

Committee on Academic Policy and Planning
June 5, 2007

The meeting was convened at 10:10 a.m.

Members Present: Melanie Finney (incoming chair), Bruce Serlin (outgoing chair), Rebecca Upton, Carrie Van Brunt, Neal Abraham; Guest: Sheryl Tremblay, chair of the Resource Allocation Subcommittee

Sheryl Tremblay summarized the report from RAS to CAPP. She presented the recommendations from RAS (rankings and funding cutoff), Strengths and Concerns for each proposal, and other recommendations.

Rankings: RAS received and discussed 14 requests from 9 departments. After completing the rankings RAS discussed several alternatives; RAS decided to recommend to CAPP that funding be awarded for the top eight positions in the rankings. The eight positions are in the following departments: Art, Modern Languages, Political Science, Economics and Management (2), English, Communication and Theatre, and Psychology.

Among these eight positions are two which have not recently/previously been funded. RAS reported its assessment that it would be premature to fund the remaining positions (in Economics and Management – Accounting, Anthropology, Kinesiology (2), and Political Science (2)). Strengths and Concerns: Items included do not necessarily represent consensus, rather they represent opinions of some of the members of RAS. The Strengths and Concerns of each proposal will be shared with Dr. Bottoms and with the department submitting the proposal.

Other recommendations:

- a) RAS carefully studied the advice from CAPP. Some members of RAS requested that CAPP be very careful and precise in wording its advice. RAS requested greater clarity in the future as to the particular concerns that were the basis for CAPP's advice. RAS also sought assurance that any clarifications CAPP shared with a department also be shared with RAS. It was suggested that RAS and CAPP might meet to discuss the specific content of CAPP's advice.
- b) RAS requested that CAPP clarify the role of ENG 130 in the curriculum as this is needed for RAS to assess fully proposals from the English Department.
- c) The members of RAS are willing to serve as the Opportunity Hiring Advisory Committee for 2007/2008.
- d) RAS recommended that in the future the schedule for the work of RAS begin on the afternoon of the day final grades are due.
- e) RAS recommended that CAPP endeavor, insofar as possible, to appoint the members of RAS from nine different departments.

At this point, Sheryl Tremblay was excused.

CAPP discussed the recommendations.

It was moved by Rebecca Upton and seconded by Carrie Van Brunt to endorse the recommendations from RAS and to forward them to President Bottoms. The motion was adopted 40 with one abstention.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,
Neal Abraham

Committee on Academic Policy and Planning Minutes
August 27, 2007

Present: Melanie Finney (chair), Neal Abraham, Robert Carlisle, Jon Ferguson, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White

Meeting was called to order at 4:15.

Announcements

1. Scheduled meeting dates for this semester were distributed.
2. CAPP subcommittee chairs were announced.
3. Minutes—minute taker will rotate weekly and minutes should be sent via email by the end of the week the meeting is held. Committee minutes are public and should record committee actions, not all discussion.

There were no minutes from the May 14 meeting, but instead a list of “Topics for Consideration for 2007/2008” was presented. The minutes from the June 5 meeting were presented and approved.

Old Business

1. Rules for the structure of appointing and electing members of CAPP executive and subcommittees committees were developed last year, but only the guidelines for RAS were acted on by the faculty. CAPP still needs to finalize the guidelines for FYS, WTS, and IEC.
2. Last year CAPP reviewed the structure, governance procedures, and coordinator/program director position for interdisciplinary programs, competency programs, and Programs of Distinction (draft copies were provided to CAPP members). The interdisciplinary program issue was resolved. Guidelines were sent to the Programs of Distinction directors, but only Media Fellows responded. Melanie will resend and request feedback. One impetus for this move

originally was the desire for *faculty* to appoint members to *faculty* committees. There may be potential difficulties with the “one size fits all” approach to guidelines.

3. Interdisciplinary staffing. The question is whether interdisciplinary programs can make RAS requests.

4. Interdisciplinary courses. Can students with interdisciplinary majors get priority in relevant courses for their program?

New Business

We reviewed the “Topics for Consideration for 20072008”:

1. Review requirements and governance of the Programs of Distinction (still on CAPP’s agenda but awaiting feedback from POD directors and steering committees). Crediting for POD “courses” (e.g., Honors Scholar senior thesis...we will wait to hear from the HoScho director).

2. Review requirements and governance of the Competency Programs (will follow up to see if the draft was sent to Competency Program Directors and will await their feedback).

3. Interdisciplinary Task Force Report regarding making proposals to RAS (still on agenda and we will review the draft).

4. Graduation requirements. Are students able to get courses to meet the new graduation requirements? (This is also on MAO’s agenda and they will probably send a report to CAPP.)

5. Internationalizing the curriculum. Whose purview is this: IEC, MAO, CAPP? Should FDC awards for course development be directed this way? What does “international education” mean (foreign language courses to prepare students to study abroad or international course content at DePauw)?

6. “Academic Engagement”. This was one of DePauw’s AQIP initiatives and the accreditation process requires assessment. How should students’ academic engagement be measured? Might other committees be able to address this (e.g., SLAAC)? This will be forwarded to the Faculty Governance Steering Committee.

7. Follow-up with the Coalition for a Responsible Community regarding a place where informal “intellectual exchanges” between students and faculty could occur. Jon will talk with Cara Setchell regarding any progress on this.

8. Review of departmental documents pertinent to CAPP’s crafting advice to RAS, perhaps in a more timely manner.

9. Admissions. DePauw does not have a committee that deals largely with admissions. There is an Admissions Advisory Task Force, but there are questions concerning how effective it has been and whether a different structure might work better. Chris White and Pam Propsom will be recommended to serve on this task force. This issue will also be forwarded to FGSC.

10. Establishing channels of communication with CAPP's executive and subcommittees. It might be good for CAPP to provide them with more direction on which issues to address. The recommendations generated included the following and Melanie will forward these to the committee chairs: **FYS** assessment (of faculty and upper class students regarding the program's effectiveness); is the committee's work still necessary or is the program well established enough for an administrator to take over? **IEC**—What are the committee's tasks and workload?

Internationalizing the curriculum. How to help international students succeed at DePauw. **WTS**—Approval of alternative Winter Term courses offered in May or the summer. CAPP would like to see a proposal for a procedure regarding exceptions so that all faculty are aware of these potential alternatives and can submit proposals if interested.

11. Consideration of RAS continuing as the advisory committee for reviewing Opportunity Hire requests. RAS has already agreed to do this.

12. Nature and extent of experiential learning. A previous Winter Term proposal was for an experience that seemed like "missionary work". Is this an appropriate "educational experience"? We recommend that the WT chair and Kate Knaul get together to discuss this before it comes back to CAPP for discussion.

13. The offering of May "Winter Term" trips (see above).

14. Departmental websites as places to post potential areas of development and subspecialties. Students and faculty from other departments could chime in and departments could gauge interest in developing this area, potentially for use by RAS and CAPP. Ken Kirkpatrick was working on this.

New, new business

1. Russian Studies Program. What is the viability of this program according to the CAPP guidelines? This needs immediate action.

