

Committee on Academic Policy and Planning
August 28, 2006

Attendance: Bruce Serlin (chair), Neal Abraham, Melanie Finney, Caroline Jetton, Ken Kirkpatrick, Bill Little, Sherry Mou, Rebecca Upton, Carrie Van Brunt

Meeting called to order at 4:20 p.m.

Announcements:

A. CAPP is scheduled to meet on the following Mondays from 4:15 to approximately 6:00 pm on these dates: Sept 4, 18; Oct. 9, 23; Nov. 13, 27; Dec. 11. The spring schedule will be determined later.

B. For 2006-07, the faculty membership on CAPP, and term of expiration is:

- 1 Melanie Finney (08) William Little (07)
- 2 Sherry Mou (08) Bruce Serlin (08)
- 3 Rebecca Upton (09)
- 4 Carrie Van Brunt (07)

Other Voting Members: Neal Abraham, VPAA Student Members: Cameron Abbott and a second student to be named Non-voting members: Dean of the School of Music and the Registrar During the next round of elections, terms will be staggered so that there will be more overlap of committee members in the future.

C. The chairs for CAPP Executive and Subcommittees are as follows:

1. IEC (an executive committee) - Chair: Srimati Basu
2. Winter Term (CAPP subcommittee) - Chair: Not Picked Yet
3. First Year Seminar (CAPP subcommittee) - Chair: Robert Dewey
4. RAS (CAPP subcommittee) - Chair: Not yet constituted

Note: Last year, there was discussion about selecting RAS membership in November and meeting with the committee early in the spring. This may be an item for future discussion.

A. Minutes: Minutes of the May 9, 2006 meeting were amended and approved.

B. Business:

Agenda Items for 2006-07

In order to bring new committee members up to date, the following items were outlined and briefly discussed. These are items that were passed on from CAPP 2005-06.

1. The establishment of a 'vice-chair' of CAPP to assist the chair in the year prior to taking the chair of the committee. This item will be considered at next week's meeting.
2. Review of interdisciplinary programs overall. Several aspects of interdisciplinary programs will be addressed, including governance and steering committees, how programs are evaluated, faculty staffing, procedures for approving/removing cross-listed courses, registration priorities for interdisciplinary majors, etc. This is probably the major item on the agenda that CAPP will address this year. The chair suggested that in addition to reviewing information from sister schools, CAPP should plan to talk to program coordinators to learn what their individual needs are and how CAPP can help. Similarly, it may be useful to consider how program needs contrast with departmental needs.
3. Review requirements and governance of the Programs of Distinction (i.e., Honor Scholars, Management Fellows, Media Fellows, Science Research Fellows) concerning equity, workload, number of classes required, etc. In this regard, VPAA Abraham will provide information about when the programs are due to complete their self studies.
4. Review of an earlier proposal from the FGSC about reducing the number of faculty committees, possible faculty governance reduction, and reorganization. CAPP will seek clarification from FGSC about whether this item is still on the table and whether CAPP is the appropriate committee to consider this.

5. Lab-credit. Several departments, e.g., Economics and Management, Computer Science, Psychology, Mathematics, and Kinesiology, are interested in offering lab credit for various courses. This item will address issues such as what constitutes a lab course, distribution of workload credit, and staffing implications.
6. Graduation Requirements. CAPP will review the status of changes to our graduation requirements.
7. Internationalizing the curriculum of DPU. CAPP will pass this item to the IEC executive committee for their consideration and review, but will consult occasionally.
8. As part of the AQIP initiative, CAPP may be asked to consider developing a measure to help evaluate “academic engagement.” Two possible websites that may provide useful information are the Collegiate Learning Assessment Project (http://www.cae.org/content/pro_collegiate.htm) and ACT’s Collegiate Assessment of Academic Proficiency (<http://www.act.org/caap/>). An additional website mentioned is the Center for Inquiry in the Liberal Arts at Wabash College (<http://www.liberalarts.wabash.edu/cila/>). Additionally, useful information concerning academic engagement will be forthcoming in the Greek fact-finding report that will be available in early October. Finally, VPAA Abraham will provide the latest information from the NSSE that may be useful as CAPP looks at this issue.
9. CAPP will begin to become more proactive rather than reactive, in terms of long-range curricular planning for the institution. In this regard, the committee should begin to address issues such as future plans, where we are going as an institution, and how to best achieve our objectives.
10. Consider an upcoming proposal from the School of Music for its third and final instrumental position. The deadline for consideration is November 1, 2006.

C. New Business

1. Possible revision of advisory committee involved with Opportunity Hires. The chair placed this new item on the agenda for CAPP’s consideration.
2. Vacancies on Subcommittees. The chair presented the names of individuals seeking membership on the Winter Term and First Year Seminar committees. Members were instructed to submit their votes to the chair by Thursday.
3. Admission Advisory Committee. VPAA Abraham asked for volunteers from CAPP to serve on this committee.
4. Report from GLCA Academic Council Meeting. Jim Rambo and Hilary Eppley’s report from last year’s Academic Council meeting was given to the members. One item that was highlighted is that GLCA is running an academic leadership program, hosting eight workshops over a 3-year period. Two to four people from each school may attend the individual workshops. CAPP should consider how people from DePauw should be selected to attend these workshops.

D. Adjournment

The meeting was adjourned promptly at 6:00 pm.

Respectfully submitted,
Melanie Finney

Committee on Academic Policy and Planning September 4, 2006

Members present: Bruce Serlin, chair; Bill Little, Rebecca Upton, Carrie Van Brunt, Melanie Finney, Sherry Mou, Cameron Abbott, Caroline Jetton (representing the Dean of the School of Music), Neal Abraham (VPAA).

The meeting was called to order at 4:17 p.m.

The minutes of August 28, 2006 were approved as revised. An electronic copy will be shared with the Committee chair who will forward them to the faculty governance web site.

The committee reviewed its work to select members of its subcommittees. Jeff Kenney was elected as the Division II representative for the First-Year Seminar Subcommittee. Scott Wilkerson was elected as the Division III representative to the Winter Term Subcommittee.

The members of the committee discussed the candidates for the Division I position on the Winter Term Subcommittee. After several ballots the Committee elected Pat Babington. Discussion of International Education and Winter Term.

The committee welcomed Kate Knaul, Director of International Education and Off campus Study, and Nancy Wegerson, Associate Director of Winter Term.

