPP has considered those advertisements and arguments, and would like to recommend the following positions to the administration for funding, with searches to occur sequentially in AY 2005-06. CAPP has taken several writers' advice to write the descriptions broadly, so as to capture the largest and most diverse pool of applicants. The student Political Science major who is a member of CAPP did not participate in this draft.

First, however, CAPP asks each member of the department addressed in this memo to declare simply and specifically their Endorsement of each of the following position advertisements. If the member does not endorse a particular advertisement, CAPP requests a short paragraph indicating why. Note that 'perfect' is not the standard to which any particular advertisement should be expected to hold in order to earn Endorsement.

CAPP requests a response by this Friday, 14 October, 9 a.m., by email, to: pfoss@depauw.edu  
Political Theory Endorsed\_\_\_\_\_

Tenure track position. A political theorist with an essential specialization in traditional western normative theory or philosophy. Teaching responsibilities include our 200-level introductory course on western political thought. Competence in and the ability to teach empirical political theory are also highly valued. Advanced theory courses include coverage of some combination of liberal democratic theory, American political thought, ideologies, empirical political theory, and non-western political theory. Secondary teaching capacity in a field outside theory, such as American government and politics, is desirable.

International Politics Endorsed\_\_\_\_\_

Tenure track position. Primary area of professional specialization to be in international politics. Teaching responsibilities include sections of the department's 200-level introductory course on international politics, as well as advanced courses in areas such as international political economy, international organizations, international law, global issues, global governance, and war and peace. Secondary capacity to teach in the area of comparative politics is expected. Expertise in a particular region of the world, such as Europe, Latin America or Africa (but not Asia) would be welcome.

CAPP thanks members of the department for their participation in this process. If members of the department have questions, please contact the chair of the committee, Pedar Foss (x6314; pfoss@depauw.edu).

Sincerely,  
The Committee for Academic Policy and Planning (CAPP)

CAPP then deliberated on the next step to follow. The chair will contact the committee Friday morning to report the responses from Political Science Department. In the event that a clear majority endorses the ads, the two ads will be recommended to the administration. If the majority objects to the ads, CAPP will consider convening a meeting with the department. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,  
Sherry Mou

**October 25, 2005**

Attendance: Pedar Foss, chair; Neal Abraham, VPAA; Victor DeCarlo; Tom Dickinson, Melanie Finney; Ken Kirkpatrick, Sherry Mou; Bruce Serlin; and student members Blair McCarthy and Sheila Wilcox. The meeting was called to order at 4:18 p.m.

**A. Announcements:**

There were no announcements.

**B. Minutes:** Minutes from the October 11, 2005 meeting were amended and approved.

**C. Business:**

## **1. Political Science Department**

The Chair reported that CAPP's memo had been sent to the Political Science Department and the President. Neal Abraham reported that he had sent a supplemental endorsement to the President and was anticipating another meeting before the President announced approval for the search(es). Abraham also presented a document titled "Notes on the Selection of the Political Science Reviews" for clarification, which CAPP reviewed.

Pedar Foss also indicated that he had received additional information from two members of the Political Science Department and offered to make it available to the committee. President Bottoms will announce his decision regarding the Political Science Department's job searches, based on CAPP's recommendation, at the November faculty meeting.

## **2. Language about the Full Time Position Request Committee for the academic handbook.**

Foss reported on the results of the small group break-outs at the October faculty meeting. The overwhelming majority of faculty who voted (45 of 58) felt members in their last year of service should not be eligible to serve on the Full Time Position Request Committee. Additionally, 64% indicated that they prefer that committee members be able to sign a statement of abstention (29 of 45 respondents).

CAPP discussed whether the timing of RAS should be in late May/early June or if the committee should meet in August. If RAS waited until mid-August to make its recommendation to CAPP, which would then be forwarded to the President, this would preclude some departments from being able to begin their job searches at a time when most of their candidates are available. CAPP decided that it was necessary for RAS to consider full time position requests in late May or early June. However, because of the extensive workload required in reading all of the submitted materials, CAPP discussed changing the date for submitting RAS requests to April 1 of each year.

Abraham will provide a copy of the language requesting RAS positions to the members of CAPP.

After discussion, CAPP recommended the following language be presented at the November faculty meeting, to be tabled, and voted on at the December meeting:

PROPOSED LANGUAGE, to be inserted in the handbook in Section IV.A.5, under 'Committees' for 'Schools, Departments and the Library'

### **c. Full-Time Position Request Committee**

The Full-Time Position Request Committee is created solely to request a position, and exists only until the request has been submitted and processed.

#### **1. Membership:**

Requests for a tenure-track or term faculty position shall be made by tenure-track faculty members of the department or school, except those ineligible to participate in the ensuing search. Those not tenured or who are on leave may excuse themselves from any case without prejudice. A good faith effort must be made to inform and include in the process all eligible members, whether on leave or not. At the request of the Full-Time Position Request Committee, the Vice

President for Academic Affairs, with the approval of the Committee on Faculty, may appoint additional faculty members from the department to serve on the committee. Membership exclusion based on conflicts of interest applying in the case of the Search Committee also apply here.

## 2. Chair and Organization:

Normally, the chair of the department or the dean of the school shall serve as the chair of the Full-Time Position Request Committee. In the event that the chair of the department or the dean of the school is unable or ineligible to serve as chair, the Vice President for Academic Affairs will designate a member of the department or school as the convener of the first meeting. In this case, the members will elect a chair at their first meeting.

## 3. Function and Duties:

The Full-Time Position Request Committee submits a request to the VPAA for a term position, and to CAPP through the Resource Allocation Subcommittee (RAS) for a tenure-track position. Every member of the committee must either sign the request for staffing or a separate opinion.

## 3. CAPP subcommittee Nominations

Foss reported that he had brought the general issue of subcommittee membership to the Faculty Governance Steering Committee and that they would be reporting back to CAPP at a future meeting.

## D. Additional Business

### 1. Film Studies Major and Latin American and Caribbean Studies Major Proposals

CAPP agreed to invite Peter Graham for Film Studies and Aaron Dziubinskyj for Latin American and Caribbean Studies to the next meeting on November 1, 2005. Foss will send the information concerning these major proposals to the committee. Foss will also invite the chair of MAO and an additional MAO representative to attend our November 1 meeting. Abraham suggested that CAPP review the proposals, specifically in terms of how they address issues of library resources, admissions, and needs for technology.

### 2. White Paper from Student Congress regarding Group 6 Credit for Varsity Athletics.

Blair McCarthy asked about when CAPP would consider the white paper that Student Congress had presented to CAPP. Foss stated that he would send the white paper, which he had received this semester from Student Congress President Zach Pfister, to the committee and CAPP would consider it at their December 6, 2005 meeting.

### 3. WT Report and Subcommittee Appointments

These reports will be made and considered at the November 15, 2005 meeting.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,  
Melanie Finney

## November 1, 2005

Attendance: Pedar Foss, chair; Neal Abraham, VPAA; Victor DeCarlo; Tom Dickinson; Melanie Finney; Ken Kirkpatrick; Sherry Mou; and student members Blair McCarthy and Sheila Wilcox

The meeting was called to order at 4:15 p.m.

### 1. Announcements:

Remaining CAPP meeting dates were provided to the committee: November 15, 2005 and December 6, 2005

Political Science Department: Language on proposed change to the academic handbook (Full Time Position Request Committee) has been sent to David Harvey for tabling at the November faculty meeting and action at the December meeting; because the Chair of CAPP will be unavailable at this meeting Victor DeCarlo will make the proposal for CAPP. AQIP's focus will be announced at the November faculty meeting.