2. Kinesiology and Athletic Training Program. The accreditation agency has mandated that athletic training must be a major and it is moving to require a separate degree in athletic training. Is this where DePauw wants to go?

3. PE requirement. Jon indicated that athletes would like to get PE credit for participation in their varsity sports.

4. Study week. Jon forwarded a request from student congress for a study week rather than the shorter study period before finals currently in existence. We suggested that this was more a scheduling issue and should therefore go to MAO.

The meeting adjourned at 6:15.

Submitted by Pam Proppom

Committee on Academic Policy and Planning Minutes
September 17, 2007

Present: Melanie Finney (chair), Neal Abraham, Robert Carlisle, Jon Ferguson, Pam Propsom, Dan Wachter (acting secretary), Chris White.

1. **Call to Order:** Meeting was called to order at 4:15 pm.

2. **Review and Approval of Minutes:** The Minutes of August 27, 2007, were approved as distributed.

3. **Announcements:**

A. Pamela Selle and Jon Ferguson are CAPP's student members.

B. The chair sent notices to the following CAPP subcommittees and executive committee concerning issues of CAPP's interest:

- i. WTS – requested a report from WTS in November.
- ii. IEC – requested an update from IEC in November and a report in February.
- iii. FYS – requested an update from FYS in November and a report in February.

C. The chair reported on her meeting with FGSC. She updated CAPP concerning some of the agenda items for the following standing committees:

- i. COA – benefits program; adequacy of disability insurance; health insurance bids.
- ii. COF – policy for conflicts of interest; online student opinion survey forms; issue of comparative data from student opinion survey forms.
- iii. SLAAC – wellness initiative; addressing academic integrity issues; role in internationalization initiative. With respect to the latter, CAPP and SLAAC chairs will meet to discuss curricular and socialization issues. In addition, the chair will probe SLAAC's interest in the AQIP initiative on measures of academic engagement of students.
- iv. FDC – encourage participation and process applications.
- v. MAO – time banks and degree of "fine tuning"; senior seminar requirements; experimental courses; transfer credits; independent study contracts; summer internships and credit.

4. **Old Business:**

A. CAPP considered the draft rules for the structure of appointing and electing members of CAPP subcommittees. The proposed new language dictates that to be eligible to serve on the FYS and WTS subcommittees and IEC one must have successfully completed interim review. In general, concerns were raised with the implications that reducing service opportunities for untenured faculty members could have with respect to the standards for tenure and promotion. This general issue could be considered by FGSC and COF. Similar arrangements have already been adopted by CAPP for its selections of members of RAS; further changes to the language for RAS might await discussion of the general issue. For FYS and WTS changes are within CAPP's

purview; however, any change to language for IEC (e.g., reducing the faculty membership) would require faculty action. IEC will be consulted.

If a proposal is tabled at the December faculty meeting, then it could be voted on in February in advance of faculty elections. With respect to RAS, issues were discussed concerning the committee composition, the value of having representatives from a wide diversity of departments, and how long divisional representation could be lost.

B. Review of guidelines for governance of Programs of Distinction tabled until October 8.

C. Review of guidelines for governance of Competency Programs tabled until November 12.

D. Paul Watt, former Director of Asian Studies, is invited to the September 24 meeting to discuss interdisciplinary programs. CAPP concerns include staffing of interdisciplinary courses and registration protocols for cross-listed interdisciplinary courses

5. New Business:

A. CAPP received a memo from the VPAA concerning the health of Russian Studies. The chair distributed relevant data concerning the program (e.g., recent enrollments in courses that count toward the major and minor). The chair has invited Masha Belyavski-Frank to the November 12 meeting. Bob Hershberger may also attend given plans the Department of Modern Languages has for changing offerings in Russian.

B. CAPP received a memo from the VPAA concerning the implications of changes by the athletic training accrediting body for the Department of Kinesiology and for the Athletic Training Education Program. The VPAA has asked CAPP to consider the department's recent self-study and the report of the external visiting committee while exploring this issue. Pat Babington, Associate Professor and Chair of Kinesiology, and Marie Pickerill, Assistant Professor of Kinesiology and Director of the Athletic Training Education Program are invited to the October 8 meeting.

C. Ken Kirkpatrick, Registrar, presented a report ("Summary of Distribution Group Completion for Class of 2009") concerning the enrollment impacts of the new distribution requirements. Completion of Group 1 has been helped by additional resources allocated to PHYS 110. Completion of Group 2 is fine.

Progress in completing Group 3 looks pretty good; however, there may be some pressure/unmet need in the literature requirement. Progress in completing Group 4 is very good, given the smaller number of courses fulfilling the group. Completion of Group 5 is relatively difficult to calculate; however, there may be some problems with more senior students displacing less senior students. Completion of Group 6 is cause for general concern with completion of the physical education (PE) requirement appearing to be relatively more problematic than completion of the non-PE requirement. The ensuing discussion focused on resource allocation issues for

staffing course offerings in Group 6 and on alternatives to the Group 6 specifics. CAPP may ask Pat Babington to discuss Group 6 later this semester. CAPP will ask MAO to consider the activities that satisfy Group 6.

E. Calendar items:

Sep 24 Paul Watt, interdisciplinary programs: staffing, registration

Oct 1 Faculty Meeting

Oct 8 Pat Babington and Marie Pickerill

Oct 22 Education Studies MATL program

Review documents concerning Programs of Distinction

Nov 12 Masha Belyavski-Frank and Bob Hershberger

Nov 26 Group 6

6. Adjournment:

The meeting was adjourned at 6:10 pm.

**Committee on Academic Policy and Planning
September 24, 2007**

1. Call to Order: 4:15 pm, Roy O. West Conference Room

Present: Melanie Finney (chair), Neal Abraham, Robert Carlisle, Jon Ferguson, Pam Propsom, Dan Wachter, Pam Selle, Kevin Kinney and Rebecca Upton

2. Review and Approval of Minutes

Minutes from the September 17, 2007 were approved as amended.

3. Announcements

A. Response from FYS Subcommittee

FYS subcommittee stated that it plans to conduct a thorough self-study of the first year seminar program and will report to CAPP on their progress next semester.

B. Response from IEC The Chair provided a document from Tim Cope, Chair of IEC, asking CAPP to review the proposed charge and mission of the committee. CAPP has taken this under advisement and will try to address this at its next meeting.

C. Report of Meeting with SLAAC Chair Anne Harris SLAAC and CAPP are going to work together to develop an instrument measuring academic engagement outside of the classroom, in response to one of the AQIP items. In response to the internationalization initiative, SLAAC will be working on support services for international students on campus and CAPP, working with IEC, will begin discussions about issues concerning internationalizing the curriculum.

4. Old Business

A. Interdisciplinary Staffing Requests.

Paul Watt (Professor of Religious Studies and Former Director of Asian Studies) met with CAPP and discussed the previously submitted task force report provided last February. Following is a summary of CAPP's conversation with him.