The visitors outlined their goals and their work of their respective committees to support international education and Winter Term. Both representatives placed a high priority for work this fall to better articulate the desired learning outcomes for students. Other high priorities included preparing students for their off-campus experiences, strengthening reentry programs, and developing programs for first-year students during Winter Term. New briefing materials for off-campus study and Winter Term programs were distributed; members of CAPP encouraged distribution of these briefing materials to all faculty members.

The committee discussed some additional topics that members hoped the subcommittees would address including: the possibility of offering Winter Term for regular course credit, improved briefing materials for faculty members and students, and increasing the rigor of winter term courses.

The Chair of CAPP requested that both committees provide progress reports on their work during the course of the academic year.

Admission Advisory Committee

Caroline Jetton offered to represent CAPP on the Admission Advisory Committee. No other volunteers stepped forward.

Future agenda items:

CAPP's major fall agenda item will be the interdisciplinary programs.

Members were asked to prioritize the other agenda items and send their prioritized lists to the Chair of CAPP. Members were asked to review the governance proposals that had been received from interdisciplinary programs, honors programs, and competence programs. Particular attention should be paid to the proposal for the membership and membership terms on the governing committee, and the role of the committee in the review of the director of the program.

Since the faculty meeting in October has been moved from October 2 to October 9 to avoid the Jewish holidays, CAPP will need to reschedule its meeting if it is to have more than one meeting in October (the other proposed meeting is the 23rd).

The meeting was adjourned at 6 p.m.

Respectfully submitted,
Neal Abraham, Secretary

**Committee on Academic Policy and Planning
Minutes of September 18, 2006**

Members present: Bruce Serlin, Chair; Bill Little, Carrie Van Brunt, Melanie Finney, Sherry Mou, Rebecca Upton, Cameron Abbott, Natalie Holtzinger, Caroline Jetton (representing the Dean of the School of Music), Neal Abraham (VPAA).

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

The minutes of September 4, 2006 were approved as amended. An electronic copy will be shared with the Committee chair who will forward them to the faculty governance web site. The committee discussed how best to maintain committee memory and minutes. It was agreed that minutes/notes need not be verbatim transcripts of meetings but should allow for institutional memory.

The committee membership increased with the addition of Natalie Holtzinger, the student VPAA for academic affairs, a member of the DePauw student government. A request was made from the president of Student Congress to CAPP to examine the issue of receiving credit for lab courses.

The chair of the Committee verbally described the current situation of the Russian Studies program. The Acting Director of the Russian Studies steering committee is currently appointed by the VPAA. At present Russian Studies committee members include 2 term individuals each of whom speak Russian and 1 tenured person. The chair noted that the Acting Director has been in correspondence with those department members currently on sabbatical about the future of interdisciplinary programs and possible courses. The chair of CAPP announced a roundtable discussion at the Walden regarding the future of Interdisciplinary programs to be held on September 20th.

Discussion of proposal for recommending RAS become the Opportunity Hire Review Committee The committee chair brought forth the suggestion that the OHRC become a standing committee. The committee discussed two aspects of the rationale that was proposed for combining RAS and the Opportunity Hire Committee: the possibility that RAS members feel undermined when another committee on campus is charged with making hiring decisions, and that members of RAS are in a better position to evaluate decisions and have greater knowledge and familiarity with applicant materials and teaching capacities of departments.

The VPAA noted that initially the administration had proposed a combination of the two committees but it was met with resistance and resulted in the three committees: DEC, RAS, CAPP.

The committee discussed the proposal further and noted that this proposal would add additional workloads to RAS members in the fall semesters. The chair suggested that the combined committee have 5 members and the committee agreed that such members should be tenured. A discussion of the Opportunity Hire process followed.

The chair of CAPP agreed to contact members of the 2005-06 RAS committee to ascertain whether they would be willing to serve in this additional capacity and report back to CAPP. Program Governance Subcommittee Reports and Discussion The chair of CAPP distributed a list of responses compiled from the committee as to the composition of Interdisciplinary Steering committees and the means through which a Director of the program is chosen. The committee discussed the rationales for the compositions of committees and agreed that programs operate in a manner similar to departments and agreed that steering committees should be limited to faculty members. The committee discussed whether committee membership should be limited to only tenured or tenure-track individuals and whether a program is sustainable with fewer than 3 tenure-track members. The suggestion was made by the VPAA that the number of steering committee members be between 4-6 in addition to the director. The committee discussed the suggestion that the Director/Coordinator of Interdisciplinary programs be one individual.

The committee discussed the term limits of steering committee service and suggested a 2 year period. Discussion of Plan for the Development of Guidelines for interdisciplinary Programs The committee began a discussion of the differences between cross-listing courses and those that count toward a major in the Interdisciplinary programs.

The chair distributed two final documents. The first was a listing of the Teams to Interview Interdisciplinary Programs that Offer Majors and Minors and included a list of three major questions to guide these interviews. The second was a Ranking of Items for CAPP agenda consideration based upon the list provided August 28, 2006.

Future Agenda Items

CAPP will continue to discuss Interdisciplinary programs as the main fall agenda item. The committee will revisit the documents distributed by the chair and will hear a report from the other CAPP subcommittee with respect to responses to the Review and Selection of the Director/Coordinator of Interdisciplinary programs.

As Monday October 2nd is Yom Kippur, the committee discussed rescheduling the next CAPP meeting to Tuesday October 3rd or Wednesday October 4th.

The meeting was adjourned at 6:20pm.

**Committee on Academic Policy and Planning
October 3, 2006**

Members present: Bruce Serlin, Chair; Natalie Holtzinger, Cameron Abbott, Melanie Finney, Sherry Mou, Rebecca Upton, Carrie Van Brunt, Caroline Jetton, Neal Abraham.

The meeting was called to order at 4:25 pm.

The minutes of September 18, 2006 were approved as revised. An electronic copy will be shared with the Committee chair who will forward them to the faculty governance website.

Announcements

The VPAA received descriptions of the Steering Committee Membership and Review and Selection of Director/Coordinator from Film Studies and Latin American and Caribbean Studies. The chair distributed these materials to the committee. The committee should receive a proposal by the November 1 deadline from the School of Music for the third instrumental position. If the deadline is missed, the search for this position will wait until a new Dean is hired.

The committee chair attended the September 20th Teaching Roundtable. There was little discussion of the Interdisciplinary programs and nothing essential to the committee was discussed. The committee chair reported on his correspondence with RAS regarding the proposal that it become the Opportunity Hire Review Committee. All members of RAS on the campus this semester indicated that they would be willing to serve on the OHRC.