Report on proposed changes in qualifications for membership on CAPP subcommittees is scheduled for the November 15, 2005 meeting.

Ongoing work on Group 6 requirements in General Education program and possible revisions, Victor DeCarlo and Blair McCarthy, is ongoing.

2. Minutes: Minutes from the October 25, 2005 meeting were amended and approved.

### 3. Business:

#### a. Film Studies Major proposal

Prior to meeting with the Film Studies representative, CAPP discussed questions related to the proposed Film Studies Major proposal. Members raised overarching questions of space, particularly the issue of whether the program will return later for more physical space and resources; the impact of this proposal on other existing majors; when the program would be reviewed if approved; the ease of adding programs but the difficulty of reducing them; what resources, both currently and eventually will be used by the program; and questions about the faculty positions embedded in the program proposal.

Foss invited Peter Graham, representing Film Studies to join the group. Graham related that communications had occurred concerning resource use with VPAA Abraham (resources), Niles (admission), Smith (technology), and Dixon-Fyle (library). Additionally, Graham related that commitments have been made from three departments to offer film studies courses:

English, Communication and Theatre, and Modern Languages. Current reassigned time for film studies this year for a chair/coordinator is a one-course reduction.

Questions by members of CAPP addressed to the representative involved the possible growth and impact of the program on the reassigned time for the director; how many courses in the current proposal were "pure" film studies courses; questions about the senior seminar for film

studies and its construction; the frequency of course offerings, given departmental needs from the committed departments; film production questions involving courses, enrollments and resources.

Graham offered commentary concerning these questions and discussion and questions focused on the senior seminar with questions related to its construction as a course; course credit for advisor offering the seminar; and the issue of “hidden” curriculum work for advisors offering the seminar.

CAPP continued its questions of the proposal addressing questions concerning the relationship between film studies and the Media Fellows program; the possible categorization of courses into theory, culture, and history and criticism; the issue of who should categorize courses and yet maintain a flexible curriculum; the internal cohesion of the program; the limits on courses from a department (currently, according to Graham, there are none); why nine courses make up the major proposal; possible double-counting of courses; the need for technology support for the program (Graham responded that there is no indication of a major technology shift that would be needed to support the program); and questions about the possible impact of competition for the limited seats in production classes and enrollment pressures in these courses.

Graham related that the collection development in the library for the film studies program is ongoing and an assessment report will be provided to the film studies group in January. Currently the library has a budget for this area and between 50 and 100 books and DVDs have been purchased each year. Foss requested that this element of the director’s position should be written into the responsibilities of the coordinator.

CAPP continued with questions for Graham focusing on the possible move of the film studies library to PAC; the use of lab time for film studies classes; the programs in film studies in peer institutions and their approach to production issues and concerns; the intellectual depth for the program—where does this come from—and whether choice brings about depth; and questions about the curriculum model that is being used (interdisciplinary versus disciplinary).

At this point in the discussion Peter Graham was excused.

CAPP raised broad questions about interdisciplinary programs overall, the relationship of demand-driven over principle-driven curriculum and the ongoing question of the relationship of departments and interdisciplinary programs.

Foss determined that because of time factors that Aaron Dziubinskyj, the representative for Latin American and Caribbean Studies, would be deferred to the November 15, 2005 meeting. Discussion continued concerning the implications of interdisciplinary programs and the film studies program specifically. The chair noted that he had previously been involved with film studies but was not currently involved with the effort to establish a major.

The issues revolving around the film studies program were clarified by the committee. These include:

- the variety of focus of classes in a number of different departments;

- clarity of course listings (relevance and categorization issues);
- questions of appropriateness of course listings (no annotation of courses to be offered were in the proposal and this omission makes it difficult for CAPP to judge the relationship of course listings as to appropriateness);
- what gives the program depth as a crucial element of a major;
- significant questions concerning the seminar, the allocation of credit to advisors offering the seminar, and the consistency across offerings;
- will courses be available for majors that they need (but which are in competition with department majors).

CAPP continued its discussion on interdisciplinary programs and monitoring the health of all interdisciplinary programs.

A working group, Kirkpatrick and Finney, was established to work on language concerning the relationship of majors in departments and majors in interdisciplinary programs related to course enrollment at registration. Reporting back to the committee is targeted for December's announced meeting.

Meeting was adjourned at 6:33 pm

Respectfully submitted,  
Thomas S. Dickinson, Member of CAPP

### **November 1, 2005**

Attendance: Pedar Foss, chair; Neal Abraham, VPAA; Victor DeCarlo; Tom Dickinson; Melanie Finney; Ken Kirkpatrick; Sherry Mou; and student members Blair McCarthy and Sheila Wilcox

The meeting was called to order at 4:15 p.m.

#### 1. Announcements:

Remaining CAPP meeting dates were provided to the committee: November 15, 2005 and December 6, 2005

Political Science Department: Language on proposed change to the academic handbook (Full Time Position Request Committee) has been sent to David Harvey for tabling at the November faculty meeting and action at the December meeting; because the Chair of CAPP will be unavailable at this meeting Victor DeCarlo will make the proposal for CAPP.

AQIP's focus will be announced at the November faculty meeting.

Report on proposed changes in qualifications for membership on CAPP subcommittees is scheduled for the November 15, 2005 meeting.

Ongoing work on Group 6 requirements in General Education program and possible revisions,

Victor DeCarlo and Blair McCarthy, is ongoing.

2. Minutes: Minutes from the October 25, 2005 meeting were amended and approved.

3. Business:

a. Film Studies Major proposal

Prior to meeting with the Film Studies representative, CAPP discussed questions related to the proposed Film Studies Major proposal. Members raised overarching questions of space, particularly the issue of whether the program will return later for more physical space and resources; the impact of this proposal on other existing majors; when the program would be reviewed if approved; the ease of adding programs but the difficulty of reducing them; what resources, both currently and eventually will be used by the program; and questions about the faculty positions embedded in the program proposal.

Foss invited Peter Graham, representing Film Studies to join the group.

Graham related that communications had occurred concerning resource use with VPAA Abraham (resources), Niles (admission), Smith (technology), and Dixon-Fyle (library).

Additionally, Graham related that commitments have been made from three departments to offer film studies courses: English, Communication and Theatre, and Modern Languages. Current reassigned time for film studies this year for a chair/coordinator is a one-course reduction.

Questions by members of CAPP addressed to the representative involved the possible growth and impact of the program on the reassigned time for the director; how many courses in the current proposal were “pure” film studies courses; questions about the senior seminar for film studies and its construction; the frequency of course offerings, given departmental needs from the committed departments; film production questions involving courses, enrollments and resources.

Graham offered commentary concerning these questions and discussion and questions focused on the senior seminar with questions related to its construction as a course; course credit for advisor offering the seminar; and the issue of “hidden” curriculum work for advisors offering the seminar.

CAPP continued its questions of the proposal addressing questions concerning the relationship between film studies and the Media Fellows program; the possible categorization of courses into theory, culture, and history and criticism; the issue of who should categorize courses and yet maintain a flexible curriculum; the internal cohesion of the program; the limits on courses from a department (currently, according to Graham, there are none); why nine courses make up the major proposal; possible double-counting of courses; the need for technology support for the program (Graham responded that there is no indication of a major technology shift that would be needed to support the program); and questions about the possible impact of competition for the limited seats in production classes and enrollment pressures in these courses.