At some universities, interdisciplinary programs act like regular departments. At DePauw University these programs cannot apply to RAS and have trouble building coherent programs. For programs unable to count on faculty specifically hired to teach in interdisciplinary programs, this leads to faculty defaulting into home programs and makes staffing the interdisciplinary curriculum difficult. This might make it hard to build loyalty to interdisciplinary programs under our current structure. Questions arose as to whether Programs of Distinction should also be able to make position requests directly to RAS. Programs of Distinction differ from interdisciplinary programs because the PofD lack the cohesive structure of a major. One question brought up is whether programs ARE adequate "homes" for faculty members. It was noted that some programs have as many students and affiliated faculty as regular departments. Regarding mentoring of new faculty, the chair of the steering committee of the program would be responsible for organizing peer observations and responding to annual reports, etc. The rationale for this proposal is that programs are not asking for a special pool of resources, but merely the right to participate in the regular RAS procedure. It was argued that since the university, both faculty members and the administration, have made a commitment to interdisciplinary programs at DePauw, that these programs should be permitted to make requests in the same way as other curricular departments. This does not suggest that interdisciplinary requests should be prioritized over departmental requests, and that all RAS proposals will be considered on their own merits.

After discussion, CAPP decided to prepare a motion authorizing interdisciplinary programs to submit RAS proposals for positions located within the program, rather than a specific department. Rebecca Upton, Dan Wachter, and Neal Abraham agreed to serve as a subcommittee to craft the language for such a motion by the October 22 meeting. CAPP will consider the motion at that meeting and plans to place the item on the agenda for the November Faculty Meeting.

B. Review of Programs of Distinction Guidelines, tabled until Oct 8

C. Kinesiology and Athletic Training Program, tabled until Oct 8

D. Review of Competency Programs, tabled until November 12

E. Russian Studies Program, tabled until November 12

F. Recommendation to Modify Size/Configuration of CAPP's Subcommittees, tabled indefinitely. The Chair was directed to bring this item before the Faculty Governance Steering Committee for advice.

No new business was introduced at the meeting, and the meeting was adjourned at 6:06 p.m.

Submitted,
Jon Ferguson

Committee on Academic Policy and Planning
8 October 2007

Committee members present: Neal Abraham, Robert Carlisle, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pam Propsom, Pamela Selle, Rebecca Upton, Dan Wachter, Chris White.

1. Call to Order: 4:20 pm, Roy O. West Conference Room

2. Reviewed and approved minutes of 24 September 2007

3. Announcements

A. The chair announced that there will be no change in WT and FYS (CAPP subcommittees) committee composition. The composition of IEC remains under discussion but no changes are expected in this subcommittee either.

B. Tom Dickinson and Marcelle McVorren will attend the 22 October CAPP meeting and present the latest Education Studies proposal with respect to degree certification. There are some changes in what they had proposed so they are bringing them back to CAPP. The chair will send these documents to the committee via email.

4. Old Business

A. CAPP's discussion of Programs of Distinction (SRF, Media Fellows, Management Fellows and Honor Scholar Program) Guidelines will be tabled until the 22 October meeting. The Chair received responses from all four programs of distinction. A subcommittee of CAPP (Kevin Kinney, Chris White, Pam Propsom and Jon Ferguson) will meet and review the documents and CAPP's recommendations in order to make a summary of the responses and any further suggestions or changes. The subcommittee will bring its final recommendations to CAPP at the 12 November meeting.

B. CAPP's discussion of the review of the Competency Programs is tabled until 12 November.

C. CAPP's discussion of the Russian Studies Program status is tabled until 12 November.

D. CAPP's discussion of language of the motion on Interdisciplinary Program RAS requests is tabled until 22 October. The subcommittee (Neal Abraham, Rebecca Upton, Dan Wachter) is working on the language of that motion.

E. Pat Babington, Chair of the Dept. of Kinesiology, joined CAPP at 4:30pm to discuss the proposal to approve Athletic Training as a major for continued certification by CAATE. Several points were raised and discussed by the committee and the Chair of Kinesiology:

1. For continued certification by this agency it appears that DePauw graduates in this particular track must have Athletic Training on their transcript (not in parentheses as is done currently). It is unclear whether such a requirement demands changes in how degrees are worded. Marie Pickerill is in contact with the CAATE board in order to clarify the potential wording changes.

2. The point was raised as to whether this is a philosophical or practical question as to the role of Athletic Training as a pre-professional program within the major.
3. There is not a tremendous demand for Athletic Training as a track within the department, largely due to the amount of clinical hours required for Athletic Training. Discussion followed as to how well the various tracks in the department are integrated within the major.
4. The certification changes do not require new additional costs/resources at present.
5. When the current tenure track individual who is teaching/directing AT students in the program is on leave, arrangements will have to be made in order to continue to conform to CAATE requirements – a certified Athletic Trainer must fill in. Pat Babington left CAPP at 5:07 and Marie Pickerill joined the meeting.
6. Marie reiterated that she is seeking further clarification from CAATE as to the wording and name changes that the agency will require for degrees. The documentation appears contradictory. She will advise CAPP when she hears from the agency.
7. The VPAA asked whether more changes are foreseeable in the near future. Discussion followed as to whether this was similar to other degrees offered at DePauw such as music education.
8. Discussion followed as to whether students actually need to be certified if they are pursuing a degree in Athletic Training – Marie noted that certification opens many more options for students. More discussion followed as to the success rates of majors on the accreditation exam.
9. Discussion followed as to how Athletic Training fits within the major and Kinesiology department on the whole and as compared to other tracks within the major. These will be topics for discussion during the self study process.
Marie left CAPP at 5:40pm.
10. CAPP discussed how Athletic Training fits into the DePauw liberal arts curriculum and the history of these tracks within Kinesiology. Discussion also followed on the history and variety of other pre-professional programs at the University.

5. New Business

- A. The Chair reminded the committee that documents from Education Studies will be sent to the entire committee for review prior to the fall break and in anticipation of the presentation of the revised proposal by Tom Dickinson and Marcelle McVorrان on 22 October.
 - B. The VPAA distributed a chart from Bill Tobin with comparative data on fall and spring grades. A substantial change from the fall to the spring semester is noted after the introduction of depauw.year1 programs for first year students.
6. The meeting was adjourned at 5:55pm.

Respectfully submitted,
Rebecca Upton

Committee on Academic Policy and Planning
22 October 2007

Committee members present: Neal Abraham, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pam Propsom, Pamela Selle, Rebecca Upton, Dan Wachter, Chris White

1. Call to Order: 4:19 PM, Roy O. West Conference Room

2. Reviewed and approved minutes of 8 October 2007, with minor amendments.

3. Announcements

The chair mentioned the response from CAATE received by Marie Pickerill regarding terms for AT accreditation (forwarded to CAPP members). Neal Abraham has sent a followup query for further clarification from CAATE.

In order to tie up some loose ends, CAPP will meet on October 29, beginning at 4:30 PM.

4. Old Business

A. Language for Motion on Interdisciplinary Programs' RAS Requests

Further discussion postponed until Oct 29. It was pointed out that the document, as circulated by Dan Wachter, divides the proposal into two motions. CAPP members should review the document, and send any questions to CAPP Chair for circulation before the next meeting.

