

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.

## Committee on Academic Policy and Planning / Minutes

Monday, February 11, 2013

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. Spring 2013 CAPP meetings: **February 18, 25; March 18; April 15** (and April 22, 29 if needed).

2. Agenda for spring semester CAPP meetings:

Feb. 18: CAPP meets. Mark Kannowski will discuss Actuarial Science proposal. We'll discuss revisions to the RAS document.

Feb. 25: CAPP meets. Pat Babington will discuss proposed changes to Kinesiology major. Complete our revision of RAS documents.

**Mar. 4 faculty meeting:** Announce intent to vote on Actuarial Science at the April faculty meeting.

Mar. 18: CAPP meets. We'll discuss FYS / Writing Program Coordinating Committee proposed changes and Competency Programs oversight.

**Apr. 8 faculty meeting:** Vote on Actuarial Science. Possibly announce CAPP's intent to bring Kinesiology major proposal up for a vote in May.

Apr. 15: CAPP meets.

**May 6 faculty meeting:** Vote on Kinesiology proposal.

3. Minutes were approved from CAPP Meeting on 11-26-12 (with correction to title of CAPP: Academic Policy and Planning.)
4. The Management Fellows Program wants to make minor changes in course requirements, but we note that MAO should make the call, as it's in MAO's purview.
5. Nicole Brockmann will bring a written proposal for changes to the organization of the FYS and WPCC. The relevant committees, committee chairs, and academic administrators are agreed about changes that they'd like to see. We we also discuss

oversight of the Competency Program.

6. Questions for Mark Kannowski (on Feb. 18) about the Actuarial Science proposal: a) how the proposed major fits into the liberal arts, b) whether existing courses will be changed, c) whether he predicts shifts in numbers of Econ and Math majors, d) what else Actuarial Science majors might be ready to do after graduation, and e) under what name the degree will be awarded. We also need to see final catalog copy and a rationale to be included in the faculty meeting agenda (on Feb. 18 or 25). **Note:** CAPP does intend to take the proposal to the faculty for a vote.
7. Pat Babington, chair of Kinesiology, will be invited to CAPP meeting on Feb. 25. We will ask Pat about the department's plans for Writing in the Major. We like the idea of a single, unified major, but we have questions about whether the change may enable more, and more frequent, contributions to the broader university curriculum.
8. We began our review of RAS documents. We discussed questions that have come up from faculty members:
  - a. If a position request fails to receive unanimous department support, RAS should not automatically reject the proposal but instead consider this lack of unanimity as one of many factors. (NB. Department members who do not sign a RAS proposal are required to submit a minority report.)
  - b. Certain institutional reports publicly available on the U: Drive (majors, graduation data, demand analysis, and so forth) are regularly provided to RAS. But some RAS proposals raise questions for which the committee needs further comparative data, and RAS needs to be able to ask for such data from the VPAA and the Registrar. Similarly, departments and programs should be encouraged to ask for the data and reports that they need, and then they should use this data to support the case they are making in their RAS proposals.

## Committee on Academic Policy and Planning / Minutes

Monday, February 18, 2013

4-5:30 pm, Julian 372

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

1. Next CAPP meeting: **February 25**, 4-5:30 pm, Julian 372.
2. Minutes approved from February 11, 2013.
3. Fred Soster reported that CEL may propose that WT courses be graded. Raj Belani understands that such a change needs to go before the faculty for a vote.
4. CAPP discussed the proposed Actuarial Science major with Mark Kannowski and Zhixin Wu.
  - a. Courses in Mathematics will not change. The department has offered several key courses for many years and has produced graduates (Mathematics majors) who have gone on to distinguished careers in Actuarial Science. More recently, several new courses have been developed to address AS topics (eg. Financial Engineering, Problem Solving Seminars), some of which are cross-listed with Economics. No further courses will be needed.
  - b. The new major will give employers a clearer sense of how well our students are prepared. From 2007 to 2010, Zhixin has helped advise and prepare students who wish to take the actuarial exams; her efforts have led to increased numbers of students passing the exams. But some top consulting firms are not familiar with DePauw and hesitate to send recruiters to a campus that does not have a named AS major. The major will also help students find undergraduate internships.
  - c. Will the B.A. be in Mathematics or in Actuarial Science? Mark will consult with the department and with the Registrar, Ken Kirkpatrick, about how to list the major on the transcript.
  - d. Mark and Zhixin anticipate a small redistribution of majors within Mathematics; they estimate that 4-7 students already majoring in Mathematics may choose Actuarial Science. A good number of Mathematics majors have traditionally had an Economics focus.