Graham related that the collection development in the library for the film studies program is ongoing and an assessment report will be provided to the film studies group in January.



Currently the library has a budget for this area and between 50 and 100 books and DVDs have been purchased each year. Foss requested that this element of the director's position should be written into the responsibilities of the coordinator.

CAPP continued with questions for Graham focusing on the possible move of the film studies library to PAC; the use of lab time for film studies classes; the programs in film studies in peer institutions and their approach to production issues and concerns; the intellectual depth for the program—where does this come from—and whether choice brings about depth; and questions about the curriculum model that is being used (interdisciplinary versus disciplinary). At this point in the discussion Peter Graham was excused.

CAPP raised broad questions about interdisciplinary programs overall, the relationship of demand-driven over principle-driven curriculum and the ongoing question of the relationship of departments and interdisciplinary programs.

Foss determined that because of time factors that Aaron Dziubinskyj, the representative for Latin American and Caribbean Studies, would be deferred to the November 15, 2005 meeting. Discussion continued concerning the implications of interdisciplinary programs and the film studies program specifically. The chair noted that he had previously been involved with film studies but was not currently involved with the effort to establish a major. The issues revolving around the film studies program were clarified by the committee. These include:

- the variety of focus of classes in a number of different departments;
- clarity of course listings (relevance and categorization issues);
- questions of appropriateness of course listings (no annotation of courses to be offered were in the proposal and this omission makes it difficult for CAPP to judge the relationship of course listings as to appropriateness);
- what gives the program depth as a crucial element of a major;
- significant questions concerning the seminar, the allocation of credit to advisors offering the seminar, and the consistency across offerings;
- will courses be available for majors that they need (but which are in competition with department majors).

CAPP continued its discussion on interdisciplinary programs and monitoring the health of all interdisciplinary programs.

A working group, Kirkpatrick and Finney, was established to work on language concerning the relationship of majors in departments and majors in interdisciplinary programs related to course enrollment at registration. Reporting back to the committee is targeted for December's announced meeting.

Meeting was adjourned at 6:33 pm

Respectfully submitted,  
Thomas S. Dickinson, Member of CAPP

## December 6, 2005

Attendance: Pedar Foss, Chair; Victor DeCarlo; Tom Dickinson; Ken Kirkpatrick; Sherry Mou; and student members Blair McCarthy and Sheila Wilcox. The meeting was called to order at 4:20 p.m.

### A. Announcements

Blair McCarthy, who will be studying abroad in the spring, was thanked for her service on CAPP.

### B. Minutes:

Minutes from the November 15, 2005 meeting were amended and approved.

### C. Business:

1. Major proposals. CAPP will continue to talk with the Film Studies and Latin American and Caribbean Studies programs about their proposals for majors.

2. Russian Studies. CAPP has initiated discussions with the Russian Studies steering committee related to the viability of the program and has asked the steering committee to develop alternate models for the program. With upcoming leaves and retirements, the ability to offer courses in Russian Studies has been reduced and there seems to be little interest in the major among students. Alternatives already mentioned include dropping the major in Russian Studies and retaining only the minor, blending the program with European Studies or re-casting it, and dropping the program. Members of CAPP had some questions about the procedure for eliminating a program.

3. On-Campus Winter Term. Tom Dickinson reported on the response of the Winter Term Committee to proposals generated by an appointed task force on on-campus Winter Term. The task force had recommended a condensed on-campus Winter Term with a more intensive co-curricular component. The Winter Term Committee argued against the shortened on-campus Winter Term, though it did endorse some form of a more intensive co-curricular and adding representation from Student Services to the Winter Term Committee. Members of CAPP expressed concern that the co-curricular program had never been approved or endorsed by the faculty and that the Winter Term Committee did not provide direct oversight of the program. CAPP resolved to ask the Winter Term Committee to continue to explore ways of improving the co-curricular program, perhaps by making it more project-oriented, but it did not endorse the proposed change in the structure of the Winter Term Committee.

4. Off-Campus Winter Term. Tom Dickinson reported on a complaint by two faculty members about the process for selecting or approving off-campus Winter Term study projects. Members of CAPP agreed that the criteria for selecting projects should be transparent and that priority ought to be given to proposals that enhance the mission of the University. CAPP also had several questions about the approval process: Is there a cycle or rotation of existing projects protected as "regular offerings" that leave little opportunity for new projects to be approved? Are there adequate spaces to meet student demand for domestic projects? How are proposals from the School of Music reviewed? Are they encumbered offerings?

5. CAPP Subcommittees. New language describing membership and appointment to CAPP subcommittees was distributed for future discussion. The First Year Seminar Committee would like to address CAPP on this issue.

6. Group 6 Credit for Varsity Athletics. The student representative to CAPP presented a white paper issued by Student Congress urging awarding Group 6, but not graduation, credit for participation in varsity sports. Ken Kirkpatrick will formulate the catalog language necessary to implement such a change. CAPP will invite the chair of Kinesiology to a future meeting to discuss this proposal with the committee.

Meeting was adjourned at 6:00 p.m.

Respectfully submitted,  
Ken Kirkpatrick, Registrar

**February 7, 2006**

Present: Pedar Foss (chair), Neal Abraham, Emmalynn Brown, Vic DeCarlo, Tom Dickinson, Melanie Finney, Caroline Jetton, Ken Kirkpatrick, Sherry Mou, Bruce Serlin, Sheila Wilcox

The meeting was called to order at 4:15 PM.

Agenda:  
Announcements

1. The remaining meeting schedule for the spring semester is: February 21; March 7 and 21; April 4 and 18; May 2 and 9. Meetings will begin at 4:00 PM.
2. The committee welcomed the new student representative, Emmalynn Brown, who replaces Blair McCarthy. Faculty member Caroline Jetton, serving as the surrogate for the Dean of the School of Music, was also welcomed to the committee.
3. The chair reported that Brett O'Bannon in the Political Science department has accepted a tenure-track position through the opportunity hiring process.
4. The chair reported that he has been in consultation with the director of the Russian Studies program and with members of the Film Studies Steering Committee. A proposal for restructuring the Russian Studies program will be presented to CAPP this spring as well as a revised proposal for a new Film Studies major.

Minutes

The minutes of the December 6, 2005 meeting were approved as submitted.  
Group 6 Credit for Varsity Athletics

At CAPP's invitation, Professor Tom Ball, chair of the Kinesiology Department, met with the

committee to discuss the White Paper from Student Congress which proposes that Group 6 credit, but not graduation credit, be awarded for participation in varsity athletics.

Ball reported that all kinesiology faculty members were opposed to the awarding of Group 6 credit for varsity sports and that the majority of those coaches who expressed an opinion were also against the proposal. He noted that athletes are athletes by their own choice and shouldn't be given credit for an activity they choose to do, in the same way that students aren't given academic credit for community service work. He followed these remarks with a point-by-point rebuttal of several of the main points of the student White Paper. For example, in response to the assertion that student athletes "receive instructions as to healthy lifestyles", Ball noted that many football players are obese, and that in general coaches don't spend a lot of time teaching "lifestyle". Likewise, while the White Paper claims that "decreased enrollment of varsity athletes in physical education courses allows more spaces for non-athletes", Ball said that, in his time at DePauw, he has not heard of any problems related to students having trouble scheduling phys ed classes. In closing, Ball encouraged CAPP to look at the reasons Group 6 credit is given for certain out-of-classroom activities, particularly participation in WGRE and the student newspaper.