B. Review of Competency Programs, tabled until November 12

C. Russian Studies Program, tabled until November 12

D. Response to Tim Cope, IEC Committee, tabled until October 29.

5. New Business

The Chair briefly reviewed the documents circulated from Education Studies the original MAT proposal, the revised version for current consideration, and the staffing summary/breakdown. Marcelle McVorrán and Tom Dickinson joined the meeting at 4:37 PM Tom and Marcelle presented a brief overview of the history/development of the Master of Arts in Teaching 5 th year licensure program. The original proposal, approved by the faculty in 2005, was designed to separate the program in Education Studies from the licensure process. Under that proposal, there would be both a major and minor in Education Studies at the undergraduate level, and a 1 year graduate program leading to license to teach at the primary or secondary level. As the Department continued its preparation of the proposal to the State for accreditation, several details emerged which resulted in an amended version of the program. Upon consultation with the Chair of CAPP and the VPAA, it was decided that the changes were substantial enough to merit, at the least, another review by CAPP. Some points relevant to the current status of the program (which at this point includes students who were already moving through the undergraduate licensure program as well as newly declared majors and minors) were reviewed. As of last Spring, there were approximately 30 majors and 30 minors in Education studies, many more than in other recent years. Since the MAT program has yet to be approved, there are no students in that program. The current program is fully accredited by both state and national agencies for the next several years. But in the process of accreditation, the Department has

noticed a substantial increase in the documentation process for students; they are working to accommodate this. A lengthy discussion followed in which CAPP members clarified the modifications to the proposal.

The increasing burden of administrative/assessment/data management work was noted, and strategies for meeting these demands were reviewed. Issues of management and leadership of the program were also discussed.

In addition to the increase in majors and minors, an increase in demand for some classes by non-majors was also noted. It is not known if these represent trends or transitory fluctuations in course demands. It was noted that the majority of these students who do not have the option of licensure at DePauw will likely *not* pursue licensure elsewhere. Many students pursue other, related careers.

The current staffing of Education Studies was reviewed, with a particular focus on flexibility of department members' course schedules.

The question of "Why is an MAT program of this sort needed?" was discussed. It was pointed out that there are currently no licensure programs of the sort in the state, offering MAT degrees in both Elementary and Secondary education (Earlham offers an MAT in Secondary education only). Licensure is attained at larger schools within the state, which are not centered around the same educational goals as a liberal arts institution. An MAT program such as this would be unique in the state, and would prepare teachers in an entirely different (and perhaps much needed) manner.

Tom and Marcelle left at 5:44 PM

CAPP members continued to discuss and clarify the nature of the revised program proposal.

Finally, CAPP's role, both with regard to the revised proposal and future directions for the proposed program were discussed. It was decided that an announcement will be prepared outlining the revisions, and CAPP's recommendations, for presentation to the Faculty at the next Faculty meeting.

6. Meeting adjourned at 6:12 PM

Respectfully submitted,
Kevin Kinney

Committee on Academic Policy and Planning
29 October 2007

Committee members present: Neal Abraham, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pam Propsom, Pamela Selle, Rebecca Upton, Dan Wachter, Chris White

1. Call to Order: 4:36 PM, Roy O. West Conference Room

2. Reviewed and approved minutes of October 22, 2007. It was suggested that Kevin Kinney might become official minute taker for a time.

3. Announcements

A. Chair announced that she and Hillary Eppley will be attending the GLCA Academic Council meeting and asked committee members to offer suggestions for agenda items.

4. Old Business

A. IEC Committee memo regarding the duties of the IEC (sent by chair of IEC, Tim Cope to CAPP for consideration) was reviewed, and suggested changes will be sent to Tim Cope.

B. CAPP's response to Ed Studies proposal will be drafted by Melanie Finney and emailed to members and VPAA. CAPP will make an announcement of its response to the proposal at the November faculty meeting.

C. Language for two motions on interdisciplinary programs' RAS requests, and their rationale, was discussed. CAPP will attempt to place motions on agenda for November faculty meeting. If motion(s) carry, interdisciplinary programs could compete in RAS process in the coming year.

D. Review of Competency Programs, tabled until November 12

E. Russian Studies Program, tabled until November 12, when representatives of the program will visit CAPP meeting.

5. Response to Announcements and Additional Announcements

A. The VPAA revisited Prof. Finney's request for agenda items for the upcoming GLCA meeting, and asked whether GLCA might be interested in peer discussion of curricular issues.

The VPAA also noted that an important topic last year was interdisciplinary staffing, which is now being more fully considered, and in some cases implemented, by university and college member institutions. DePauw is interested in continuing this exploration and would be willing to pay an honorarium to faculty involved in teaching students from member institutions, either at DePauw or in the involved institution. VPAA is discussing these options with Dean of Wabash, Gary Phillips.

It was announced that GLCA schools may be involved in Focus the Nation day.

B. CAPP has received a white paper from Student Congress for giving group 6 credit to DePauw varsity athletes. Further discussion of this issue is planned for the November 26th CAPP meeting.

C. Pam Propsom announced that the Admissions Advisory Committee met October 23 rd – and that any suggestions CAPP may have should be conveyed through Pam Propsom and Chris White, who are common to both committees.

The discriminatory nature of test scores (SAT and ACT) was mentioned as something the AAC should consider for discussion. The VPAA offered the fact that high school GPA may be the best overall indicator of college success.

6. Meeting adjourned at 5:41 pm.
Submitted by Chris White.

CAPP
Meeting Minutes
Nov. 12, 2007

Present: Neal Abraham, Jon Ferguson, Melanie Finney, Kevin Kinney, Zak Phillips, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White.

Meeting was called to order at 4:17 p.m. Minutes of the Oct. 29, 2007 meeting were approved.

Announcements

Melanie attended GLCA Academic Council Meeting and said there wasn't much to report. She suggested that perhaps these sessions could be conducted more economically via email or teleconference in the future.

There will be an additional CAPP meeting Dec. 10, 4:30-6:00.

Old Business

Review of proposed Competency and Honor Program Director and Steering Committee Membership Guidelines.

A subcommittee composed of Jon Ferguson, Kevin Kinney, and Pam Propsom reviewed the guidelines developed by CAPP last year. This subcommittee developed a revision to the guidelines, although it was difficult to do because none of the current subcommittee members were on the group that wrote the original guidelines last year.

Common themes: one size may not fit all for the committee membership guidelines or the director position. Should staff members be allowed to be steering committee members? Need to provide a rationale for developing guidelines and be transparent to the affected groups several recommendations that dealt with job descriptions, which CAPP doesn't have the authority to do anything about stipulation about having had to teach in the program to be on the steering committee creates too limited a pool of faculty members for some programs to draw from guidelines state that steering committees operate like a department, but we think they operate more like an interdisciplinary program three year term of service seems more reasonable than the proposed two year term on a steering committee may not be possible to have a Director in a nonrenewable position It was pointed out that the original motivations for creating these

guidelines were to bring consistency to the governance structure, reduce the number of people serving on committees (consistent with a university initiative to reduce faculty service workload), and issues of faculty governance (necessity of having a process in place so that the faculty has control over this and it doesn't become the sole purview of the VPAA or director for the current steering committee membership).

