

Committee on Academic Policy and Procedure
Minutes

Monday, August 27, 2012

4-5 pm, Julian 372

Present: Carroll Bible (student representative), Nicole Brockmann (FYS chair), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Introductions
2. CAPP meeting dates for Fall 2012 (4 p.m. in 372 Julian) will be as follows: 8/27, 9/17, 9/24, 10/8, 10/29, 11/12, 11/26, 12/10 (if needed)
3. FYS committee membership is set, with Nicole Brockmann serving as chair, and therefore sitting on the WPCC as well.
4. At our next meeting (9/17), Raj Bellani, new dean of experiential learning, will meet with us to discuss ideas about Winter Term (4:30 pm) President Casey will also meet with us (4 pm).
5. CAPP meetings will begin at 4 pm and end at 5:30 pm, or sooner.
6. WT subcommittee needs to be staffed right away, so we'll do this by email.
7. Discussion of CAPP agenda for the year.
 - a. We will review and revise guidelines for RAS this fall so that the VPAA can share these with chairs and program directors in early spring 2013.
 - b. After hearing from Raj Bellani on 9/17, we'll continue thinking about WT reform.
 - c. See proposal from Aaron Djiubinskyj about change in handbook language about off-campus semester-long internships. CAPP will reflect on the proposed change, discuss it, and make a decision soon; if we support the change, the item must go to the faculty for a vote.
 - d. Other WT items: criteria for evaluating study and service trips; grading of WT courses (from PF to P/D/F).
 - e. Student White Paper recommending a multicultural requirement: Pres. Casey responded to the students who wrote the white paper at the end of spring semester 2012. CAPP will discuss this four-page document on 9/24.
 - f. Oversight of new Writing Curriculum: Nicole will report to us on discussions in FYSC and WPCC.
 - g. Admission: There's no faculty Admission committee at this point. CAPP is charged to oversee Admission policies. We will appoint a CAPP liaison to Admission (as a trial run) and inform the faculty about this appointment; we'll also hear twice a year from the VP of Admission. We'll invite Dan Meyer to attend CAPP on 10/8.
 - h. We will seek an S Program update from Susan Wilson to see if any proposals are forthcoming.

- i. Q Program reform will be postponed until new VPAA has arrived. Instead we will focus on W program implementation and WT reform.
- j. We expect proposals for a new minor in Astronomy and changes to the Mathematics major.
- k. CAPP is responsible for “long-term policy and planning” -- hence, the curriculum. As part of the discussion of RAS guidelines, we will consider pressing issues in the curriculum and rethink how CAPP should undertake curriculum oversight.
 - i. We must address the dearth of courses that satisfy the new Social Science requirement.
 - ii. We must address the dearth of W courses (now required of all sophomores), the priorities on these courses, and level at which W courses are offered (200, 300).
 - iii. CAPP will encourage department chairs to discuss the rationale and meaning of course levels (100, 200, 300). What are our expectations for students at these different levels? How are these expectations communicated to students? How do a given department's courses satisfy graduation requirements? (Discussion on 9/24, with goal of preparing a document for the Chairs' Meeting.) We will ask Chairs to give us their feedback.

Committee on Academic Policy and Procedure
Minutes

Monday, September 17, 2012

4-5 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann (FYS chair), Nahyan Fancy, Tim Good, David Harvey (VPAA), Mark McCoy, Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Next meeting: September 24, 2012, 4-5:30 pm.
2. Update on discussion with Brian Howard, Chair of MAO, about how dual subject departments should count for fulfilling the general education requirements: Ken Kirkpatrick will brief us at the next meeting.
3. Update on discussions with Q and S competency program directors: neither program is ready to propose changes, so those discussions will happen in future years.
4. President Brian Casey (4:00-4:30).
 - a. Parents and students complain about difficulty of course registration: this has become “deep cultural anguish” that does not seem to happen at other liberal arts schools. Our system is viewed as a system to be gamed, and we have developed a “culture of petition.” We use a “batch model”; the other system is a “real time” one. CAPP can focus on conveying the need to finish distribution requirements in the first and second years. It will take two years to complete a new registration system (using in-house IT). CAPP could push for more courses to count for the distribution requirements, and we can look into advising. Students, after the first semester, do most of their registration outside of the system. CAPP will study this topic.
 - b. CAPP sent a letter to BC last spring about the removal of the School of Music from the RAS process. The SoM needs to get larger but needs to do so through grants and donations and based on its own business model, not by taking away positions from the CLA.
 - c. RAS produces another type of anguish, both for the President and for faculty members. It is relentlessly annual, with committee membership changing every year, therefore not promoting long-range or broad planning. Self-studies were meant to help with the long-range planning, but these are not happening now. RAS started in the late 1980s; before then, replacements were automatic. We want faculty participation in the process, but could we think about a better