There was considerable discussion of various issues both while Professor Ball was present and after he left. To the question of "Why do we privilege some activities (for Group 6 credit) and not others?" one CAPP member noted that activities such as student TV and forensics are directed by faculty members and hence are labeled co-curricular rather than extracurricular activities.

Some committee members worried that if Group 6 credit were given for varsity sports, a myriad of other activities would have to be considered, including club sports. Others questioned why Group 6 credit is given for, say, weight training classes whereas student athletes who do considerable weight-training for their sport are given no credit.

CAPP decided that the issue was complicated and would require further examination. A Group 6 subcommittee consisting of Emmalynn Brown, Vic DeCarlo, Melanie Finney, and Sheila Wilcox was formed and charged with the task of providing CAPP with more information. Conversations with members of the departments of English, Communication and Theatre, Studio Art, and Kinesiology and the School of Music would be initiated and aimed at determining faculty sentiment from those who would be most affected by any changes in the Group 6 requirement. A report from the subcommittee would be expected by the end of the semester. In the meantime, CAPP would announce at the next faculty meeting that it has received the student White Paper and declines to make a recommendation at this time.

#### RAS Timeline

In order to give members of the Resource Allocation Subcommittee more time to digest proposals for tenure-track positions, CAPP is moving the deadline for submission of proposals from early May to, this year, Monday, April 24. RAS membership will be constituted by Friday, May 5, at which time the members of the subcommittee will meet to receive materials, discuss procedures, and elect a chair. Deliberations will begin on Thursday, May 25, continue on May

26, and following the Memorial Day holiday, resume on May 30. VPAA Abraham estimated that there may be about ten proposals from departments this year.

The chair pointed out that CAPP will need to prepare summary reports (which describe current staffing and possible needs) for departments. The chair will also work up a procedure for selecting members of RAS this spring.

#### Other Business

VPAA Abraham observed that if CAPP doesn't decide soon what to do about the selection process for off-campus Winter Term projects, it will be too late to affect the January 2007 Winter Term. In related business, Tom Dickinson will get information on this year's Winter Term co-curricular activities and provide it to the committee.

The chair noted that CAPP will need to set aside some time in the future to look at surveys regarding academic engagement of students (as they relate to AQIP initiatives).

The CAPP meeting on March 14 will focus on interdisciplinary programs. Melanie Finney, Sherry Mou, and Emmalynn Brown will work together and come up with a set of questions and issues to address. VPAA Abraham will provide relevant information on disciplinary programs, including governance structure, courses offered, and faculty participation.

The meeting was adjourned at 6:20 PM.

Respectfully submitted,  
Vic DeCarlo

#### **February 21, 2006**

Attendance: Pedar Foss (chair), Neal Abraham, Emmalynn Brown, Vic DeCarlo, Tom Dickinson, Melanie Finney, Caroline Jetton, Ken Kirkpatrick, Sherry Mou, Bruce Serlin, and Sheila Wilcox.

The meeting was called to order at 4:00 P.M.

#### Announcements:

1. The remaining meeting schedule for the spring semester is: March 7, 14, and 21; April 4 and 18; and May 2 and 9.
2. The chair is set to meet with Russian Studies on 1 March.
3. On 20 February, the chair met with the Latin American and Caribbean Studies (LACS) Steering Committee to discuss ways of strengthening the LACS major proposal. The group is waiting to see what CAPP does about interdisciplinary programs before re-submitting. All these programs want to know what to do while we wrestle with the larger problem.

#### Minutes:

The minutes from the February 7, 2006 meetings were amended and approved.

#### Business:

1. A SOM position request for trombone was brought to CAPP by Caroline Jetton on behalf of the SOM.

One CAPP member provided the background for CAPP to act in the capacity of RAS to forward recommendations from the SOM to the administration for funding and approval. There were to be three positions filled. The first was already in process for a position for a viola instructor with a secondary focus in music theory. The second was for a percussionist, which was filled when the former Dean retired to assume that position. Originally, the third position had been slotted for a classical saxophone position. However, now, the request is for a trombone rather than classical saxophone.

When asked about the switch, Jetton, speaking on behalf of the SOM, explained how the school had been discussing the best way to fill this third position for nearly a year already. After considerable talk, they realized the greater necessity of a trombone instructor rather than a classical saxophone instructor. There were concerns about future hiring if they were to hire a classical saxophone instructor when the current saxophone professor retires. Additionally, they felt there was a greater need for a trombone instructor than a classical saxophone instructor. This professor could fit the needs of nearly all the ensembles much more than a classical saxophone professor could.

CAPP then went into executive session to discuss this issue further.

2. Agenda for the rest of the semester

The chair emailed members for their input on what items should be at the top of our agenda for the semester. From that feedback, it was determined that Interdisciplinary programs and Winter Term should be the two priority items. Dickinson will provide CAPP with a Winter Term updated report at the March 21 meeting. CAPP will discuss the eligibility and selection process for its subcommittees at the March 7 meeting. The chair will meet with Kirkpatrick to discuss the AQIP report and what CAPP's role should be in regards to it. The subcommittee created to look into the status of Group 6 created at the February 7 meeting has been disbanded due to a lack of agenda time for the semester. Next year's CAPP will be encouraged to further look into the current state of Group 6 and what changes might be necessary.

3. Interdisciplinary Programs

In an effort to begin working immediately on the definition, structure, operation, and viability of Interdisciplinary programs at DPU, CAPP divided into three workshop groups to each focus on one of three categories. Addressing issues of staffing, including but not limited to course releases for directors, RAS proposals, and demands on departments, were Abraham, Dickinson, and Serlin. The second group of Brown, DeCarlo, Mou, and Wilcox, delved into issues of structure, including but not limited to the structure of program academics and administration and course

accessibility for students. The third group of Finney, Jetton, Foss, and Kirkpatrick looked into the issues concerning the viability of a program, including but not limited to how to measure the health of a program and guidelines for starting, continuing or suspending programs. The hope is that these small groups can generate various questions and areas of concern that CAPP can further explore with the end goal being stronger, more viable programs that cut across departments.

The meeting was adjourned at 6:30 P.M.

Respectfully submitted,  
Sheila Wilcox

### **March 7, 2006**

Attendance: Pedar Foss (chair), Neal Abraham, Vic DeCarlo, Sherry Mou, Melanie Finney, Bruce Serlin (late)

The meeting was called to order at 4:15 p.m.

Minutes:

The minutes from the February 21, 2006 meeting were amended and approved.

\Business:

Two topics for discussion were to be considered:

1. SOM proposal for filling the third instrumental position

2. Consideration of the composition of CAPP subcommittees

Item 1

A. CAPP went into Executive Session to discuss how to proceed in its handling of the SOM proposals.

B. A document was prepared together with ancillary suggestions from the chair that was to be forwarded to the SOM.

Item 2

A. Discussed obtaining nominations for the FYS and WT subcommittees through a request to each divisional nominating committee rather than through an all-faculty email request or through selective recruitment by individuals on said subcommittees.

B. Revision to the wording within the proposed procedure for subcommittee composition selection was suggested and discussed briefly.

Due to the time, further consideration on this was postponed until the March 21th meeting.