Business

Motion was made for RAS to serve as the OHRC this year. The motion carried. Members of the OHRC will be from the Spring 2006 RAS. The chair will tell RAS they will serve as OHRC and that will hear from the VPAA about the process of forming the committee.

Laboratory credit

MAO received a request for a Computer Science course to carry Group 1 Laboratory credit. MAO will not act on the request until it receives guidance from CAPP on the definition of a laboratory. The committee began a discussion on what is the appropriate body to answer this question. Is this a question for the divisions or the university? The committee generated several ideas that may be appropriate to begin the discussion on defining a laboratory including: a general faculty meeting, meetings at the division level, and CAPP creating the definition. The committee discussion of which option would be best focused on starting at the division level and then on to the entire faculty or starting the discussion with the entire faculty, perhaps as a committee of the whole at the November faculty meeting. Consensus was that the VPAA will announce at the next department chairs meeting and the committee chair will announce at the next faculty meeting that this issue is coming up for discussion. The division chairs will be contacted with the suggestion to schedule a division meeting to discuss the definition of a laboratory. The chair will provide a framework for the discussions, including the working definition of a lab the university is currently using and the implications of revising this definition. The VPAA suggested the discussion should be properly framed. Specifically, that this is not a "generic thought experiment", nor is it a response to a request from departments that have not traditionally had labs in their curriculum. It should be clear that CAPP is looking for input to define how laboratory experiences are conceptualized. Other issues that need to be considered are the implications for faculty work load and graduation requirements.

Interdisciplinary program governance discussion:

The committee reviewed the discussion from the previous meeting on the composition of the steering committees. There was extended discussion on the point of who is eligible to serve on a steering committee, only tenure track faculty or are term faculty who teach in the program eligible as well. Several points were addressed including how to identify faculty who taught in the program. Are only cross-listed courses considered part of an interdisciplinary

program or are courses that “count” toward a program included? Another point addressed the issue of the nominating process. Is it appropriate to ask teachers who cannot serve on the committee to nominate Steering Committee members? This is possible if committee membership is limited to tenure track faculty. Additionally, if a program loses faculty resources the university still needs to support a program that is in the catalog. Another suggestion was that the requirement be “full-time” instead of “tenure track” faculty. The consensus of the committee was to suggest the steering committee be made up of a majority of tenure track faculty and the nominations come from the teaching staff of the previous two years.

The committee began discussion of the Director/Coordinator position. There was agreement that this position should be filled by a tenured faculty member. It was suggested that the term be four years as this would benefit the health of the program and encourage leadership. Discussion on this issue will continue.

Meeting was adjourned at 6:15 pm.

Committee on Academic Policy and Planning October 23, 2006

Attendance: Bruce Serlin (Chair), Neal Abraham, Natalie Holtzinger, Cameron Abbott, Melanie Finney, Sherry Mou, Rebecca Upton, Carrie Van Brunt, Caroline Jetton.

Meeting called to order at 4:15 p.m.

Minutes

The minutes of October 3, 2006, were approved as revised. An electronic copy will be shared with the committee chair, who will then forward them to the faculty governance website.

Announcements

- A. RAS has scheduled a meeting at which it plans to review protocol for opportunity hire.
- B. The deadline for SOM position request is fast approaching. (The nature of the proposal will determine whether student members can vote.)

Business

A. The committee discussed and revised the proposed memo to division chairs regarding the question of “What constitutes a laboratory experience?” Points of discussion included: 1. Do the four divisions need to reach a consensus as to what defines a “laboratory experience”? Several members of the committee foresaw the possibility that two or more workable definitions of “laboratory experience” could arise during the process.

2. Is the term “laboratory” too science specific?

In other words, does there exist a more universal term that would appeal to all divisions? The committee seemed to reach the agreement that a change in terminology would likely yield unwanted responses.

3. Should the divisions be expected to define what constitutes a “Group 1 Lab”? CAPP decided to prune out all references to “Group 1” in the memo so that divisional responses concern the more general question of “What constitutes a laboratory experience?” Determination of group 1 eligibility ultimately falls on the shoulders of MAO.

4. Members of the committee came to the agreement that the portion of the memo entitled “related issues on which CAPP asks for your comments and advice” demanded revision. The five points outlined in this section will now be framed in a manner that appeals to all divisions. Several members of the committee felt that the original version was only applicable to science laboratories.

5. It was decided that the deadline for divisional responses should fall at the end of the fall semester. Then, CAPP can make its recommendation early in the spring semester.

B. The committee revised its working definition of the interdisciplinary program steering committee.

C. The committee briefly discussed the description of the interdisciplinary program director/coordinator but opted to continue debate at next week's meeting.

D. Five of the six interdisciplinary program reports have now been submitted to the chair. These documents will be considered at next week's meeting.

New Business

A. No new business.

Adjournment

A. The meeting was adjourned at 6:05 p.m.

Committee on Academic Policy and Planning November 13, 2006

Attendance: Cameron Abbott, Neal Abraham, Melanie Finney, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Carrie Van Brunt.

Meeting called to order at 4:15 p.m.

Minutes

The minutes of October 23, 2006, were approved as revised. An electronic copy will be shared with the committee chair, who will then forward it to the faculty governance website.

Announcements

A. Inquiry about offering academic credit to athletes from Andrew Bruner, indepth news editor of *The DePauw*. The chair drafted a response, informing Mr. Bruner that it is not clear whether this issue will be discussed in the spring. The timing will depend on how soon CAPP can complete the deliberations on hand and the context within which this request needs to be evaluated.

B. Responses to the distributed memo to division chairs about the definition of a lab experience

- Two division chairs responded orally to Bruce, who suggested that they take the issue to the division faculty and bring back a working definition. One division chair and the registrar (on behalf of MAO) emailed their responses to Bruce, who distributed them to the members.

- The chair would also check the GenEd documents of the 1970s, when substantial changes of curriculum were made, to see if any statement or definition of a lab was recorded.

Business

SoM's Third Instrumental Position: The committee discussed in length of the proposal, the minority report, and the statement of abstention submitted.

A. CAPP asked President Bottoms to set November 1, 2006, as deadline for the SoM to bring forth a proposal for this third instrumentalist. If no proposal was submitted by then, the hiring should be postponed to the hiring of a new dean (next year) and reaccreditation self-study (the year after the new dean is appointed).

B. Caroline Jetton came in at 5:08 pm after sitting on MAO; the committee deliberated upon the appropriateness of her staying. It was decided that she could stay as a regular CAPP member without participating in the discussion; the committee should refrain from asking her for any additional information except for clarification. Consequently, no exchange between the committee and Caroline took place throughout the discussion.