system? The VPAA has asked CAPP to do this; we've revised the RAS guidelines, but now will discuss the system more broadly.

- d. There was a slight downtick in first to second year retention last year (below 90%). Class Deans are used well at other schools. Can we imagine effective reconfigurations of advising? The business involves SLAAC, CAPP, and MAO, along with the Advising Committee (subcommittee of MAO). The FYS committee has a model for the first-year that could be used for other classes. Fred will make sure the FGSC takes up the question.

5. Dean Raj Bellani, Kate Knaul, and Jeff Hansen (WT Committee chair) (4:45-5:30).

Winter Term: Raj Bellani explained that there are both structural and programmatic issues.

Structurally: WT has changed, but administrative structure hasn't kept up. We now understand internships, research, on-campus classes, study trips, service trips, etc. as all part of one integrated unit. CGP needs to work with Faculty Development. We have created an awkward division between "obligated" and "unobligated" faculty members for WT, and we experience lots of tension over faculty workload.

Programmatically: what do we want students to graduate knowing how to do? We haven't crafted the WT experience. It could/should be an attractive buffet. Staff in CGP can do the organization of trips to relieve the faculty planners of this work. How can CGP support faculty members in other ways, in advising students about OCS, for example? Should we encourage more students to spend a semester off-campus? Can we offer more research opportunities? We need to talk about learning outcomes.

Raj would like three governing bodies that oversee CGP to get together: IEC, WT, and Hartman. We already have lots of reports and lots of disagreement among the faculty.

Next steps? Raj would like CAPP to push through governance changes for the CGP area, simplifying the way courses are approved, trips are managed, etc. In order to make such changes, CAPP needs a proposal about what the governance changes should be. Raj and others will present us with this report in mid-semester.

The collaborative learning WT will be hard to enact this year. These should involve 6-8 students tops. We need students and faculty to understand the guidelines and process.

Postponed until next meeting:

6. Approval of minutes from the 8/27/12 meeting.
7. Should the position of Associate Faculty Development Coordinator for the Writing Program and Writing Program Director, currently held by Mike Sinowitz, be a voting member of the FYS committee? (Nicole Brockmann).

Committee on Academic Policy and Procedure / Minutes
Monday, September 24, 2012
4-5 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann (FYS chair), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Minutes were approved from CAPP meetings on 4/30/12, 8/27/12, and 9/17/12.
2. As AFDC and Writing Program Director, Mike Sinowitz has joined the FYS Committee. VPAA David Harvey appoints three representatives to the FYSC, each of whom has a vote. The VPAA agreed to designate Mike Sinowitz as one of these three representatives for this year. This is a solution for now, while we consider the structure of the FYS Committee and WPCC, and the role of these committees within the University committee structure, in general.
3. Ken reported that there are 400 fewer seats in the SS area than in the other two distribution areas. We debated whether we should allow students to satisfy the SS requirement with courses in the same department (under different listings): Anth and Soc, Art History and Studio Art, for example. There are four dual-listing departments: ART, CLST, ML, S&A. We accepted Ken's proposed change in the handbook language and will take the motion to the next faculty meeting.
4. Letter to the chairs: 1) CAPP is considering how to generate more courses that satisfy distribution requirements. We would like chairs to consider whether they can offer a few more introductory level courses (100 and 200-level) open to all students--courses that are not simply prerequisite courses for department majors. 2) We'll also suggest that the chairs discuss the meaning of course levels (100, 200, 300, 400) within their departments/programs, since these designations seem to differ widely from department to department. A revised letter will be sent to Rebecca Schindler, chair of chairs. David will provide relevant enrollment data.
5. Questions for VP Dan Meyer:
 - a. Admission criteria; number of applicants; percentage of admissions; yield
 - b. What's changed most in last year or so?
 - c. What advice might he want from CAPP?
 - d. Projections for future?
 - e. Could we see the new admission booklets?
 - f. Is change in discount rate working? the switch from merit to need-based aid?
How are these changes affecting recruitment?