Announcements:

1. The chair indicated that a meeting with Russian Studies Program had occurred and inquiry into aligning it, in some fashion, with European Studies Program was considered. Further investigation of this was to occur.

2. Committee members would be receiving on 3/8/06 a RAS information packet generated by the VPAA to be reviewed. An email requesting departments to make known their intentions concerning the submission of RAS proposals would be sent. (The deadline for RAS submission this year is April 24).

Meeting Adjourned: 6:45 p.m.

Submitted: Bruce Serlin

### **March 21, 2006**

Attendance: Pedar Foss (chair), Vic DeCarlo, Tom Dickinson, Sherry Mou, Emmalyn Brown, Sheila Wilcox, Bruce Serlin, Ken Kirkpatrick

Meeting called to order at 4:08 p.m.

Announcements: Pedar Foss distributed copies of a revised proposal for a Latin American and Caribbean Studies major.

A. Minutes: Minutes of the March 7, 2006 meeting were amended and approved.

B. Business

1. Advice to RAS on departments considering proposals for new positions. Members of the committee were assigned to read the RAS file of departments and programs considering making proposals to RAS, which include Computer Science, Art, Mathematics, Religious Studies, Kinesiology, Psychology, Economics, Philosophy, Black Studies and Modern Languages. Committee members will draft revisions of the advice to RAS for discussion at the April 4 CAPP meeting. There was some discussion of the standing of interdisciplinary programs in the RAS proposal process.

2. Winter Term. Tom Dickinson presented his report on two issues related to the Winter Term Program: (1) a complaint regarding the selection process for Winter Term off-campus study projects; (2) the Winter Term Subcommittee's response to the Winter Term Task Force proposal for a condensed on-campus Winter Term.

Tom did not find evidence that the selection process for off-campus study projects had been biased or encumbered; however, members of the committee expressed concern about how project proposals are grouped and compared during the selection process. The director of the Winter Term program and the faculty chair of the Winter Term Committee will be invited to a future meeting of CAPP to discuss the grouping and evaluation process.



Tom found that the academic component of the on-campus Winter Term was strong, while the co-curricular program receives mixed reviews. Concerns about students' conduct during Winter Term remain prominent. There was some discussion of the legitimacy of the co-curricular program and of various proposals to improve on-campus Winter Term, which range from strengthening the co-curricular program to assigning grades for Winter Term courses. Members of the committee did agree that allowing first-year students to participate in off-campus study projects and internships would be appropriate at this time. A motion deleting the requirement that first-year students are required to participate in on-campus Winter Term was drafted and approved for presentation to the faculty at the April faculty meeting.

3. Film Studies Major. The revised proposal from the Film Studies program for a major in film studies was considered. There was considerable discussion of substance and coherence of the proposed program. Few of the participating faculty have formal academic training in film studies and while the proposal includes descriptions of core courses in film studies, the categories for the electives are broad and do not clearly distinguish between courses about film and courses that use film to study culture. A motion to bring the proposal to the faculty was approved on a 4-3 vote.

A second motion to bring the proposed Latin American and Caribbean Studies major to the faculty did not receive a second.

Meeting adjourned: 6:14 p.m.

Respectfully submitted,  
Ken Kirkpatrick

#### **April 4, 2006**

Attendance: Pedar Foss (chair), Vic DeCarlo, Tom Dickinson, Neal Abraham, Melanie Finney, Sherry Mou, Emmalynn Brown, Shelia Wilcox, Bruce Serlin, Caroline Jetton, Ken Kirkpatrick

Meeting called to order at 4:08 p.m.

A. Winter Term proposal- general approval from Winter Term subcommittee as well as the Presidents Cabinet as reported by Neal and Tom. Several questions have arisen so keeping those in mind will be beneficial for future discussions.

B. Minutes: minutes from the March 21, 2006 meeting were approved.

C. Business

1. School of Music: CAPP went into executive session.

2. LACS Major Proposal- 3 LACS faculty will be leaving in the next year. Suggested to tell LACS to wait until staffing is more stable and then propose major to faculty. Suggested to have

LACS bring the major to the faculty in the September meeting. Pedar will write to Aaron Dziubinskyj with advice from CAPP regarding these issues.

### 3. RAS Advice

- a. Art: They are currently looking for either a new medium hire (new studio field) or a replacement for David Herrold in ceramics. The advice provided was approved to be passed on to RAS.
- b. Black Studies: There was considerable discussion over the submission of requests from interdisciplinary programs. At this time, CAPP did not feel it was appropriate to submit requests for hires. The advice to RAS is that it is premature to evaluate any interdisciplinary major while we are still evaluating the programs as a whole. The rest of the advice was deleted and subsequently approved.
- c. Computer Science: Enrollment has drastically dropped over the last two years. To reflect this in the advice to RAS the following was added: "If opportunity to hire is granted, CAPP recommends that RAS not look favorably upon an additional request." The advice was approved to pass on to RAS.
- d. Economics: The advice is to wait until the department has had an opportunity to review the external review (which occurred April 2-4) and formulate a strategic plan for their curriculum before any new tenure-track positions are recommended. CAPP supports a part-time term position if the department feels they need it. Ken provided the Self-Study report and appendices for the Spring 2006. The advice was approved to be given to RAS.
- e. Kinesiology: It is currently premature to recommend any new positions prior to completion of the self study and external review process. The advice was approved to be given to RAS. An additional meeting was scheduled for Thursday morning at 8 a.m. to continue the discussion of RAS advice.

Meeting was adjourned at 6:04 p.m.

Respectfully submitted,  
Emma Brown

**April 11, 2006**

CAPP, Spring 2006: Issues Regarding Interdisciplinary Programs

Discussion: 4-5:30 pm, Julian 111

Present: C. Fornari & J. Roberts (Biochemistry), S. Mou (CAPP and Asian Studies), P. Watt (Asian Studies), M. Finney (CAPP and Conflict Studies), J. Nichols-Pethick (Film Studies), B. Benedix (Jewish Studies), M. Belyavski-Frank (Russian Studies), V. DeCarlo (CAPP), A. Evans (European Studies), T. Dickinson (CAPP), M. Altman (Women's Studies), B. Serlin (CAPP), N. Abraham (CAPP, VPAA), E. Brown (CAPP), P. Foss (CAPP), K. Kirkpatrick (CAPP)

#### OUTLINE FOR THE CONVERSATION

I. Regarding Viability of an Interdisciplinary Program:

### 1. Numbers

- Number of majors and of minors
- General enrollment in program courses
- Contribution in servicing general education (FYS, W, S, Q, etc.)
- How many courses need to be offered for viability of a program?

### 2. Sufficient Faculty Support

- Critical mass of willing participating faculty members – how much is necessary?
- Are depts. and/or dean willing to let faculty members teach program courses
- Is there any guarantee that individuals / dept. / admin/ will continue to volunteer / allow / fund participation?
- Are programs linked to curricula or to faculty?

### 3. Standards for a program

- What meets the standard for sufficient course content in a program (50% often used)? Who decides? Program or other disciplines/departments? Individual instructors?
- What criteria should we have to approve / keep / drop programs?
- How important is student interest for creating/maintaining programs?
- How distinctive is the area?
- Can students articulate why they need this program instead of x ?
- How do interdisciplinary programs "play" in post-graduation endeavors compared to the "traditional" departmental majors? That is are persons in the former programs disadvantaged?