C. The committee decided to continue the discussion in the next meeting.

New Business

Interdisciplinary Hiring Task Force: The Chair brought forth a proposal of forming a task force to prepare a document arguing for allowing interdisciplinary programs to request tenure-track position.

- A. CAPP agreed that the task force would consist of 5 members.
- B. The chair urged committee members to send him names of candidates for the task force by Friday, November 17.
- C. Neal agreed to work with the task force.

The next meeting will be on Monday, November 27, 2006

Adjournment: The meeting was adjourned at 6:18 p.m.

Respectfully submitted,
Sherry Mou

**Committee on Academic Policy and Planning
November 27, 2006**

Attendance: Cameron Abbott, Neal Abraham, Melanie Finney, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Carrie Van Brunt.

Meeting called to order at 4:20 p.m.

Minutes

The minutes of November 13, 2006, were approved as revised. An electronic copy will be shared with the committee chair, who will then forward it to the faculty governance website.

Announcements

1. The Chair of CAPP sent out an invitation to form an Interdisciplinary Hiring Task Force. Five members have been invited to form the task force.

Business

1. CAPP worked on crafting the section of the document on interdisciplinary program governance that concerns the program director/coordinator's qualifications and terms of appointment. The committee agreed to the following:

- A. The program director/coordinator must be a tenured member of the faculty.
- B. The program director/coordinator must have served on the program's steering committee.
- C. The program director/coordinator's term of service shall be three consecutive years, with the possibility of one immediate renewal, for no more than three additional consecutive years.
- D. The VPAA will consult individually with the members of the steering committee (and the wider faculty interest group if it exists) before making the appointment of the director/coordinator.
- E. Clause: If these conditions are not met, exceptional appointments may be made by the VPAA for no more than two years while CAPP undertakes serious scrutiny of the viability of the program with a presumption of discontinuing the program unless a majority of CAPP votes to continue it.

2. CAPP reviewed and revised the draft of a letter from the chair of CAPP to President Bottoms reflecting the committee's recommendation regarding SoM's 3rd instrumental position request. The committee intends to finalize the draft at its next meeting, Monday, December 11.

The next meeting will be on Monday, December 11, 2006

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

Respectfully submitted,
Bill Little

**CAPP Minutes
December 11, 2006**

Attendance: Cameron Abbott, Neal Abraham, Melanie Finney, Natalie Holtzinger, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Carrie Van Brunt

Meeting called to order at 4:28pm.

Minutes

Minutes from November 27, 2006 were approved as revised. An electronic copy will be shared with the committee chair, who will then forward it to the faculty governance website.

Announcements

1. A temporary Ethics Institute Advisory Committee has been formed with Martha Rainbolt as the Chair. It was suggested that a CAPP representative should serve on the Advisory Committee.
2. The First-Year Seminar Committee Chair and the MAO chair will be coming to update CAPP on the progress of their committees.

Business

1. The Committee agreed, without dispute, that the working document for Interdisciplinary Programs offering Majors or Majors/Minors be sent to Program Directors for comment, with the following revisions:
 - a. Steering Committee Composition and Selection: Part Two: The committee should be chaired by the director/coordinator of the program.
 - b. Director/Coordinator Qualifications, Point Two: The program director/coordinator must have previously served on the steering committee.
2. The Committee reviewed the final draft of a letter from the CAPP chair to President Bottoms regarding the SoM's request for a 3rd instrumental position. The letter was to be sent on December 15, 2006, with all questions to be addressed to Serlin (Chair). The Committee approved the letter with the following revisions:
 - a. Last year CAPP advised the administration to support continued efforts...
 - b. The committee then met, excluding the representative from the SoM, and discussed the strengths and weaknesses of the positions expressed in the three documents. Voting committee members were given a week to reflect on the request...
3. The call for RAS to assemble is to be earlier than in previous years. RAS requires a tenured member of CAPP to be appointed to the committee, William Little was indicated as a possible member.
4. Serlin asked for CAPP members willing to meet over Winter Term to discuss the long-term planning for CAPP. It was also indicated that meetings would be held bi-weekly on Mondays in the 4:15-6pm timeframe during the Spring Semester 2007.
5. All members were asked to review the Competency Program Steering Committee document and send comments and reflections to Serlin.

The meeting adjourned at 5:51pm.

**CAPP Minutes
January 29, 2007**

Attendance: Cameron Abbott, Neal Abraham, Melanie Finney, Natalie Holtzinger, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Rebecca Upton, and Carrie Van Brunt

The meeting called to order at 4:30 p.m.

The minutes from the December 11, 2006 were approved as revised.

Announcements

1. The Chair delivered the revised letter regarding the third faculty tenure track position allocated for the School of Music to President Bottoms on December 15, 2006. The President accepted CAPP's recommendation and the School of Music was notified about its position request. After completion of the School of Music self study, and in consultation with the new Dean, CAPP can expect to receive a new recommendation for a third tenure track position.
2. The Interdisciplinary Program Working Document was delivered to the coordinators of all interdisciplinary programs offering majors, but no response has yet been received. The chair indicated that he has asked the program coordinators to respond to CAPP by March 1, 2007.
3. Melanie Finney reported that the Interdisciplinary Personnel Hiring Task Force met over winter term and a report is forthcoming by the middle of February.
4. Departmental and Interdisciplinary Program Self Studies and Strategic Plans – Neal Abraham indicated that he has received several self studies and strategic plans. Prior to providing advice to RAS, VPAA Abraham will have the documents scanned and put into a confidential folder on the U Drive.
5. Information from the Divisions regarding laboratory experiences, Bruce Serlin presented information that he has received from Divisions 1 and 2. Division 1 will be contacted again to request a response specifically from the School of Music, as well as Divisions 3 and 4, and asked to respond to the issue of laboratories.
6. Writing Program. Bruce Serlin presented materials from the Writing program pertaining to the Coordinator/steering committee issues that CAPP has been reviewing.
7. The members of CAPP, with the exception of the student members and, in some cases, the VPAA, met on a weekly basis in January to discuss long range planning objectives for CAPP to consider. Bruce Serlin presented a written summary of the information from these meetings. One of the topics was about how to enhance academic engagement and conversations between faculty and students outside of class time. CAPP discussed options about creating some alternative spaces for these kinds of conversations.
8. CAPP discussed revising a memo concerning the relationship between the academic mission of the University and Greek system to be sent to President Bottoms. CAPP will consider recommendations at the next meeting on February 12, 2007.

The meeting was adjourned at 6:23 p.m.