Rotating the Directors of the Competency Centers now seems impossible given that all the current personnel in these positions are tenure-track faculty members and these duties are written into their job descriptions. We tabled the subcommittee's work and will have further discussion. Kevin will outline the proposed changes and issues for Competency Programs and Pam will do the same for the Honors Programs. They will bring these documents to the next meeting. Russian Studies.

The chair reminded the committee of all the documents provided in preparation for the meeting. She handed out an additional document listing enrollments in courses that count toward the Russian Studies major and minor for the past four years. Masha Belyavski-Frank, past director of Russian Studies, and Bob Hershberger, Chair of the Modern Languages department, then joined us for discussion.

Masha provided a document summarizing arguments on behalf of Russian Studies and began with information regarding enrollment and committee structure. The major points she emphasized were the following:

Enrollments in Russian are up this year after Masha's return from sabbatical. Steering Committee. They would like to ask someone from History, someone from Political Science, someone from Modern Languages, and possibly faculty members from some other departments(not in Russian) to serve on the committee.

Internationalization initiative at DePauw seems to beg for the program's continuation. There are new opportunities for internships and exchanges. The department is investigating collaboration with Wabash, perhaps through distance learning to offer Russian for their students as well. There are new Federal grant opportunities available for critical languages.

They presented a petition with over 70 signatures and some letters supporting maintaining Russian Studies.

Bob reminded committee members about the letters supporting the Russian Studies Program that we received, and highlighted a letter of support from Wes Steele (Visiting Instructor) at Luther College. They are asking for more time and a stay of execution for the program, perhaps until spring semester, to assemble a steering committee. They reported having reason for hope given a new tenure-track hire in Political Science (Olya Gayazova) who anticipates offering one course a year relevant to Russian Studies. Bob also directed our attention to the memo from the Modern Language Curriculum Pedagogy and Assessment subcommittee, offering some support for the Russian Studies Program. He noted that the crisis period occurred while Masha was on sabbatical. Masha suggested that we may need to reformulate the Russian Studies Program in terms of courses that are required.

The floor was then opened up for questions:

CAPP is not looking to remove the Russian language program, so what is the concern?

Response—Russian Studies major requires Russian language and the concern is that removing the protection of the Russian Studies major will reduce the number of Russian language courses offered, especially upper-level courses.

Currently there is an average of ½ a Russian Studies major a year, but we're required to have all the upper-level courses to serve the major. Is this a prudent allocation of resources? Numbers in the past have been "high" in the Intro Russian language course, but have not produced higher numbers in upper-level courses. Do we have reason to believe this will change? *Response*—The current group of students in Intro Russian seems particularly dedicated and wants to continue the language. Masha presented signatures of students who indicated they may want to major or minor in Russian Studies.

When was the last Self-Study conducted and what was the outcome? The "crisis" occurred while Masha (and others) were on sabbatical, but sabbaticals should come as no surprise, nor should the lack of anyone willing to serve on the committee. *Response*—It was a surprise to have so many people on leave at the same time. Masha reported that when Ralph Raymond retired the Political Science department decided to change its emphases so Russian Studies lost the support of Poli Sci.

How do you determine what courses will count towards Russian Studies? *Response* 30-50% of the course content must relate to Russian issues. They also talk with the instructor about the course.

Have you talked to Asian Studies and European Studies about collaborating? *Response* Not yet.

Is the motivation to explore a new focus for Russian Studies (i.e., particular courses to be offered and count towards the major) because the old program wasn't viable or because of a new interest or just to sustain the program? *Response*—Some parts of the old program are no longer relevant given changing world events (e.g., Marxism).

Would a new model have different resource needs? *Response*—They are not asking for new positions. They would like the Fulbright Teaching Fellow Program to continue.

What's the downside to getting rid of the Russian Studies Program given that students could still take the courses and still create their own Russian Studies Interdisciplinary Major? *Response*

Removing the status of a program removes protection, might make Fulbrights less likely, hard to restart a program again if we decide later that we want it.

How long do we retain a program that's waning? *Response*—It's not waning; it's potentially on an upswing. Just asking for a little more time to demonstrate its viability. The impetus for this was the inability to find faculty members willing to serve on the steering committee and as director. The former members with Russian expertise are unwilling to continue and the new people on the list are not tenure-track.

Who will be the Program Director? Will you be able to have a good, strong committee by the end of the academic year? Could changes in the curriculum be made in that short a timespan? Any significant curriculum changes would have to be approved by CAPP. *Response*—Masha believes that they could have a committee by the end of the academic year and she would be willing to be the director. May need to talk with people to get a better understanding of why they are unwilling to be on the steering committee (e.g., is it a practical issue of release time or a philosophical reason?).

Masha and Bob left. The committee discussed the issue. Questions and issues for deliberation that arose included the appropriate allocation of university resources to this program, the current level of faculty support for the program, what decision would be in the best interest of students, the level of “interdisciplinarity” in the program, and the amount of revision to the Russian Studies curriculum that might be necessary to sustain the major.

Pam will send the draft minutes to the committee for feedback. She will also send a draft of Masha and Bob’s comments to them to make sure their sentiments were accurately captured.

Winter Term Subcommittee (WTS).

WTS asked for elaboration on why CAPP rejected a Winter Term trip proposal last year. CAPP has asked WTS to provide better guidelines for trip proposals. Rebecca Upton and Kevin Kinney will attend the WTS meeting this week to present the rationale for last year’s CAPP decision.

Meeting was adjourned at 6:37.

Committee on Academic Policy and Planning November 26, 2007

Attending: Neal Abraham, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pamela Propsom, Rebecca Upton, Chris White

Meeting was called to order at 4:19 p.m.

Minutes from November 12 were approved, with minor modifications.

Announcements:

Rebecca Upton attended the recent Winter Term subcommittee to clarify CAPP’s position regarding Off-Campus Study Project proposals with a “mission” component or focus. The WTSC has been asked to draft guidelines in the matter and to send them to CAPP for review and approval before implementation.

Old Business:

A. Review of Governance Guidelines for Competency Programs and Honors Programs was tabled until 10 December. A draft of revised guidelines for the Honors programs was distributed.

B. Russian Studies Program

The committee continued their discussion concerning the program. Primary topics were examining the student demand for the program (as distinct from demand for Russian Language and for courses taught which contribute to the program). At present, continuing the program by accepting students is problematic. Accepting students involves a 2 year plus commitment of resources to provide courses for the major. More critically, there still is not a complete steering committee.

The meanings of probation and suspension were clarified the program is currently on suspension. Probation: If the program does not meet some of the CAPP established guidelines, it is to be placed on probation for two years with an expectation that it will be discontinued unless the situation is significantly strengthened.

Suspension: The program is not allowed to accept additional majors.

By vote, it was decided to announce at the December Faculty meeting that the program remains on suspension until February 29, 2008. By this time, if the faculty members interested in the program have not provided at least a minimal steering committee and a director, CAPP will propose to the Faculty that the major in Russian Studies be terminated.

C. Group 6 Credit for Varsity Athletics. Pat Babington, Chair of the Department of Kinesiology, joined the meeting at 5:18 p.m. A copy of the Student Congress White Paper was distributed. Pat was asked for the opinion of the Kinesiology Department on the subject.