6. Next meeting: Monday, October 8, 2012, 4-5:30 pm.

Committee on Academic Policy and Procedure / Minutes

Monday, October 8, 2012

4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Nahyan Fancy, Tim Good, David Harvey (VPAA), Mark McCoy (Dean of SoM), Marnie McClInnes (recorder), Alex Puga, Fred Soster (chair)

1. Minutes (with time emendation: we met until 5:30 pm) were approved from CAPP meeting on September 24, 2012.
2. Next CAPP meetings: Monday, Oct. 22 and Oct. 29, 2012, 4-5:30 pm.
3. FGSC met on Friday 9/28/12. President Casey briefed the committee on his idea of a different model for advising and the "class Dean" concept for improving retention. VP Christopher Wells will work with SLAAC to develop a model and decide what additional steps to take to implement the model.
4. At our meeting on Oct. 22, Carol Bible will brief us about variable-credit internship proposal for students who wish to work in the local community.
5. We approved the latest draft of our letter to the chairs. Alex Puga will represent CAPP at the Chairs Meeting on Thursday, Oct. 11, 2012.
6. WT Proposal (to give WT credit to students who do off-campus internships) may raise problems for the School of Music. David Harvey will provide clarification and we'll discuss this again later.
7. CAPP met with Dan Meyer, Vice President for Admission and Financial Aid (4:15 – 5:00 pm).
 - a. Admission criteria: The central question Admission asks is whether the student has the potential to graduate. Many factors contribute to the decision: Course selection and GPA (together 70%), standardized tests, letters of reference, extracurricular activities. For various reasons, we do admit some students who are below our general standards. "Conditional acceptance" doesn't work, as it will not allow the student to qualify for state financial aid.
 - b. Comparison of enrollment for past five years: We need to expand applicant pool but make sure applicants are well-qualified. 5500 is goal for the coming year, with 55% admission rate. For marginal students (generally about 120 of

them), we need to bring them to campus for a full 45 minute interview, during which we measure whether the student is serious about academics and ready for DePauw. Of the 120 marginal students admitted this year, only 30 enrolled. The past five classes have been similar. GPA is not a good measure because of grade inflation. In 2008 and 2009, we had a larger yield than in 2010, 2011, 2012, but also a much higher discount rate. Numbers, quality, diversity, net revenue: the four factors that must be balanced in Admission. This year, we'll start with a revenue goal and decide which of several ways we'll use to get there. Can we, for example, push the discount rate down a bit, or not?

Special programs: Management Fellows numbers have gotten very high (not sure this is desired); SRF has fluctuated the most; Honor Scholars have stayed about 30-35. Others have been about the same for the past five years.

- c. Goal: admit 50% of applicants; increase standards for students in lowest 20% of applicant pool; increase TOEFL scores gradually for international students. NB. Students with lower entering GPAs graduate at a significantly lower rate than those with GPAs of 3.5+.
- d. New Admission building is beautiful and spacious. We used to send lots of letters and brochures. Now there's a uniform look to the mailings; we've streamlined the messages and made them more consistent. Mailings are reinforced by materials on web and by changes in the way we work with families: we no longer lead with financial aid. We used to be negotiators, car salesmen, doing things backwards. We've moved away from merit-focused to need-based scholarship. Merit standards used to be ridiculously low; now they are higher, and we want to keep pushing these standards up (awards go from \$5,000 to \$20,000.). Rector scholars (top 2% of applicants) earn full tuition.
- e. Of the 47 million we allocate for aid, 30 million should go to need-based aid. National trend is to bring discount rate up; we're going in the opposite direction. Class of 2013 had 100 more students than current class, but brought in less revenue; this is not sustainable. Students who are not needy: family income of \$150,000+. Needy: FAFSA form determines whether students qualify for federal aid, generally income of <\$50,000. We're not able to meet all of our students' need. Campaign will help, but will not fill the gap; this will take twenty years or so.
- f. Dan's questions for CAPP: Can we help generate faculty interest in doing multiple interviews of the marginal applicants? How might the faculty and students react to a test-optional admission? (ACT and SAT don't tell us much.