- e. As liberal arts graduates, AS majors will be able to find jobs outside actuarial science, just as other majors do. Their math background will open doors in education, for example. Many upper level financial math courses have a practical dimension. But the AS major requires theoretical, not just practical or pre-professional, study; it's a mode of thought.
  - f. The named major will help us compete with other schools, and will give us a leg up on the liberal arts schools that still do not have a major. AS majors can choose graduate programs in other areas of Mathematics. AS could conceivably be an honors program, though the department has not discussed this option.
5. CAPP will move the AS motion forward to the faculty for a vote.
  6. Fred will let Pat Babington know the questions CAPP will be asking on February 25. (See minutes of 2/11/13.)
  7. CAPP discussed Rebecca Schindler's concerns about RAS in her memo to Fred Soster, December 6, 2013. 1) Rebecca is concerned with the re-appointment (for several years in a row) of one-year term RAS members. (Note: the Faculty Handbook does not specify the exact composition of RAS, so CAPP can make adjustments as necessary.) CAPP needs to remind RAS to review proposals against others of the same year (and not to refer to RAS discussions from previous years), and CAPP will make an effort to find one-year representatives who have not served the previous year. We need to start early and recruit more effectively. At the next faculty meeting, Fred will call for RAS volunteers, asking ideally one from every department. 2) Rebecca's second and third arguments came up in RAS discussion of the CLST proposal and were wrestled with by RAS members. 3) Strengths and weaknesses come out throughout the RAS discussions; at the end, there's an effort to remember and write down these points. That may account for the perceived search for weaknesses.
  8. CAPP's guidelines for RAS are almost ready (3 documents). Fred will send us revised documents by email and call for our comments.

Committee on Academic Policy and Planning / Minutes  
Monday, February 25, 2013  
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), Alejandro Puga, Fred Soster (chair).

1. Next CAPP meeting: **March 18**, 4-5:30 pm, Julian 372.
2. With one change, minutes were approved from February 18, 2013.
3. CAPP unanimously endorses the proposed major in Actuarial Science. Fred Soster will take the motion and rationale to the faculty in March, for a vote in April 2013.
4. CAPP met with Pat Babington, chair of Kinesiology, to discuss the proposed restructuring of the major.
  - a. Pat has submitted a document to the WPCC about writing in the major; this will soon be reviewed. There are 24 KINS majors this year, with three full-time faculty members. Each senior completes a senior thesis as part of the senior seminar. About half of the seniors go immediately into a graduate program; others enter grad programs several years after graduation.
  - b. Will the changes allow for creation of new courses geared to non-majors? KINS 100 does meet gen ed requirements; more sections can be taught when lab space expands after the planned renovation. KINS offers a W course that attracts science majors, but not non-science students; they also offer Q and S to majors. Some courses in the major are taught by part-time faculty members (coaches).
  - c. Will the proposed change affect the number of majors? Pat explained that the number of majors has stabilized (at between 23-25) in recent years.
  - d. KINS has occasionally offered first-year seminars in the past. They could do so again, potentially, if they can find a way to cover the major requirements. They could free up someone to teach a FYS by doing some creative scheduling.
  - e. Athletic Training was eliminated as a major ten year ago. This new move streamlines the KINS major, removing courses that were once needed for Sports Medicine majors.
  - f. CAPP has major questions about the department's course offerings, the fact that the faculty takes no sabbatical leave, and the general difficulty they have providing a clear rationale about what they do and how they do it.
  - g. Fred will work with Pat to recast the rationale in language that may be clearer to faculty outside of the department; he will discuss cutting the number of

requirements for majors, cutting number of course offerings each semester, and rethinking the senior thesis requirement.