### 4. Ideology of Interdisciplinary Programs in General

- Is there a finite number of interdisciplinary programs that an institution our size can do really well?
- What purpose or purposes should any interdisciplinary program meet? What are the University's obligations to students or its missions and goals?
- How is the potential impact of a new interdisciplinary program on a department or departments assessed and how is re-alignment to be brought about?
- What is the relationship between interdisciplinary programs and the nature of a liberal arts institution? Could students combine classes from existing departments or could we streamline the independent interdisciplinary option already on the books to achieve the same results as having a formally established interdisciplinary program?

## II. Regarding Administration of an Interdisciplinary Program:

### 1. Steering Committee Membership and Director

- How is the committee selected? Length of service?
- How is the director selected? Length of service?
- What should be the reassigned time for a director? Does it matter if it is a new program?
- What are the possible work expectations and corresponding compensation for a director?
- What are the arrangements for support staff?

### 2. What role does a program play in the review of people in the program?

- Who serves on DPCs? Must everyone on the steering committee?

- Should reviews be annually or only at formal performance reviews?
- Should program directors respond to annual reports of untenured members who teach in the program?
- Should a program automatically be asked to review the performance of the program director for a contribution to a decision file for promotion and tenure if that service appears in the “years in rank?” What about for future promotions?

### 3. How are staffing decisions made?

- Should interdisciplinary programs be permitted to make open-ended RAS requests (“disciplinary department to be selected later”)? If so, what is the equivalent of a full-time position request for a program?
- Should all programs or appropriate programs have the opportunity to review application files of final department candidates for openings and provide some input?
- If interdisciplinary programs are transient, that is, easily cancelled, should an obligation to teach in a program appear in anyone’s contract?
- How are departments “covered” when they contribute faculty members to programs?
- How does a program get its staffing for courses and cross-listed courses?
- + By recruiting, hampered by lack of guaranteed replacements (as departments are permanently enlarged)?
- + By obligation of departments to contribute to interdisciplinary and honors programs?
- + By faculty application and then program screening, hampered by lack of guaranteed recruiting?
- + By application only if there is permission by the department?

## III. Regarding Structure of an Interdisciplinary Program:

### 1. Size of program

- How many courses are offered per year?
- How many different faculty members teach in a program?
- How many majors and minors?

### 2. Course requirements

- What are the course requirements for a major?
- How many courses are required?
- How many for a major?
- How distinctive should the courses be for a student with a double major in a complementary department? (How many courses should be able to count for both?)
- Should interdisciplinary students get the same priority to enter classes as a departmental majors and minors? (If departments are not willing to give interdisciplinary majors equal priority, why do they sign on to partner with the program?)

### 3. Location of interdisciplinary programs

- Should programs be housed within a department?
- What kinds of affiliations should programs have with departments?
- How well do programs and departments work together?

**DISCUSSION: WHAT ARE THE CHALLENGES THAT THE INTERDISCIPLINARY PROGRAMS FACE?** (notes by K. Kirkpatrick)

What problems has CAPP identified?

- Inability of programs to make RAS requests. Since requests come through departments, there was no way to oversee the staffing.
- Problems with making sure courses are available to students majoring/minoring in the programs.
- Participation of programs in faculty reviews.

Comments. Not being able to make RAS proposal has been the biggest impediment. As departments change their composition and emphases, the interdisciplinary programs are often left scrambling. A few programs collect and package existing courses, so they don't face the staffing problem as acutely, but most programs are adding their own core courses, which means staffing is dependent on departments "releasing" faculty members to teach them. Program governance structures. Are there ways to streamline steering committees and to otherwise make them an effective governing body, so that they might be in a better position to make staffing requests? Discussion of the relation of assignments to a program and/or a home department. Note the possibility of hiring people into a program position with department to be named later (from an identified range of departments). In the past, these program positions were not approved through the RAS process. With a new program, the steering committee is often representative of as many participating departments as possible; as programs mature, perhaps it is possible to have a large number of affiliated faculty, with a narrower steering committee that meets regularly. It may be that participation in an interdisciplinary steering committee is not simply a governance task, but an intellectually stimulating involvement for faculty members. The representation on the steering committee might also represent the "buy-in" to the program on the part of contributing departments.

Appointments to departments with commitments to an interdisciplinary program have been difficult to invoke or enforce. And there is always the question about what happens if the program is discontinued. This leads to an obvious question about what would happen to someone appointed to a program, whether or not there is a department home, if the program goes away. In some programs, the faculty involved are really trained and exclusively teach in that program area, even though their courses are offered through departments. That leads to a question about when and if a program can "graduate" into a department. In addition, some departments are actually interdisciplinary.

Directors of programs have no authority over what courses get taught by departments and how their students get access. But what would that authority look like? There is always difficulty in claiming parts of people. Even departments have this problem with people with narrow specialties. But without any authority to claim courses, the program can become weakened. With numerous leaves and reassigned time opportunities, faculty members are often left to choose their loyalty -- the department or the program? There's a lot of goodwill on the part of departments toward the programs, but when it comes to crunch time, the program courses are the first thing to go. Are there ways to help departments and programs develop cooperative arrangements in which staffing programs doesn't cost departments in such a problematic way? Because priorities can only be set for department majors, interdisciplinary majors are treated as second-class citizens. Is there any way to create a system of priorities that would be amenable to the departments?

Models for strengthening interdisciplinary programs might include:

- Locate interdisciplinary programs in departmental home
- Do away with departments completely
- Create an interdisciplinary department of programs (somewhat on the model of Modern Languages)
- Abolish interdisciplinary programs. Let students design their own majors.
- Adopt a system of temporary assignments, in which faculty members can be assigned to a program for a set period (sunset clause) -- Vassar model

What's the future for CAPP on this issue? Look at what other schools are doing, review proposals for new models, look for small changes that can help. Clearly, strengthening programs, along the lines suggested by recent program reviews, would be very expensive and would require a reallocation of resources

**April 18, 2006**

Attendance: Pedar Foss, chair; Neal Abraham; Ken Kirkpatrick; Victor DeCarlo; Tom Dickinson; Melanie Finney; Sherry Mou; Bruce Serlin; Sheila Wilcox

The meeting was called to order at 4:00 p.m.

A. Minutes: Minutes from the meeting of April 4 were amended and approved.

B. Announcements: Neal clarified The DePauw report that the student representatives are voting members of CAPP.

C. Business:

1. RAS proposals:

A brief discussion of Psychology Department's request for an extension of the RAS deadline.

After the chair sent advice to the department, CAPP did not receive a response.

Pedar contacted all departments that expressed interest in submitting RAS requests. Any last minute submission could prompt a discussion of advice to RAS for that department in the meeting on the 2nd of May).

2. RAS Subcommittee Composition:

RAS components: new language (version) provided by Pedar is discussed and approved.

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RAS subcommittee

Voting Members: Nine faculty members are selected in the following way:

- Four tenured faculty members, one from each division, are selected by CAPP for rotating three year terms. Each division is instructed to nominate at least two candidates to CAPP. In the event that a particular division does not submit candidates to CAPP, that position defaults to the atlarge pool.

- Two at-large, tenured, faculty representatives are appointed by CAPP to one-year terms.

- Three current or recent members of CAPP are selected by CAPP to serve on RAS for three-year terms, with rotating terms of membership.

As a general goal, there should be no fewer than one member of a division, preferably two from each, and no more than three from any one division.