Based on conversations with the faculty members in the Department, he reported that there is not a consensus opinion, though there is more support for such an option than in the past. Neither is there a clear indication of best practice from choices made by similar schools.

One significant factor is the possible relief of demand on activities courses, though whether this would be substantial is unclear.

Discussion ensued on the nature of overall instruction and lasting wellness benefits for varsity athletes in comparison to students in 0.25 cr activities courses. While "life fitness" is an option among the courses offered, and while it is a component of some of the other activities courses, it is not a component of all of the courses and it is not a specific requirement. There appears to be no philosophical or governance reason why the physical activity of varsity athletics could not count in the way that other physical activities count. Parallels were drawn with other extracurricular activities (non PE) which do award Group 6 credit.

Following further discussion on the philosophy of the Group 6 requirement in general and the activity requirement in particular, Pat left the meeting at 5:58 Discussion continued. Points raised included conflict of practices, team meetings, and travel for varsity athletics with academic courses, the increase in support by the coaches for such a resolution, the utility of the change in relieving demand for activities courses, and issues over grading and award of credit (who decides, what criteria).

While acknowledging that some larger, more fundamental issues were raised,

CAPP decided to focus on the specific proposal. By vote, CAPP chose to endorse the resolution contained in the Student Congress Whitepaper. A motion will be presented at the December Faculty Meeting for vote in Feb.

New Business:

WT Subcommittee Policy Change on Off-Campus Winter Terms:

The recent call for proposals included what appeared to be guidelines for a May option for study projects. This appears to have been the result of a miscommunication.

The WTSC provided the proposed guidelines to CAPP November 13, and shortly thereafter announced the call, without waiting for CAPP's response. CAPP will review the matter at its next meeting (after studying the call for proposals and criteria for review). Until then, no May term proposals are to be reviewed or approved.

The meeting adjourned at 6:17 p.m.

Minutes from CAPP December 10, 2007

CAPP members present: Melanie Finney, chair, Pam Propsom, Kevin Kinney, Dan Wachter, Jon Ferguson, Rebecca Upton, Neal Abraham, VPAA.

The meeting was called to order in the Roy O. West conference room at 4:36 p.m.

The minutes from the last CAPP meeting on November 26, 2007 were approved as amended.

1. Announcements

A. The VPAA commended CAPP on its work on preparing and presenting difficult issues to the faculty recently (labs, interdisciplinary staffing, Russian Studies) The VPAA is discussing with Bob Hershberger and Masha Belyavski-Frank the potential leadership of the Russian Studies Program.

B. The VPAA also announced that the technical details as to Group 6 and Group 1 lab credit that were announced and discussed at the last faculty meeting will be worked out with the Registrar. The details and when they will take effect will be announced by the chair of CAPP at the faculty meeting in February 2008.

2. Old Business

A. Review of the Competency Programs and Honors Programs Guidelines

1. The committee discussed the revised guidelines for the Competency and Honors Programs including the composition and size of the steering committees and the status and term of the director. The committee agreed upon new wording of the document that will be again revised and sent by the chair to the programs.

B. Review of Winter Term Subcommittee off campus trip proposal changes

1. The committee discussed the memo submitted by WTS on November 13, 2007 to CAPP requesting changes to the WT off campus guidelines so that certain trips may be conducted after the second semester instead of January. This memo had been circulated to all faculty prior to CAPP's approval.
2. The committee discussed the intentions, benefits of and concerns raised by allowing such trips including the completion of WT credit by graduating seniors. The committee decided that as a trial run, 34 trips should be allowed and the chair will communicate this to the WTS.

3. New Business

A. CAPP agenda/meeting times – The committee will meet in the spring semester of 2008 on the following dates:

February 11th and 25th

March 10th and 31st

April 14th and 28th

It was noted that RAS meets May 21st 23rd and if necessary the 27th. Given this schedule, CAPP's advice to RAS (after CAPP has considered current staffing in departments and programs and after CAPP has read recent self-studies, external reports, and strategic plans) will need to be completed in April. The chair and the VPAA will ask departments and programs to submit current long term visions and goals, particularly with regard to staffing needs, to assist in placing advice in context. The chair and the VPAA will ask for this vision by March 1, 2008.

B. CAPP will consider several issues in the spring semester of 2008. The committee discussed the possibility of examining the general education requirements, the lab requirement and some long term planning goals. CAPP had begun talking about long term planning objectives last spring and the chair will resend some of the notes from those discussions to the committee.

The VPAA suggested that CAPP might want to get feedback from the faculty with respect to general education and long term planning and revisit these topics in the fall of 2008.

C. CAPP awaits responses and updates from Education Studies, Kinesiology and Russian Studies.

4. Meeting adjourned as a result of fatigue at 6:17 p.m.

Committee on Academic Policy and Planning February 11, 2008

Present: Melanie Finney (chair), Neal Abraham (VPAA), Jon Ferguson, Pam Propsom, Rebecca Upton, Dan Wachter (acting secretary), Chris White.

1. Call to Order: Meeting was called to order at 4:19 pm.

2. Review and Approval of Minutes: The Minutes of December 10, 2008, were approved as distributed.

3. Announcements:

A. Concerning the Athletic Training Education Program, the chair reported that the VPAA received an email in December from CAATE (athletic training accrediting body) regarding CAPP's question about whether they expected DePauw to establish a specific major in athletic training within our Department of Kinesiology. The email did not respond to the issues CAPP raised with respect to changes that could be required of our program given our reading of CAATE's guidelines. The VPAA followed up and awaits a clarification from CAATE. While it appears that there is no pressure currently to change anything, CAPP may eventually need to provide some direction to Kinesiology.

B. The chair sent the most recent versions of the Honors and Competency Program Guidelines to the relevant program directors and asked for responses by March 1.

C. The chair provided an update on the Russian Studies Program. The program invited interested faculty members to attend a meeting in an attempt to begin to respond to CAPP's concerns about the viability of the program. The program needs to establish a steering committee and select a program director before the end of February.

D. The chair reported that CAPP has asked each department and eligible interdisciplinary program to anticipate potential staffing requests for the next five years and to report these to CAPP by March 1. Additionally, directors were asked to offer guidance about any potential curricular gaps.

E. Concerning the Department of Education Studies, the chair reported that communication with Tom Dickinson indicated that the MAT proposal submitted by Education Studies to the Indiana Department of Education passed its initial review. The final review process is pending for mid-March and it appears the MAT program could be approved by the end of this academic year.

F. The meeting dates for this semester are February 11 and 25, March 10, 17 (possibly) and 31, April 14 and 28, and May 12 (if necessary).

4. Old Business:

A. The VPAA announced that the Department of Computer Science laboratory courses will count as Group 1 laboratory credit beginning this semester.

B. The VPAA announced that Group 6 credit for participation in varsity athletics will begin with the 2008-09 academic year. He has asked Ken Kirkpatrick (Registrar), Pat Babington (Chair of the Department of Kinesiology), and Page Cotton (Athletic Director) to work on the protocol concerning the verification of satisfactory completion of the requirements to receive credit. In

addition, he asked Ken to adjust the registration program to give Group 6 PE course priority to students who do not have .5 credits in PE.