CAPP Minutes February 12, 2007

Attendance: Cameron Abbott, Neal Abraham, Natalie Holtzinger, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Rebecca Upton, Carrie Van Brunt

The meeting was called to order at 4:23pm

The minutes from the 29 January 2007 meeting were approved as revised.

Announcements:

1. The Chair announced that CAPP would soon receive the documents that all departments receive that outline the procedures/criteria for submitting RAS requests. CAPP is asked to review these documents for further discussion next week.
2. The VPAA announced that a secure data base will be set up for CAPP members so that all members may review the necessary information for evaluating RAS proposals.

3. The Chair announced that the RAS at large list needs to be finalized by the end of February, RAS will be meeting with the VPAA later in the week.

Business:

1. CAPP has been asked to select a representative to the Ethics Advisory Committee (EAC). This representative should be chosen by Thursday the 15th of February and forwarded to FDC and the EAC. The hiring of staff for the Ethics center will be the purview of CAPP in the future.

2. CAPP selected Hiroko Chiba as the spring 2007 term replacement for the Winter Term subcommittee.

3. CAPP discussed the draft of the memo with respect to the Greek Fact Finding Commission. Revisions to the draft were suggested and discussion of the intent of the memo continued. The VPAA noted that it was important to send the memo in a timely manner, so that a meeting would be possible in the near future and that there be a clear agenda for the requested meeting between CAPP and President Bottoms when the memo is discussed. Bill Little will revise and resend the draft of the memo to CAPP members for approval.

4. CAPP began to work on finalizing the working document for steering committee composition of both the Competency Programs and the Programs of Distinction.

5. The chair reminded CAPP that CAPP is to think about the criteria for Interdisciplinary Program reviews in the assessment of the health and viability of these programs. CAPP will revisit this in subsequent meetings.

6. Carrie Van Brunt will send documents with respect to the selection of the director/coordinator of Competency Programs and Programs of Distinction to members of CAPP prior to next Monday, 19th February.

The meeting was adjourned at 6:03 pm.

**CAPP Minutes
Feb. 19, 2007**

Attendance: Cameron Abbott, Neal Abraham (VPAA), Natalie Holtzinger, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Rebecca Upton, Carrie Van Brunt

Reviewed and approved CAPP minutes from Feb. 12, 2007 meeting

Announcements:

1. Chair will begin discussing with Ken Kirkpatrick setting up a website for campus wide discussion and sharing of ideas, as discussed during Winter Term.

2. Memo pertaining to the academic mission and the Greek system (drafted by William Little and approved by the committee) was delivered to President Bottoms on Monday, February 12.

3. Appointment to the Ethics Advisory Committee: Rebecca Upton will represent CAPP to serve on the committee. CAPP acknowledges that if her responsibilities become too much next year, she is not obligated to continue and CAPP will assign another member.

Business:

1. Discussion of RAS procedural documents: VPAA explained the current guideline for RAS proposal. The committee discussed the following issues: a. The language of the 1992 FCFA document (entitled "Excerpt from the January 10, 1992, Report of the Faculty Committee on Financial Affairs") was reviewed. Since the committee found the document lacking in a variety of ways, a substitute document will be generated for consideration in the next meeting.

b. RAS process was clarified for the committee as follows, as stated in the RAS bylaw:

At the end of RAS's session, it sends recommendations to CAPP, which evaluates the recommendations, may make emendations, and then forwards CAPP's deliberations to the President and VPAA.

c. The committee deliberated on a number of memos supplied by VPAA and recommended minor changes.

d. The interdisciplinary program taskforce recommendation pertaining to interdisciplinary programs being permitted to make RAS proposals is expected to be in before next meeting.

2. Finalizing the working document for composition guidelines of the Competency Programs and Honors Programs: The committee made minor changes on the working document for steering committees and will start looking at the appointment of the directors / coordinators in the next meeting.

3. Chair briefly reviewed CAPP's fall expectations (e.g., what's done / addressed and what's not); the following two items needed follow-ups:

a. AQIP's question "what represents Academic Engagement"

b. Lab definition: handout ("Definition of a Laboratory") was distributed Future Agenda Items

The chair urged committee members to think about categories (e.g., courses, majors, and resources) that should be used for evaluating interdisciplinary programs by next meeting. Natalie Holtzinger will report at the beginning of next meeting on her conversations with the Coalition for Responsible Community.

Next CAPP meeting is at Monday, February 26.

The meeting was adjourned at 6:15 pm.

Respectfully submitted,
Sherry Mou

Committee on Academic Policy and Planning
February 26, 2007

Members present: Bruce Serlin, Chair; Natalie Holtzinger, Cameron Abbott, Melanie Finney, Sherry Mou, Rebecca Upton, Carrie Van Brunt, Neal Abraham, Caroline Jetton.

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

The minutes of February 19, 2007 were approved as revised. An electronic copy will be shared with the Committee chair who will forward them to the faculty governance website.

Announcements

A. The chair distributed a revised version of a definition of laboratory. Two divisions have not yet responded to the request for input on what constitutes a laboratory experience.

B. President Bottoms will be attending the first part of the March 12th meeting. The chair has not received any documents regarding the proposals developed in response to the Greek Fact Finding Commission report. When these documents arrive, the committee will need to have discussions via email or schedule an additional meeting to craft questions for Dr. Bottoms.

C. The chair announced that he had not yet contacted the registrar about setting up the website to allow faculty members and departments to post long range projections.

D. Natalie Holtzinger reported on her conversations with the Coalition for Responsible Community. Natalie and Melanie Finney met with Cara Setchell and Natalie spoke with Casey Jolley of the Social Programming task force. The task force was receptive to the idea of a social space for academic engagement programming CAPP has previously discussed, such as casual reading and discussion groups. The task force has several suggestions about how the space could be configured and staffed. The task force will have one additional meeting and then bring forward a proposal. The chair requested that CAPP be apprised of plans to see if they are compatible with this committee's ideas of supporting enhanced academic engagement.

E. Cameron Abbott and Natalie Holtzinger reported on student response concerning the Greek Fact Finding Commission deliberations. IFC will be discussing the scheduling of rush and issues related to housing. Results of a Student Congress poll indicate that most students do not feel rush interferes with academics. Panhel supports extending Winter Term to accommodate recruitment prior to the start of the spring semester but does not support

moving recruitment to Spring Break, the end of the academic year, or the beginning of sophomore year. Panhel is discussing changing “Bid Night” to “Bid Day” and paring down to “nofrills” recruitment.