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Bruce (05-07), Tom (04-06), and Melanie (06-08) from the current CAPP volunteered to serve on RAS. Pedar will announce and call for election of new members for the remaining at-large positions on RAS.

RAS meeting dates were decided: May 25, 26, 30, and 31.

### 3. The FGSC Committee Initiative—Elimination of Subcommittees

Currently there are over 300 committee positions—details. One possible way to streamline the structure is to roll in some of the subcommittees—i.e., WT, FYS, IEC, and Opportunity Hire ad hoc committee.

There is the concern that, in the larger governing structure, when the subcommittees are folded in, the chair of the mother committee is leaned on. Overseeing all the folded-in subcommittees will add a tremendous amount of workload to the executive committees. The chair asked Neal about the feasibility of some form of compensation (e.g., WT or reduced course load, or perhaps using current course releases from programs, such as the Fisher timeout) where the chairs of these committees become the coordinators of all existent committees rolled together.

Neal deliberated that one course release load amounts roughly to 10-12 hours per week and 1 week both before and after semester (excluding regular committee work, which should be part of the regular faculty assignment). It may be possible to give one course release load to each chair of the four executive committees (CAPP, MAO, SLAAC, and COA) and COF.

Issues of continuity on the executive committees were raised. If we do go this direction, we should look into the structure of chair-mentoring—perhaps have a chair and a chair-elect simultaneously, so that the chair-elect can spend one year learning the job and other committees.

As a result of folding in subcommittees, committees will need to meet longer and plan far ahead. Replacements might need to be by appointment rather than by election. Support staff should also be assigned to the committees accordingly.

Since committee work amounts to an important part of people's tenure and promotion files, this re-organization will also change how service is evaluated. If all these executive committees are limited to tenured people, faculty should be notified well in advance. Especially for those up for tenure, such changes need to be made clear, not as a hidden agenda. Perhaps committee service should be kept away from the tenure profile.

Some junior faculty felt that because they had just come out of graduate school they were not ready for committee work and would like to focus more on professional development.

We also need to keep in mind that scholarship is not the same across board. In some fields, it may take people 8-10 years to publish their first book. Should those people be doomed not to be promoted for 10-12 years? A change of structure may mold people's careers in different directions. In comparison to our peer institutions, we have the lowest requirement for tenure and are on high end of service requirement.

Since many committees also have student representatives, we need to keep Student Congress informed about any changes.

(The VPAA left the meeting around 5 pm.)

#### 4. Change of Honor Scholars Program

The Honor Scholars Program requested changing HONR 401 and HONR 402 into required classes, with HONR 401 taken in the fall for 0.5 credit, and HONR taken in the spring of the senior year for 1.0 credit. Currently, the honor scholars may register in either or both courses from 0 to ½ to 1 credit. While the honor scholar's thesis is required, these two courses are not.

The credits will count towards graduation, so students will not fall short of the 31 credits required for graduation. This makes it possible for students who want to do double majors and an honor thesis.

There was some discussion of whether students should be allowed to write two theses in one semester. There were examples of seniors completing both their senior and Honor Scholar's theses successfully. While some departments accept students' honor scholars' theses as their senior seminar theses, others do not.

After weighing various issues, the committee voted not to accept the change request.

#### 5. AQIP—Student Engagement

One charge to the new CAPP in the fall is to discuss how to engage students. Macalester College's study defines student engagement as academic success, although some disagree. We need to arrive at a definition, so that we can look into the issue more effectively.

Our own records of (first-year) students' retention rate, performance, and satisfaction since 1999 (the year when FYS was instituted) show that FYS really engaged students. The generally lower grades in second semester of the first year, some argue, result from student disengagement.

Nevertheless, more factors need to be considered. While we are successful with 1st-year students, we seem to fall behind with engaging our seniors (Wabash is more successful with seniors). We also need to look at what kinds of programs engage people. For instance, some schools (e.g., Macalester) are successful with their co-curricular programs; many of our students have had very positive and creative experiences with service learning programs. How we define "engagement" may affect the conversation in the fall.

The meeting was adjourned at 5:40 p.m.



Respectfully submitted,  
Sherry Mou

**May 2, 2006**

Attendance: Pedar Foss, Chair; Victor DeCarlo, Tom Dickinson, Melanie Finney, Sherry Mou, Bruce Serlin; Sheila Wilcox, Emma Brown; Neal Abraham, Ken Kirkpatrick (VPAA rep/nonvoting), and Caroline Jetton (representative of the Dean of the School of Music/nonvoting).

A. Minutes: The Minutes from the meeting of April 18 were amended and approved.

B. Announcements:

1. The results of the RAS membership for May 2006 were announced

Three-yr. members on RAS:

1. Sheryl Tremblay, Communication & Theatre (term ends in '07)
2. Tom Chiarella, English (term ends in '07)
3. Scott Wilkerson, Geosciences (term ends in '06)
4. Clarissa Peterson, Political Science (term ends in '07)

From CAPP, for 1-yr. terms:

3. Bruce Serlin, Biology
1. Melanie Finney, Communication & Theatre
4. Tom Dickinson, Education Studies

From the faculty at-large, 1-yr. terms:

2. Inge Aures, Modern Languages
3. Jeff Hansen, Chemistry

2. The chair thanked members of the committee for their participation in the discussion of the WT motion at the faculty meeting.

3. The chair reported that he had shared CAPP's assessment of the proposal to change the credit required for Honor Scholar seminars with Anne Harris, Director of the Honor Scholar program.

She has asked if she could speak with the committee.

C. Discussion with Anne Harris, Director of Honor Scholar Program on the proposal for a change in credit for completing the senior theses in the program. Anne presented some information to CAPP (see Appendix to these minutes).

She presented a revised proposal that would require that students completing 401,402 while they work on the senior thesis, to register for credit, but with flexibility (from 0.5 to 1.0 cr). She also presented her concerns about the students being able to manage their workloads with regard to theses and independent studies, particularly those completing two majors as well. She noted that

the current policy of allowing students to enroll for thesis work without credit invited them to adopt overloads without the usual indicators (credit) of the total workload. There is an increase in the number of these students are writing in the senior year.

Points made in the discussion included the following.

- Required credit for a thesis would force planning.
- Registration for credit would activate the normal review processes (petitions, extra tuition payments) for students registering for overloads.
- Supervised independent work represented real work and service from the institution and should be matched by credit and payment of tuition.
- Registration for credit would lead to better recordkeeping of faculty workload.
- Quality of student work and student mental health is threatened by a system that invites students to not budget time for satisfactory completion of their theses.
- Compared with other honors programs, HS is on low end of requirements. All others require at least some credit for the senior experience.
- Would these requirements (registering for more credit, and possibly having to pay for this registration) dissuade students from attempting to complete theses?
- Current students could be grandfathered, with the new requirement applying to newly admitted students; or the new requirement could apply as early as to current sophomores.
- Most students in most of recent years are already registering for some thesis credit.
- Perhaps students with double majors and the honor scholar program are becoming too focused and avoiding the liberal arts diversity.
- Credit for theses would give students an academic structure and make it more likely that students will succeed.

Tom Dickinson recommended that along with its curricular agenda item on interdisciplinary programs for next year, CAPP should take a look at the Programs of Distinction and their curricular requirements and the systemic issues of articulating proposals for the curricula of majors and Programs of Distinction. He proposed that special arrangements might be investigated for the 20-some students who might have opportunities for three theses.