A better measure is what the students did in high school. We'd put more emphasis on curricular expectations: eg., 4 years of math, Academic Diploma in Indiana, essays.)

- g. Tim Good will be liaison between CAPP and Admission.

Committee on Academic Policy and Procedure / Minutes
Monday, October 22, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Minutes were approved from CAPP meeting on October 8, 2012.
2. Next CAPP meetings: Monday, Oct. 29, 2012, 4-5:30 pm.
3. Alex reported that the Chairs will take up a full discussion of CAPP's letter at its November meeting. He'll ask if departments are beginning to discuss the two issues we raised: 1) the need to create new courses that satisfy area requirements and 2) the rationale for course levels and numbering.
4. Carroll discussed the student request for a variable credit course for students taking local internships while enrolled in classes on campus. The proposal would include weekly discussions among participants about the projects everyone is doing, perhaps including community leaders. The students have discussed their proposal with the Registrar, Gigi Fenlon, and others. Carroll explained that the idea -- and a good template -- came from a project done in John Schlotterbeck's Public History course last year. John has read and approved the student proposal.

Another precedent is UNIV 298, a one-credit "Readings" course, accompanies off-campus internships.

We'll look at a written proposal from Carroll next week, make revisions, and, when we're satisfied with it, send it to MAO so that they can generate a new course and take the proposal to the faculty. The goal is to get the proposal ready for the December 2012 faculty meeting.

5. We discussed the Student White Paper (Spring 2012) calling for a "multicultural requirement." It could be done as a out of course "punch card" program if not as a required course or as part of the FYS. Diversity is addressed in the mentor program at the start of the first year. The Student Academic Affairs Committee support the punch card idea, or a WT project, rather than a course. Another idea is to list multicultural courses and to encourage advisors to promote these courses. But there's a pattern of disturbing incidents on campus that suggest we all need to think more carefully about diversity. The goal of the White Paper is to generate some action, not simply to institute a new course. We may need to rethink the way we frame our requirements: for example, the language requirement speaks of "mastery" and technical skill but ignores other potential goals, such as learning about ethnicities and cultures.

Much of the White Paper proposal seems to fall under the purview of DEC, but there is a curricular piece: are we doing enough -- in the courses we offer and in our graduation requirements -- to promote international and cross-cultural understanding? We could ask the Registrar about numbers of students taking a course that addresses diversity, both domestically and internationally.

Natasha explained that the IEC is discussing diversity issues and opportunities for campus leadership, and will convey CAPP's interest in their ideas about these issues.

Next step? 1) Get an inventory of courses and co-curricular programs that address diversity, broadly speaking. 2) Take the ideas from our discussion to the FGSC to figure out which committee should be tasked to take the responsibility for action on the White Paper proposal. 3) Carroll will follow up with Leila Howard, one of the authors of the White Paper, to let her know what we're doing.

Committee on Academic Policy and Procedure / Minutes

Monday, October 29, 2012

4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

Announcements

1. Next CAPP meeting: Monday, November 12, 2012, 4-5:30 pm.
2. The Faculty Governance Steering Committee has discussed the student White Paper asking for a multicultural requirement and will decide which faculty committee should follow up with its recommendations.
3. Alex reported that work is underway to replace the Hartman Steering Committee by a new committee that will oversee more of the GCP area. The old Hartman Committee will become a steering committee for community partners.
4. Minutes from CAPP meeting on October 22, 2012 were corrected and approved.