5. CAPP reviewed and approved the revision of memos from CAPP to RAS. We will write an internal memo to next year's CAPP, encouraging the committee to start early recruiting RAS members from across departments, and to ensure that no one person serves year after year. Alternately, we may propose permanent changes in the Faculty Handbook language to make this point.
6. To discuss on March 18: WPCC/FYS, possible Handbook changes, Admissions Committee, and Kinesiology.

Committee on Academic Policy and Planning / Minutes  
Monday, March 18, 2013  
**4:00-5:30 p.m., EC 115**

Present: Natasha Oliver (student representative), Nahyan Fancy, Tim Good, David Harvey (VPAA), Marnie McInnes (recorder), Alejandro Puga, Fred Soster (chair). abs. Carroll Bible, Nicole Brockmann

1. Next CAPP meeting: **Monday, April 15**, 4-5:30 pm, Julian 372 [NB. Meeting postponed to **Monday, April 22**].
2. With one change, minutes were approved from February 25, 2013.
3. After reviewing Pat Babington's response to CAPP's questions, we approved the Kinesiology proposal to consolidate the KINS major. The new major is streamlined and science-based; various coaching (and other) courses that were part of the Athletic Training program will be deleted from the DePauw Catalog.

Committee on Academic Policy and Planning / Minutes  
 Monday, April 22, 2013  
**4:00-5:30 p.m., Julian 372**

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

1. Next CAPP meeting: **Monday, April 29**, 4:00-5:00 pm (one hour), Julian 372.
2. Minutes were approved from March 18, 2013.
3. RAS appointments for 2013, **pending confirmation:**

divisional members (3-year terms): Tim Good (div 1, returning)  
 Meryl Altman (div 2)  
 Vanessa Fox (div 3)  
 Manu Ragav (div 4, returning)

at-large members (one-year terms): Pat Babington (div 3)  
 Bridget Gourley (div 3)

current or recent CAPP (one-year): Alejandro Puga (div 2),  
 Nicole Brockmann (div 1)  
 [one more sought from div 4]

4. Admission Committee:

Tim Good, CAPP's appointed Admission Liaison for 2012-13, recommends creating a small committee of 4 to 6 "stakeholders" with a manageable set of responsibilities. Seven of eleven GLCA schools (excluding DePauw, Antioch) have such a committee. CAPP asked Tim to assemble a slate of candidates to be considered at our next meeting. Each appointment will be at-large for one year; the committee will remain a subcommittee of CAPP. If the new arrangement works, then CAPP could propose changes in handbook language to reflect the mission and size of this newly configured committee.

5. Alex Puga will make sure that the Chairs discuss CAPP's letter from last fall at the final Chairs' meeting this year. CAPP had asked the chairs and program directors 1) to consider ways we might increase the number of courses that count for the SS requirement, and 2) to review 100- and 200-level courses and rationale for the courses listed at these two introductory levels. Alex will suggest the possibility, already adopted by several departments, of designating one or more 200-level courses as W (writing intensive, for sophomores

exclusively).

Committee on Academic Policy and Planning / Minutes  
Monday, April 29, 2013  
**4:00-5:30 p.m., Julian 372**

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

1. Minutes were approved (with minor change) from April 22, 2013.
2. RAS membership for May 2013 approved.

divisional members (3-year terms): Tim Good (div 1, returning)  
Meryl Altman (div 2)  
Vanessa Fox (div 3)  
Manu Ragav (div 4, returning)

at-large members (one-year terms): Pat Babington (div 3)  
Bridget Gourley (div 3)

current or recent CAPP (one-year): Alejandro Puga (div 2),  
Nicole Brockmann (div 1)  
[one more sought from div 4]

3. Comm. on Retention and Recruitment: we approved Tim's proposal for a small committee including 2 faculty members, a librarian, and a member of experiential learning and career planning. Three members have been named and approved: Raj Belani, Rick Provine, and Tim Good. Tim will find and propose a fourth member from the faculty.