There was a discussion about time limits on pledging activities and the differences in monitoring sorority and fraternity activities. GPA requirements for active membership were discussed. The chair requested information about GPA minimums for pledge and active member activities.

Business

A. Revised RAS documents were distributed and discussed.

1. Minor editorial revisions were made to the RAS sample questions for interviewees
2. The document to replace FCFA was discussed and the title was changed. Editorial changes were made to support the title.

B. The committee discussed the nominees for the Division II and at large appointments to RAS. The committee voted to appoint Art Evans as the Division II representative and Karin Ahlm and Meryl Altman were appointed to the one-year at large positions.

C. Documents related to steering committee composition and coordinator/director position for competency programs were distributed. The chair requested the committee formulate ideas for establishing criteria to evaluate Interdisciplinary Programs.

Meeting was adjourned at 6:15 pm.

CAPP Minutes March 12, 2007

Roy O. West Library (Conference Room)

Attendance: Cameron Abbott, Neal Abraham (VPAA), Melanie Finney, Natalie Holtzinger, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Rebecca Upton, Carrie Van Brunt; Guest: President Robert Bottoms (4:15-4: 45 pm)

The meeting was called to order at 3:30pm.

1. Conversation with President Bottoms concerning the Greek Fact Finding Commission The committee discussed its recommendation to President Bottoms regarding issues related to Greek life at DePauw. Moving Rush to a different time was the primary topic of discussion. The committee considered pros and cons of the five options suggested by Student Affairs Staff (the first suggested time—Fall Break—was eliminated by unanimous consent) and voted that we endorsed and would recommend to President Bottoms to move Rush to the days between Winter Term and second semester.

In conjunction with moving Rush, the committee also deliberated on the possibility of streamlining the New Member Education (NME) periods.

At 4:15 pm, President Bottoms came in. CAPP wanted to take this opportunity to further understand where the Board of Trustees and the university intend to go, and to convey the committee’s concerns in response to the Greek Fact Finding Commission (GFFC) and the many recent developments of the Greek life. The President briefly commented on his earlier news release regarding the university’s severance with the national chapter of Delta Zeta sorority. He then related to the committee his meetings with SLAAC, with the Board of Visitors, and with Pan Hellenic Council (Panhel) representatives. In addition, the President also commented on his and Dean Cindy Babbington’s meetings with various students, among whom were forty some women students who were all very open to change. The President believed that one very good thing already emerging from these communication is the strong leadership role in reforming Greek life in DePauw that the students are taking. The President encouraged CAPP to be present at a meeting Danielle Dravet, the president of Pan Hellenic Council (200607), is organizing on March 16, looking closer at the reformation of the Greek system and Greek life at DePauw.

CAPP reported to the President that the committee took a straw poll for the change of Rush date. Of the five possible options the Student Affairs Staff prepared, CAPP recommend the administration consider the following, in order of preference:

1. Between WT and second semester,
2. Before the start of sophomore year,
3. At the end of the first year,
4. Spring Break, and
5. Fall Break should NOT be considered at all

The President and CAPP exchanged thoughts on other issues related to Greek Life, including the following:

- NM Recruitment & NME: The lengthy periods and some of the practices at the current NME made it as much a problem as Rush. The President said that we should continue having conversations with Panhel; perhaps it might be better to leave it to individual houses to work out their own agenda for NME. He urged the committee to send him its recommendation.

- GPA: Currently there is no enforcement of GPA once a student joins a Greek house. There might be some legal issue over expelling members from a house without some communication with the national organization.

CAPP also suggested possible awards to encourage academic performance.

- Conflict with Academic Activities:

Many faculty members feel pressured to accommodate "Greek time" (e.g., Monday night for house meetings).

Some feel that regular Greek meetings and events should be scheduled on weekends, so students can participate in lectures, films, concerts, and other academically related events on week nights. The VPAA noted that our current schedule already has time reserved for no regular classes, such as 46 for ensembles and athletics and some evenings for lectures and special events. In developing the new time banks, MAO is working to identify additional time that could serve as convocation times. Finally, the President commented on the possibility of the university's mandating certain improvements by next year, which would be well in line with the national organization's mandates by 2010.

The committee thanked the President for his visit, and he left at 4:44 pm.

The VPAA reminded the committee that the President's report to the Board of Trustees has to be sent out by the first week of April; so CAPP's recommendation has to be sent to him before the spring recess.

CAPP minutes from Feb. 26, 2007, meeting were approved as revised.

Announcement:

Summary of the results of the Faculty Survey of Student Engagement (FSSE):

- The VPAA provided some context. The University has been looking for reliable indicators of student academic engagement as part of one of its AQIP projects. Prior to FSSE there was only the survey of students (NSSE) which gathered student reports of their work in college. Comparative data is available with students at all other schools and with students at our kinds of schools, but some have been concerned that this is self reported data. The FSSE gives us data to compare faculty perceptions with the student perceptions. The question is whether the combination of FSSE and NSSE would give us sufficiently reliable data to assess student academic engagement and how that changes as we make program changes.

- The Chair and the VPAA will look at these two documents during the spring recess and start an initial discussion.

New Chair for the Winter Term Subcommittee was announced: Pat Babbington (Kinesiology)

Business:

1. Finalize working document for steering committee composition and Director / Coordinator Position for Competency Programs: The Chair will make revisions and send it to the committee tomorrow to get feedback. The final version will be ready next week.
2. Winter Term Subcommittee requests: Two WT May trip proposals were sent from the Winter Term office for approval or guidance concerning such proposals in the future. CAPP deemed both proposals very good but was

concerned about making exceptions, setting a precedent, and needing to alert all faculty members to this option. After careful deliberation, CAPP decided not to approve the proposals for May 2008. CAPP did give WT Subcommittee the authority to work out details to call for experimental proposals for WT May trips for 2009. CAPP would like to see the details before they are announced to the faculty either later this semester or early next fall. The Chair will email Pat Babbington and Jeff Hollander CAPP's decision.

3. The Chair brought up concerns of the three subordinate committees of CAPP (IEC, WT, & FYS) and would like the committee to ponder the operation of the three committees and their reporting to CAPP.

The meeting was adjourned at 6:16 pm.

Respectfully submitted,
Sherry Mou

Committee on Academic Policy and Planning
March 19, 2007

Attendance: Cameron Abbott, Neal Abraham, Melanie Finney, Caroline Jetton, William Little, Sherry Mou, Bruce Serlin (Chair), Rebecca Upton, Carrie Van Brunt.

Meeting called to order at 4:20 p.m.