Business

5. **Applied Learning Pilot proposal.** All field experiences will be with nonprofits and public offices, making it manageable and focused. The proposal explains how student work will be assessed. Questions remain about who would teach it, but several people have expressed interest. Students will line up the internship before the semester begins. The cover letter will be written early in the semester to explain how exactly the field experience will work. Fred will send the proposal to MAO with our approval. MAO will discuss it and, if they also approve, create an experimental course designation (UNIV EXP) for the new course.
6. **RAS documents.** CAPP discussed the guidelines that should be given to RAS. How do we help RAS identify departments and academic areas that most need staffing?

RAS works best, David Harvey explained, if it divides proposals into three categories: 1) critical, 2) needed but not urgent, and 3) not yet ready (outside scope of our mission, not well-conceived, premature, etc.)

Next steps? 1) Announce to faculty that CAPP is discussing procedures for RAS,

including how to include both faculty and administrative perspectives on the slate of proposals. Invite comments and suggestions. 2) Work out wording for the RAS categories and method of ranking to give to RAS (and to include, therefore, as part of the guidelines). 3) Read over the guidelines revised last May and make suggestions for revision. Discuss these at the next meeting.

Committee on Academic Policy and Procedure / Minutes
Monday, NOVEMBER 12, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Next CAPP meeting: Monday, November 26, 2012, 4-5:30 pm.
2. We discussed the Writing Program proposal to move oversight of the academic component of our writing intensive first-year seminars to the WPCC.

Background: The WPCC serves as the steering committee for our Writing Program, with its duties outlined in the faculty by-law's section on "interdisciplinary, honors, and competency programs." As defined there, CAPP has no say on who sits on the Writing Program steering committee, nor direct oversight of the committee. The director of writing (Mike Sinowitz) is charged with all faculty development for the Writing Program, including faculty development for the FYS.

Given the complexity of the committees and programs involved with the FYS, CAPP will need time to develop a coherent motion to bring to the faculty. We want to consult further with those involved. Fred will talk with the FYS committee chair and writing director about oversight arrangements in the interim.

CAPP needs to think about the place of the competency steering committees within the University governance structure. It's possible that some changes should be made.

3. We discussed a proposal to eliminate two committees (IEC, WT), redefine the responsibilities of the Hartman Steering Committee (an administrative committee), and create a new Committee on Experiential Learning, which would become a subcommittee of CAPP. (The proposal comes from the chair of IEC, the chair of the Winter Term Committee, and the Dean of Experiential Learning.)

CAPP will bring a motion to the faculty to create the new Committee on Experiential Learning as an executive committee reporting to CAPP. We will review a draft of this motion on November 26.

4. The Winter Term subcommittee is on the verge recommending changes to WT course grades; CAPP, therefore, does not need to take up this matter.

Committee on Academic Policy and Planning / Minutes
Monday, November 26, 2012
4-5:30 pm, Julian 372

Present: Carroll Bible and Natasha Oliver (student representatives), Nicole Brockmann, Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alex Puga, Fred Soster (chair)

1. Next CAPP meeting: February 2013, 4-5:30 pm.
2. Minutes approved from CAPP Meetings on 10/29/2012 and 11/12/2012.
3. We reviewed the motion, rationale, and handbook changes needed for the creation of a new Committee on Experiential Learning (CEL). Fred will add information from the proposal (on the most recent CEL memo) outlining the committee's function and reporting structure, and handbook language describing the composition of the committee.
4. We reviewed the Mathematics proposal to create a major in Actuarial Science. The proposal needs revision before it will be ready to take to the faculty. We need to know more about how Economics sees the new proposal; whether the content of courses will change; and how the major fits within the liberal arts tradition. We also need some more data (number of students who pursue this set of courses; number of Mathematics majors, enrollments, long-term plans). We'll invite Mark Kannowski, chair of Mathematics, to talk to CAPP during our second meeting in February.
5. In spring 2012, CAPP revised the Guidelines for RAS. We need to look at these guidelines, as well as two related documents, RAS Procedures and Typical RAS Questions, at our first meeting in February 2013.
6. Nicole Brockmann, chair of the FYSC, announced that she, Mike Sinowitz, director of the Writing Program, Kelley Hall, associate dean, chair of the FYS committee will meet to discuss coordination FYS Committee and WPCC.
7. Tim Good will prepare a proposal (for CAPP's response) on how best to communicate with Admission. One question still pending is whether to dismantle the Admission Committee.