C. The VPAA reported that he met with the Dean of Wabash College and they agreed to develop a method to share modern language resources in a reciprocal arrangement that adds breadth to our combined language offerings. The pilot program involves courses in Italian and Russian this semester.

5. New Business:

A. CAPP discussed the ideas from the “January 2007 CAPP Brainstorm Session 1.” Some prevailing themes emerged from the discussion and these will provide a starting point for future consideration.

B. Three tenured members of CAPP are needed to serve on RAS. Melanie Finney, Kevin Kinney, and Dan Wachter will serve on RAS. RAS will meet May 21-23 and 27.

C. Two CAPP Subcommittees were created.

i. Subcommittee on Guidelines for Assessing Health of Interdisciplinary Programs (Neal Abraham, Melanie Finney, Zak Phillips, Rebecca Upton, Dan Wachter). Report due to CAPP on April 14.

ii. Subcommittee on Faculty Response to General Education Requirements (Jon Ferguson, Kevin Kinney, Pam Propsom, Chris White). Report due to CAPP on March 31.

6. Adjournment: The meeting was adjourned at 6:20 pm.

CAPP Meeting Minutes Feb. 25, 2008

Present: Neal Abraham, Jon Ferguson, Melanie Finney, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White

Meeting was called to order at 4:17 p.m. Minutes from the previous meeting were approved with minor revisions.

Announcements

Russian Studies Program Update. The VPAA received a report from a group of individuals expressing their desire to be appointed to the Russian Studies Steering Committee. However, they have indicated that they only agreed to be on a steering committee for the minor, not the major. Masha Belyavski-Frank has agreed to be the director. The group has reported that they do not expect to form a steering committee for the major by the given deadline of Feb. 29. If that turns out to be the case CAPP will proceed with its stated position to take a motion to the faculty to discontinue the major.

Interdisciplinary Programs. Memo from Melanie Finney on the Mellon 23 Assembly on

Interdisciplinary Programs. DePauw's team attending the Assembly of representatives from 23 liberal arts colleges funded by Mellon for faculty enhancement initiatives included Melanie Finney, Pedar Foss, Brett O'Bannon, and Neal Abraham. Issues that arose during the Mellon-sponsored meeting in St. Paul were various perspectives on "interdisciplinary" (e.g., multidisciplinary programs, learning communities in which two faculty members teach two different classes on similar themes with the same students enrolled in both courses), managing staffing and assessing viability of programs, a "center" or "pod" for interdisciplinary studies, recruiting and developing faculty members for interdisciplinary teaching, ensuring students have a genuinely *integrative* interdisciplinary experience.

What this might mean for DePauw is a summit to bring interdisciplinary program heads together for discussion, maybe make this the topic for the Faculty Institute discussion on Funny Friday to see if there is broader faculty interest, and perhaps reserving some Faculty Development funds specifically for developing interdisciplinary courses. There was general agreement that maybe it is time for the university as a whole to discuss interdisciplinary programs, rather than having those discussions compartmentalized by program. What is the interest and level of commitment among the faculty in general?

How many programs can we support? How do we evaluate their viability? "Over the next several months, we hope to gain a better picture of the university's commitment to the interdisciplinary programs and how we, as an institution, can enhance the vitality of the programs we offer." Perhaps the group who went to the assembly and the current interdisciplinary program heads could serve as the advocates for interdisciplinary programs and CAPP could help moderate the discussion.

Old Business

Future meetings. Faculty Response to General Education Requirements (Jon Ferguson, Kevin Kinney, Pam Proptom, Chris White) tabled until March 31. Guidelines for Assessing the Health of Interdisciplinary Programs (Neal Abraham, Melanie Finney, Rebecca Upton, Dan Wachter) tabled until April 14.

Athletic Training. Memo from Marie Pickerill regarding CAATE Athletic Training requirements for accredited programs. We will read and discuss on March 10.

New Business.

Review of Documents for RAS and Criteria for Reviewing Departmental Reports on Future Staffing Needs. Some revisions to last year's documents are required (e.g., dates, replace references to Dr. Bottoms, replace references to departments by references to departments and/or interdisciplinary programs). CAPP members should review the documents and email any suggested changes to Melanie Finney by Friday, Feb. 29.

Meeting was adjourned at 5:26.
Next meeting is March 10, 2008.

Submitted by Pam Proptom

**Committee on Academic Policy and Planning
Meeting, March 10, 2008**

Members Present: Melanie Finney, chair; Neal Abraham, Eleese Dorsey, Jon Ferguson, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, and Chris White

The meeting was called to order in the Roy O. West Conference Room at 4:18 p.m.

The minutes of February 25, 2008 were approved as previously circulated.

Announcements

Motion regarding the major in Russian Studies Even though the faculty meeting in March did not have a quorum, chair of the faculty David Harvey announced that CAPP had given the requisite one month notice of its intent to make a motion to discontinue the major in Russian Studies. The chair will draft a rationale for the motion and distribute it for review by CAPP at the March 31 meeting prior to distributing it to the faculty before the April meeting. The VPAA reminded CAPP that the recently appointed steering committee for the Russian Studies Program was appointed, at the request of its members, on the condition that the program have a minor, but not a major.

Guidelines for Governance of Honors Programs

Chair Melanie Finney reported on responses from each of the steering committees of the honors programs regarding draft guidelines for the governance (steering committee membership and director) of the programs. Several programs found the guidelines acceptable, several reported concerns and requested changes. CAPP has been charged by faculty vote (when the honors programs were incorporated into the faculty bylaws) to review and approve procedures and policies for the governance of these program following their next program reviews. In the interim until their next program reviews CAPP's guidelines serve as advice to the VPAA as the basis for making appointments of directors and appointments to the steering committees. CAPP reviewed possible amendments to its draft guidelines, approved some changes, and will now share its final version of the guidelines (attached as an Appendix to these minutes) with the

VPAA and the honors programs directors and steering committees.

Guidelines for Governance of the Competency Programs CAPP will defer review of these guidelines until responses from all of the program steering committees have been received. Those missing responses are expected prior to Spring Break.

Comments from Student Congress

Jon Ferguson reported on several concerns raised in recent meetings of Student Congress.

1) A desire for initiatives to insure broader understanding by all students of diversity issues (including racism and sexism) which might be addressed by a new competency requirement for graduation (on diversity or multiculturalism), by required attendance at a certain number of workshops or speakers, by a required course, or by a required workshop.

2) Questions as to whether it was necessary to have a graduation requirement of a minimum amount of physical education.

CAPP encouraged Student Congress to formulate recommendations on these points which CAPP would place on its agenda for next year. Old Business CAPP working groups will report at future meetings on a) A survey of the faculty on their satisfaction with or desire for change of the General Education Requirements (to be discussed March 31); and b) Guidelines for CAPP to use in reviewing the health of interdisciplinary programs (to be discussed April 14).

Athletic Training Chair Melanie Finney shared conversations she had had with the chair of the Kinesiology Department regarding the new requirements of the athletic training accrediting body and the discussions in the department about the structure and title of its major(s). She will ask Pat Babington to bring a formal report/request from the Kinesiology Department for review by CAPP and recommendation to the faculty if changes are needed.