Minutes

The minutes of March 12, 2007 were approved as revised. An electronic copy will be shared with the committee chair, who will then forward it to the faculty governance website.

Announcements

1. The Chair of CAPP invited the Chair of the First Year Seminar Subcommittee to meet with CAPP on April 2 nd.
2. The Chair of CAPP reported on the March 15 th Panhellenic informational meeting.

Business

1. CAPP developed recommendations to be made to the President concerning the relationship of the Greek System to DePauw's academic mission. The recommendations constitute CAPP's desired input on the proposals concerning reform of the Greek system to be made to the Board of Trustees in April. A memo detailing CAPP's recommendations is scheduled to be sent to the President on Friday March 23, 2007. The memo is appended to these minutes.
2. CAPP rejected the third proposed Winter Term study project forwarded by the Winter Term Subcommittee. The committee determined that the study project did not contain enough educational grounding.

The next meeting will be on Monday April 2, 2007

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

Respectfully submitted,
Bill Little

March 21, 2007

MEMO

TO: President Bottoms

FROM: Committee on Academic Policy and Planning (CAPP)

RE: CAPP recommendations regarding the relationship of the Greek system to DePauw's academic mission

CAPP wishes to thank you for taking the time to visit the committee on March 5th to discuss proposals under consideration for alteration of the Greek system, proposals developed in the wake of the Greek Fact Finding Commission (GFFC) report. It applauds the administration's commitment to work with the Greek organizations to eliminate many, if not all, of the so called "silly" rules governing the New Member Recruitment and New Member Education (NME) processes. Having received and discussed the current proposals, CAPP wishes to respond to them by offering specific recommendations concerning the Greek system's operations. They are as follows:

1. CAPP supports the proposal to move New Member Recruitment to the period between the end of Winter Term and the start of the second semester.
2. CAPP recommends that NME be limited to 20 hours of activity and come to a close by the end of February. This recommendation reflects CAPP's concern about the current length of time devoted to NME. The committee's concern is based on its conviction that the number of hours and the span of weeks devoted to NME create for students a significant conflict with their academic commitments and responsibilities. The committee would like to see the NME time frame come closer in line with the fall orientation process for first-year students.
3. CAPP recommends *not* approving the proposal that sororities be allowed to host informal informational lunches or "open door lunches" in the fall. This recommendation reflects CAPP's concern that, regardless how well intentioned, these lunches will, in reality, constitute a form of early, covert Rush. Moreover, CAPP is profoundly concerned that such events would undermine the mission of DePauw. year1.
4. CAPP recommends that the current policy that forbids upper class students from interacting socially with first year students be rescinded. The members of CAPP believe that elimination of this "No Talk" rule will make the proposal for "open door lunches" unnecessary.
5. CAPP recommends that, should the proposal for the "open door lunches" be approved, there be instruments designed and employed to measure the outcomes of these events.
6. CAPP recommends that every Greek organization set and enforce minimum grade point averages (GPAs) as requirements to live in the house.
7. CAPP recommends that every Greek organization must develop a plan for pursuing the goals of the university's strategic plan. This recommendation reflects CAPP's commitment to the idea that academic engagement cannot be measured exclusively in terms of GPA. To insure accountability, every organization should be required to produce an annual report detailing the ways in which it is pursuing the goals of the strategic plan. This set of recommendations reflects CAPP's concern that while elimination of "silly" rules is a worthy undertaking such a measure does not completely address the deleterious effects the current incarnation of the Greek system has on the university's academic mission.

CAPP appreciates your consideration of these issues. It anticipates that final versions of the proposals presented to the Board of Trustees will reflect a broad based dedication to the health of the university's intellectual and social life.

Committee on Academic Policy and Planning
April 2, 2007

Members present: Bruce Serlin, Chair; Natalie Holtzinger, Cameron Abbott, Melanie Finney, Bill Little, Sherry Mou, Rebecca Upton, Carrie Van Brunt, Neal Abraham, Caroline Jetton.

The meeting was called to order at 4:35 pm.

The minutes of March 19, 2007 were approved as revised. An electronic copy will be shared with the Committee chair who will forward them to the faculty governance website.

Announcements

A. The chair distributed the portion of the faculty bylaws that states CAPP “shall supervise programs and recommend policies relating to: admissions requirements...” Because CAPP has in its charge to recommend admissions requirements the chair asked the committee to think about if this charge needs to be moved to a different committee; or, does this charge necessitate the creation of an additional CAPP subcommittee, or should CAPP take this portion of the charge up on a more regular basis?

B. The chair received a request from an individual for a meeting with CAPP to discuss a decision regarding a Winter Term study project. The committee did not grant the request. The chair will schedule a meeting with the individual and the chair of the WT committee, director of WT and the VPAA.

C. The VPAA announced the Coalition for a Responsible Community has been discussing reducing the number of on campus courses during Winter Term. A proposal regarding on campus Winter Term courses is forthcoming.

Business

A. The chair of the First Year Seminar subcommittee met with CAPP and discussed the structure of the committee, the process of proposal review, and supplemental recruiting. The FYS committee chair also described the support the committee provides for faculty new to FYS program. The FYS committee has not done formal assessments of the program. There is some information from the depauw.year1 survey of students, but no faculty survey or assessment has been done. The FYS committee does not have access to course evaluations but the committee does encourage the department chairs to do teaching observations of FYS courses. CAPP generated several suggestions of possible feedback mechanisms to assess the success of the FYS program including: surveying seniors in their Senior Seminar course, adding some questions to the NSSE, and developing some type of assessment for a large group of faculty at a “benchmark” time. The chair of FYS continued with a summary of the program strengths and weaknesses and briefly discussed the data of total enrollments in FYS courses by department. CAPP requested this data be described in terms that would allow for the identification of departments that may be making disproportionate contributions to the program. The chair of CAPP requested a description of the responsibilities of the faculty and those of the administration on the committee.

B. Barbara Whitehead was appointed to the Winter Term Subcommittee.

C. The chair announced that RAS would most likely be receiving requests from one interdisciplinary program and ten departments. Committee members were assigned to write draft advice to RAS to be discussed at the next CAPP meeting.

D. The chair distributed the responses to the Interdisciplinary Program governance document. The committee is to identify common themes among the responses.

Meeting was adjourned at 6:30 pm.

Committee on Academic Policy and Planning

April 23, 2007

Members Present: Bruce Serlin, chair; Rebecca Upton, Melanie Finney, Bill Little, Carrie Van Brunt, Caroline Jetton, Cameron Abbott, Natalie Holtzinger, Neal Abraham

The meeting was called to order at 4:20 p.m.