4. CAPP approved the proposal from Michael Sinowitz and Nicole Brockmann (memo of April 25, 2013) for a change in the oversight of the First-Year Seminar program. The renamed Writing Curriculum Committee will oversee curricular aspects of the Writing Program, including FYS. CAPP will announce these changes at the May 2013 faculty meeting. Next year, CAPP will consider oversight structure for W, Q, and S more generally.

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**[from the memo of April 25, 2013:]**

The desire for a change in the committee oversight structure for the First-Year Seminar begins with the following: our current committee structure was established in 1998 for a different program than we have now. With the new structure of the writing program, particularly the increased significance of the writing component in the FYS program, we

should re-imagine the committee structure.

As it currently stands, the WPCC oversees the writing aspects of the course, the FYS Committee oversees other aspects of the course, and the First-Year Experience Committee oversees the cocurricular aspects of the program. We believe that this current situation is unwieldy, makes coordination of oversight and faculty development for the course difficult and inefficient, and misuses faculty time.

Our recommendations are based on the following principles:

1. Oversight of the curricular aspects of the writing program, including the FYS program, should be housed in only one committee.
2. There should be as little overlap as possible between committees. We believe the most straightforward way to accomplish this is to bring together the FYS Committee and the WPCC in order to create a new committee that eliminates unnecessary overlap and unhelpful fragmentation of these committees' existing charges.

We propose that this new committee be called the Writing Curriculum Committee.

The Writing Curriculum Committee will be charged with:

1. overseeing all aspects of the writing program
2. overseeing and supporting the W competency, including faculty development, reviewing guidelines, and reviewing the program more broadly
3. overseeing and supporting the Writing in the Major (WIM) programs, including review of proposals, review of the program, and support of departments in the development of new approaches to the requirement and the teaching of writing in the major
4. overseeing and supporting the curricular aspects of the FYS program, including:
  - a. making the call for proposals for FYS courses
  - b. reviewing proposals for FYS courses
  - c. reviewing FYS syllabi
  - d. providing faculty development support for faculty members who are teaching and/or developing FYS courses
  - e. coordinating and evaluating other aspects of faculty development related to FYS
5. providing training and instruction on writing pedagogy, including the use of sources and issues of academic integrity in writing

## 6. reporting on developments in the program to CAPP and the faculty

In approving courses for the FYS program, the Writing Curriculum Committee would be responsible for maintaining the existing mission of the First-Year Seminar program as outlined in the catalog under graduation requirements:

First-Year Seminars introduce students to college work and prepare students for the courses they will take later at DePauw. As seminars, these courses emphasize and nurture discussion and other skills essential to active student participation in their own educations. They are also each student's gateway into DePauw's writing curriculum and emphasize writing skills that will be taken up and built upon across the curriculum.

The members of this new/revised committee should include the following:

1. Director of the Writing Program
2. VPAA or a representative (currently the Registrar) (ex officio)
3. Administrator of the FYS program
4. Writing Center Director
5. Four faculty members, each representing one division
6. A librarian (ex officio)

The Coordinator of English for Academic Purposes would be considered an affiliated member of the committee.

In this model, the WPCC's responsibilities would transfer to the Writing Curriculum Committee.

These responsibilities include all of the regular functions of arranging W Workshops, W speakers and events, and other training necessary for the development and support of W and WIM.

The FYS Committee's non-curricular responsibilities will be redistributed as follows:

1. The Advising Committee will oversee advising-related issues in first-year seminars.
2. The First-Year Experience Committee will oversee co-curricular aspects of the FYS Committee's responsibilities, such as coordinating with Student Life on the student mentor program and New Student Orientation. Should the University faculty feel that faculty representation on this committee is desirable, the First-Year Experience Committee is happy to broaden its membership to include two faculty representatives

(selected from within the Writing Curriculum Committee or by CAPP) and Academic Affairs administrators. This new committee structure would relieve several faculty members and administrators from committee service (whether they would be freed up completely or relieved of serving on two committees with overlapping or duplicating work).

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5. **Proposal for change in grading of WT courses.** CAPP will turn this back to the new CEL committee, asking the members to discuss it as part of its restructuring of Winter Term.

6. **Next year's chair of CAPP.** In case summer business comes up, Nicole Brockmann will act as interim chair. When the new committee is elected, they will elect a permanent chair.