New Business

CAPP reviewed a summary of projections from departments and interdisciplinary program on their likely requests for tenure-track positions over the next 56 years. Over 40 new positions were identified. The VPAA indicated that current resources were sufficient for a maximum of 56 new tenure-track positions over that period of time.

CAPP will review its previous advice to RAS of issues to consider when reviewing tenure-track proposals, at least in the cases of departments and programs which have indicated that they intend to submit proposals to RAS by the April 23 deadline this year. Assignments were made for committee members to take the lead in reviewing recent changes in staffing and any new documents from the department or program, such as, self-studies, external reviewers, and strategic plans. CAPP will discuss proposals for changing its previous advice or for formulating advice for programs for which advice had not previously been needed at its meeting on March 31.

There being no further business, the meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Neal Abraham

**Committee on Academic Policy and Planning
March 31, 2008**

1. The meeting was called to order at 4:23 pm. Those present were: Neal Abraham, Eleese Dorsey, Melanie Finney (chair), Jon Ferguson, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White
2. The minutes from the March 10, 2008 meeting were reviewed and approved.

3. Announcements

A. The committee discussed the status of Athletic Training and CAATE accreditation. It is not clear that this is the direction in which the University and Kinesiology need to move and accreditation much more than a change in name or description. The chair will continue to communicate with Kinesiology as to CAPP concerns.

B. The committee discussed the wording of the rationale for the discontinuation of the Russian Studies major. The rationale will be included in the agenda for the next faculty meeting.

C. The committee discussed the composition of RAS for May 2008. At present RAS will consist of CAPP members, Melanie Finney, Kevin Kinney and Dan Wachter. In addition RAS includes, Art Evans, Jeff Hansen and Tom Ball. Two members from each of divisions I and IV are still needed as well as two at-large members for a complete committee.

D. The committee discussed the composition and governance of the Winter Term sub-committee. Two replacements will be necessary. The chair will communicate with Kate Knaul to get an update on the status of the committee and with Pat Babington (chair of WT subcommittee) in order to get a full report and suggestions for recruitment of additional faculty members for those open positions.

4. Old Business

A. The CAPP subcommittee presented a draft of the survey for faculty with respect to the General Education requirements. CAPP as a whole discussed the proposed questions, target audience and purpose of the survey and made suggestions as to language and refinements in the proposed questions. The survey will be forwarded to Bill Tobin for his review.

B. The discussion by the CAPP subcommittee to assess the health of Interdisciplinary programs was tabled until April 14. The subcommittee will meet to discuss these criteria prior to that date.

5. New Business

A. The committee revised drafts of the CAPP advice to RAS and to the departments/programs who are submitting RAS proposals for consideration this May.

CAPP drafted specific advice pertinent to each department/program and more general advice to RAS about the process and relevant staffing issues in the long term.

6. Adjournment – meeting adjourned at 8:23pm.

Committee on Academic Policy and Planning April 14, 2008

Committee members present: Neal Abraham, Eleese Dorsey, Melanie Finney (chair), Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White

1. Call to Order: 4:20 pm, Roy O. West Conference Room.

2. Minutes of March 31, 2008 approved.

3. Announcements:

A. CAPP received a positive response from the Honors Programs regarding the Steering Committee Guidelines. Prof. Finney had met with them, and only minor changes were deemed necessary.

B. The state has approved the M.A.T. for Education Studies, and we congratulate them. They have also been reaccredited. DePauw will be admitting students to the new program in fall of '09.

4. Old Business:

A. Discussed various departmental/program responses to CAPP Advice to RAS and made revisions where deemed appropriate.

B. Discussed Winter Term Off Campus Study/Service Faculty/Staff Members 'Job Description' and its rationale. Will make recommendations to Winter Term Program regarding some content as well as the tone of the list of responsibilities.

C. Discussed responses from Competency Programs regarding CAPP Guidelines for Competency Programs Steering Committees and Directors, and made revisions where deemed appropriate.

D. Reviewed and amended draft of Policy of Criteria for Assessing the Health of Interdisciplinary Programs. Prof. Finney will revise document for further CAPP review.

E. Appointments to RAS Committee, tabled until April 28.

F. Faculty Survey re: Gen Ed Requirements, tabled until April 28.

5. New Business:

A. Eleese Dorsey announced – as reporter to the Board of Trustees on Diversity (from the Diversity subcommittee/task force) – that the group wishes to assert to CAPP that diversity should be an integral part of the agenda for general education requirements. CAPP encourages Student Congress to bring a recommendation next year.

B. Reviewed letter from Marie Pickerill that requests clarification on CAPP's position on the Athletic Training degree. Prof. Finney will draft a response which states that CAPP will require a departmental endorsement in order to take further action on the issue.

C. It was announced that Anne Harris, as director of the Honors Scholars Program, is making a request for implementing a yearlong senior thesis in the program. CAPP will address this issue at the April 28th meeting. Anne Harris will be invited to attend the meeting to discuss her proposal.

6. Meeting was adjourned at 6:22 pm.

Minutes respectfully submitted by
Chris White, reporter.

Committee on Academic Policy and Planning
May 29, 2008

The meeting was convened at 2:05 p.m.

Members Present: Melanie Finney (Chair), Neal Abraham, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter. Guest: Karin Ahlm, chair of the Resource Allocation Subcommittee.

Melanie Finney outlined the procedures and guidelines for consideration of the RAS recommendations. Karin Ahlm summarized the report from RAS to CAPP. The members of this year's RAS were: Karin Ahlm, Tamara Beauboeuf, Julia Bruggemann, Art Evans, Melanie Finney, Jeff Hansen, Anne Harris, Kevin Kinney, and Dan Wachter.

Karin Ahlm presented the recommendations from RAS (rankings and funding cutoff), Strengths and Concerns for each proposal, and other recommendations.

Rankings: RAS received and discussed nine position requests from eight departments and programs, and ranked them in the following way:

1. Mathematics – Statistics
2. Art – Art History, East Asian Focus
3. Biology
4. Mathematics – Applied
5. Modern Languages – Spanish
6. Black Studies
7. Women's Studies
8. Philosophy
9. English

RAS recommended that funding positions 15 would be in the best interest of the University, found that the proposals for Positions 6 and 7 were premature and encourages these two programs to resubmit their proposals next year, and recommended that positions 8 and 9 not be funded.

Karin Ahlm also presented a list of strengths and concerns for each proposal. The items presented do not necessarily represent consensus, rather they represented opinions of some of the members of RAS. The Strengths and Concerns of each proposal will be shared with Dr. Casey and with the department submitting the proposal.

Karin Ahlm also forwarded a list of items that RAS wants CAPP to address, including clarifying the details to be addressed by interdisciplinary programs when they craft proposals for RAS.

At this point, Karin Ahlm was excused.

CAPP discussed the recommendations.

Pam Propsom moved and Rebecca Upton seconded to endorse the recommendations from RAS and forward them to President Casey. The motion was adopted unanimously.

CAPP will also place the items forwarded by RAS on CAPP's agenda for next year.

The meeting was adjourned at 3:10 p.m.

Respectfully submitted,
Melanie Finney