ANNOUNCEMENTS

CAPP advice to RAS

The committee discussed several inquiries from departments about the draft advice to RAS which CAPP had prepared after reviewing the executive summary of the self study, the external reviewers’ report, and the strategic plan for each department planning a proposal to RAS this spring. The chair reported that he had answered several questions and authorized minimal (not substantive) changes to one advisory document. The committee discussed one request for further explanation and revision, but decided to make no further change.

Winter Term Proposals Reviewed by CAPP

The chair reported on his meeting with Associate Chaplain, Brad Tharpe, members of the Winter Term subcommittee Pat Babington (chair) and Jeff Hollander (Director of Winter Term), and Neal Abraham (VPAA). The discussions reviewed the basis for CAPP's decision to reject a proposal for a Winter Term study project which appeared to include religious worship. Jeff Hollander was asked to prepare a summary of general questions raised by this specific proposal and to send them to CAPP for review next year.

CAPP recommendations to Dr. Bottoms about changes in the Greek system The chair reported that he had been asked by the student media to elaborate on the differences between CAPP's recommendations and SLAAC's recommendations. He declined.

BUSINESS

Admission Oversight Members of the Admission Advisory Committee have asked to explain their frustrations (need for a faculty chair, need to meet separately from administrators, need to set its own agenda) to CAPP. The chair reminded CAPP that the faculty bylaws designate to CAPP the responsibility for oversight of admission criteria. He inquired whether CAPP wished to consider the issue of how CAPP should exercise its oversight responsibilities (through the present ad hoc and VPAA appointed committee, direct oversight by CAPP, a CAPP subcommittee) or how to delegate that responsibility (perhaps to a new standing committee). After considerable discussion, the chair and VPAA were asked to review with all recent committee members their feelings about successes and weaknesses of the current appointed committee. The chair and VPAA will also meet with current members and plan a response, which might be to make this topic an agenda item for CAPP next year.

Honors Program governance CAPP reviewed draft documents on governance of honors programs (structure and selection of steering committees, qualifications and appointment of program directors). The committee completed draft documents and asked the chair to distribute them to the directors of the programs with requests that they share the documents with their steering committees and that they provide responses before the end of the semester.

Laboratories:

The committee briefly discussed responses from the divisions about how laboratories might best be defined. This topic will be placed on the agenda for the next meeting.

School of Music (performance) & College of Liberal Arts Dual Degree Program:

The committee reviewed several proposals submitted to it for review by MAO. After discussion the committee approved the following provisions. A student in the double degree programs will be required to maintain a 2.8 GPA in the CLA and SOM courses of study, separately. For students in the double degree program, vocal performance majors who must complete one semester course in each of three languages (German, French and Italian) and a semester of diction for each language may substitute completion of these requirements for the two semester language proficiency requirement for Group 5 for the CLA degree.

AGENDA ITEMS FOR NEXT WEEK

Election of CAPP chair for 2007/2008.

Laboratories

Topics for next year's CAPP

Respectfully submitted,

Neal Abraham

Committee on Academic Policy and Planning April 30, 2007

Members Present: Bruce Serlin (chair), Rebecca Upton, Melanie Finney, Carrie Van Brunt, Cameron Abbott, Natalie Holtzinger, Sherry Mou, Neal Abraham, Jon Ferguson, Caroline Jetton

The meeting was called to order at 4:20 p.m.

The committee welcomed Jon Ferguson, one of the two new student representatives for 2007-08.

Reviewed and approved minutes from April 23, 2007.

ANNOUNCEMENTS

· The chair invited the First-Year Seminar subcommittee, the Winter Term subcommittee, and the International Education committee to submit yearend reports to CAPP. At this time, no reports have been received, but they will be forwarded as they are obtained. He also asked that these reports be submitted for inclusion with the agenda for the May 7, 2007 faculty meeting. · The First-Year Seminar Committee needs two new members for next year. The chair has asked the division chairs to send out a call for volunteers. · The chair talked with Ken Kirkpatrick about developing a website where both departments and individuals may post new sub discipline developments within their discipline that could require changes in curricular offerings. This site is designed to aid CAPP and RAS with tenure track requests.

· The VPAA reported that there are fourteen RAS proposals from nine departments. The requests include five replacements for retirements and resignations, one conversion of a current term appointment, and eight for new positions not currently funded. The RAS preliminary meeting is scheduled for Monday, May 14, 2007.

· The VPAA reported that about 200 students still have not completed the new second semester level language requirement. Students studying abroad in non-English speaking countries can count part of that experience as fulfilling the language requirement for graduation.

Business

1. Working documents for lab definition: The committee considered a revised version of lab definition; the definition should be a yardstick for MAO to evaluate new lab proposals.

A Group I Laboratory Definition

A Group I laboratory course must present students with opportunities to actively engage with the strategies and techniques of scientific investigation, as recognized by a scientific discipline or department, in a way that promotes investigational learning and provides direct experience with the disciplinary methods. In this regard, a laboratory requires faculty presence and supervision because of location, specialized equipment, data acquisition & analysis and/or safety concerns (both for students conducting activities and for human/nonhuman animal subjects).

Circumstances Justifying an Expanded Instructional Period

Most courses at DePauw are designed to match a four credit hour course as taught elsewhere, requiring 34 hours of weekly class meetings and 10-12 hours of weekly work in total. In exceptional circumstances, a course may require additional scheduled instructional periods when they are needed to provide essential instructor mediated opportunities for students to interact directly with the materials of the discipline or to acquire and analyze data appropriate for work in the discipline that are not possible to achieve in a single time bank or through normal out of class activities.

The following should be included as either a part of the general definition or additional advice to MAO:

In accordance with Personnel Policies, Section 1 Appointment, subsection G workload, CAPP advises MAO that, while MAO is the committee that ultimately reviews and makes recommendations regarding approval of assigning a laboratory designation to courses, any workload negotiations regarding lab course credit is negotiated only between departments and the VPAA.

2. Election of the new chair: Melanie Finney was elected unanimously.

3. CAPP discussed the responses from Interdisciplinary Programs to its draft guidelines. After discussion CAPP found that none of the responses from the interdisciplinary programs warrants an exception to the general guideline. CAPP voted to ask the VPAA to apply the guideline in making appointments in Interdisciplinary Programs.

4. CAPP will meet one more time on Monday, May 14.

The meeting adjourned at 6:30 pm.

Respectfully submitted,
Sherry Mou