Pedar Foss noted that Anne Harris had brought a revised proposal (from the one considered by CAPP earlier) for 401/402 VARC 1.0 to 2.0 cr. PF observed that he had been persuaded that this might be a good thing, and had changed his mind on this proposal. He asked how the change would be made (tabled and voted at the faculty? voted at the faculty meeting? decided by CAPP and reported to the faculty? CAPP direction to administration for bookkeeping?). This needs to be investigated.

#### PROCEDURAL QUESTION:

Melanie Finney asked if it was appropriate that a recent decision by CAPP could be so easily overturned. Neal Abraham noted that Roberts' Rules allows reconsideration of a prior decision on the motion of someone who voted on the prevailing side.

Anne Harris was then excused.

#### POINTS MADE IN CAPP'S DISCUSSION

- Concern that proposals were for tinkering when systematic review and change might be

needed.

- Some indicated a change of mind on this proposal but also hoped for a global discussion. Sherry Mou moved to defer the topic to the May 9th agenda of CAPP. Seconded by Tom Dickinson. On a vote, the majority favored consideration of this topic at the next meeting.

NEED: an actual proposal:

Such as: Effective for the Class of 2008 (2009?; 2010?), HONR 401 and HONR 402 be required courses for the Honor Scholar Program, to be taken for variable credit (0.5 or 1.0 academic credit).

#### D. Workload and Faculty Sanity

Neal Abraham was asked to forward to all CAPP members a revised document on requests for revision of the governance structures and selection procedures for directors/coordinators of Interdisciplinary Programs, including the latest information from SRF, and information from the VPAA on the membership of the steering committees of other programs which had not yet proposed governance changes.

#### E. Academic Engagement

The Committee briefly discussed the issues regarding how to define, assess and measure changes in student academic engagement.

#### F. Interdisciplinary Programs

The committee discussed how to make its consideration of this topic more effective next year? CAPP and/or the Administration could create a policy on the registration priority for interdisciplinary majors in courses listed as being contributed to the program as approved by the faculty.

Procedures could be established for review of the health/viability of programs. Should there be an automatic sunset for programs when they are approved? What about reviews of the health and viability of a department; how would these procedures be different? What are the review criteria?

What are the procedures for probation? How would a decision to discontinue a program be made? Perhaps the administration could make decisions on resource allocation and program viability under faculty guidelines; thereby avoiding pitting faculty members against each other. Presently programs are created by faculty action; and can only be terminated by faculty action. Criteria for viability could include: impact on the liberal arts curriculum, impact on faculty members, service to students through enrollments as well as numbers of majors and minors, contributions to intellectual dialogue, contributions to first-year seminars and other general education programs.

CAPP might try to set some framework for what should be persuasive in the creation of new programs (student interest, faculty interest, institutional need, national need, etc.). Melanie will be the reception person for information and points about Interdisciplinary Programs

The administrators were asked to investigate what other institutions have done with these issues.

G. Tasks for committee members for the meeting on May 9th.

Identify kinds of information the administrators could collect over the summer about viability of our interdisciplinary programs.

What other institutions have done about interdisciplinary programs

What are the fundamental issues

Consider modified Honor Scholar motion

Consider advice on measures of academic engagement

Grade trends

Student engagement surveys

Internship census

Measures of and meaning of academic engagement outside the classroom?

(talks, dinners, speakers, internships, research, theses)

Advice to President's Fact-finding Commission on Greek Life

Number or % of faculty members who make changes in spring semester syllabi and requirements.

Grade drops in spring

Possible survey questions

Ask of faculty members:

Have you adjusted your syllabus, class schedule, exams, or assignments in the Spring Semester to avoid conflicts with Rush and new member orientation relative to what you do in the Fall?

Ask of students:

What are the counter pulls for sophomores (Greek leadership roles on the one hand or academic obligations and opportunities)? What Greek leadership roles are filled by sophomores?

To what extent do test banks and paper banks exist in fraternities and sororities?

Winter Term subcommittee report

School of Music report on its discussions about the third tenure-track position

H. Election of a chair of CAPP for next year.

Normally the chair is drawn from among the continuing members of the committee there are three continuing members of CAPP: Melanie Finney, Bruce Serlin, Sherry Mou.

Melanie Finney nominated Bruce Serlin, seconded by Tom Dickinson.

A suggestion was made to have a vice chair who would be the chair the following year.

Bruce Serlin was elected chair.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Neal Abraham

**May 9, 2006**

Attendance: Pedar Foss (chair), Vic DeCarlo, Tom Dickinson, Melanie Finney, Sherry Mou, Neal Abraham, Emmalyn Brown, Sheila Wilcox, Bruce Serlin, Ken Kirkpatrick,

Caroline Jetton

Meeting called to order at 4:05 p.m.

Announcements: Meeting of CAPP members with RAS, Tues., May 16, 4-4:30 p.m.

A. Minutes: Minutes of the May 2, 2006 meeting were amended and approved.

## B. Business

### 1. Winter Term Subcommittee Report

Jeff Hollander, Director of Winter Term, and Kevin Kinney, Chair of the Winter Term Subcommittee, answered questions about their latest report. In response to a question about the effect of the changes in the Winter Term requirements on first-year students, Hollander reported that students still see on-campus winter term as a bonding experience and that most are not prepared to develop internships or independent projects. This year, there are a limited number of slots on off-campus study projects. Hollander suggested advising students to take on-campus courses. In response to a question about encouraging connections between regular semester courses and off-campus study projects, Hollander responded that this was a very good idea, but that it would have to wait for next year. There will be information sessions about winter term options during orientation week. These will run in tandem with the sessions on off-campus study. It was suggested that students ought to be encouraged to do a winter term project in their first year through their First Year Seminar.

Hollander also reported on the proposal from Student Services for winter term programming. This proposal would eliminate the co-curricular workshops and instead require 2-3 campus-wide learning experiences for all who stay on campus. Optional educational opportunities would also be offered. Drug and alcohol violators will be asked to leave campus immediately.

There was general discussion about the costs associated with winter term off-campus study projects and off-campus study. The off-campus study fee will need to remain as will the charges for the winter term trips. Costs are rising but budgets are not. We may have to look for ways to control the costs of trips, including going to fewer places and staying longer at single locations.

### 2. RAS membership.

There is a need for a 3-year Division 3 person for RAS. CAPP decided to ask Jeff Hansen, who was already selected as an at-large representative, to fill the Division 3 opening. CAPP then selected Orcenith Smith for the now vacant at-large position. [[note: Orcenith later informed us that he was no longer available for the position, so Meryl Altman agreed to serve for 2006. It will be necessary to see if Jeff is willing to serve out the 3-yr. term for division 3, or whether a new election will be needed for that division, along with the others, for 2007.]]

### 3. The proposal to make the Honor Scholar thesis course (HONR 401/402) a requirement

of the program was withdrawn. CAPP needs to look at the question of allowing students to do the work without registering for the course. Is this consistent with how we define program requirements? The Honor Scholar program is also up for review soon; it might be best to look at the question in that context.

4. School of Music Report (executive session)

5. Advice on AQIP, Greek fact finding and interdisciplinary programs.

CAPP questions for the Greek fact finding have been conveyed to Lisa Hollander. The response has been positive. For academic engagement, see what the strategic plan says about extending engagement outside the class and building intellectual community.

6. Other business items for CAPP next year.

Examine co-curricular and PE credit in Group 6.

Meeting adjourned, 6:15 p.m.