

Committee on Academic Planning and Policy
September 20, 1999 Meeting Minutes

Present: Neal Abraham, Bob Calvert, Susan Hahn, Jeff Hansen, Kerry Pannell, Sheryl Tremblay and Bob Stark

Representing Education Department: Esther Lee (Chair of Education) and Paula Birt (Chair of Education Curriculum Committee)

Stark asked the representatives of the Education Department to summarize the changes made in their proposal since CAPP met two weeks previously. It was suggested that several of CAPP's concerns about the two credit courses had been met in a compromise reached in a meeting with MAO, the Registrar and the Education Department. For example, the biggest change consisted of incorporating the field experience into the course, with a corresponding name change (Educ 320: Curriculum and Instruction with Field Experience I) so the field experience can appear on the transcript. The corresponding lab time for the course will appear on the course schedule, in a format parallel to the sciences. Class time was also streamlined to be more in keeping with appropriate time blocks. Each "course" will now receive only one grade, instead of two. Birt also referred the committee to the written supplementary materials each member received including a course syllabus for Educ 320, an outline of proposed course offerings and instructor assignments for the spring and fall of the year 2000.

Abraham asked where the "Field Experience" appears on the syllabus. Birt explained that it will take place every Thursday starting in the third week of the semester. Students will teach subjects during their field experience assignments. It was suggested that the syllabus should clearly stipulate what students will need to do in terms of field experience to get the grade for this component. For example, will there be a "threshold" minimum number of these experiences required or must students complete them all? Birt concurred and said that the syllabus was still in rough draft form.

It was discussed that since on some days the course meets across timebanks, if appropriate breaks are not scheduled, students will be required to spend more class time than is appropriate for the credit offered. Birt agreed that breaks would be taken; some of the break time would be used for meetings that would normally be required out of class but in the past were difficult to schedule because of diverse student schedules.

Discussion continued that if students were required to do two hours out of class work for every one hour of the whole time scheduled, there would be too much work in proportion to usual expectations. The teachers will need to keep appropriate workloads in mind and not apply the ratio to the whole time set aside.

It was questioned if other departments will be unduly limited in the times available to offer courses which usually support the Education major. Birt pointed out that the MWF 11:15 time slot is open as well as afternoons. She estimated that about 30-40 juniors would be involved in this sequence in any given year. She summarized advantages of the new curriculum: The course material will be presented more logically, with themes for each week working across the

disciplines, in just the way students will later be expected to teach. It will be easier for Education majors to participate in education abroad programs. They will be able to start the major later in their academic careers and have more electives. In addition, advising will be easier.

Since the History Department had some concerns about proposed curriculum requirements, it was recommended that Education reconsult with History before the faculty vote. CAPP members agreed progress had been made on the proposal; members of the Education department left the meeting.

Minutes of the August 30, 1999, CAPP meeting were approved with changes. It was noted that corrected copies of the minutes should be sent to Donna Wilson each month by the respective secretary of the committee.

Faculty additions to the Winter Term Sub-Committee were approved as follows: Bernie Batto to Division II and Kevin Moore to Division III. Each will serve a three year term. CAPP approved changing the name of the Department of Biological Sciences to the Department of Biology as requested by said department. This change will be announced at the next faculty meeting.

In reviewing the proposed Education Curriculum, it was agreed that the department has substantially and appropriately addressed CAPP's concerns. A vote on action will be taken after next week's meeting with MAO. It was agreed that departments do not need to send minor changes in curriculum to CAPP, but any department which makes a comprehensive curricular change need to come to CAPP. For example, the change to a course of two credits which spans time banks will require a rationale and approval by CAPP.

It was announced for information only that the International Education Committee is considering the possibility of linking certain courses to winter term trips. This would require action by the Winter Term subcommittee and CAPP.

The remainder of the meeting was spent prioritizing future items for CAPP agenda. It was agreed to discuss items 3,7, 11 and 12 (from the "CAPP Potential Do List") with MAO next week. Issues raised by RAS would be scheduled for the Oct. 11 meeting and HPP and Music would be asked to make preliminary presentations about credit issues at the Oct 25 meeting.

Neal will send copies of the "Working Draft of the Academic Strategic Plan" and "Notes on Technology and Globalization" for future discussion.

The meeting adjourned at 5:45.
Submitted by Susan Hahn

**CAPP Minutes
November 8, 1999**

Start of Meeting
4:55pm

Members Present:

Abraham, Hahn, Hansen, Pannell, Reynolds, Stark, Tremblay, Withered

Minutes:

Two sets of minutes were approved with corrections.

October 11, 1999

October 25, 1999

Discussion:

We engaged in a lively but brief discussion about moving the number of courses required outside of the major from 21 courses to 19 courses. A statement pertaining to the issue has been drafted and will be distributed after further discussion.

HPP Activity Courses

CAPP discussed its previous meeting with members of the HPP department in regard to the HPP activity courses. Following is a brief summary of their statements.

They argue that physical education, when combined with appropriate academic instruction, connects the emotional and the physical side of a human being. It is important to health and fitness, both physically and emotionally. It can also be easily compared with other forms of self expression, such as music or art. However, grade inflation is prevalent in this department at DePauw. HPP indicated they do not want to discourage students from taking the courses by grading the courses harshly. There is also the question of how to maintain a structured method of evaluation for the courses. There is concern that it will be difficult to mandate certain standards for all teaching in the HPP department.

CAPP agrees with the philosophy of the HPP activity courses, and thus would like to see performance reviews, standard grading mechanisms, and statistics on the distribution of grades for the HPP department. We feel it is important to determine the criteria for grading and hold firm to that criteria. Students should have a very clear idea of how they will be graded before the actual coursework begins. CAPP would also like to see syllabi with objectives and standards for the courses. In addition to the syllabi, CAPP would like to have a written statement about the standards for these courses and how the department intends to maintain these standards for the courses.

Music Ensembles for Credit

The Accreditation Committee for NASM is asking the DePauw University School of Music to comply with its rules that music students must receive academic credit for participation in group ensembles. However, there does not seem to be any consistency with which they enforce these guidelines for accreditation. Despite the inconsistency, there are several ideas for alleviating this situation. They range from a twotiered system where music students receive academic credit and nonmusic students receive group six

credit to a system where courses are graded and appear on the transcript yet do not count toward graduation. There are complications with all the various informal proposals and these will be addressed when a formal proposal is submitted. It has been difficult for CAPP to assess this situation without a definite proposal from the School of Music.

Midterm Grade Reports:

We had a short discussion, due to time constraints, regarding the importance of Midterm Grade Reports. CAPP will solicit comments from faculty and then examine this issue more closely during its next meetings.

Meeting was adjourned at 5:55pm.

Respectfully Submitted,
Rebecca Withered

**Minutes of the CAPP meeting
January 31, 2000**

Members present: Abraham, Stark (Chair), Trinkle, Withered, Reynolds, Hansen, Tremblay, CoulontHenderson

Meeting came to order at 4:15.

Professor Stark stated that the MAO committee had questions about credits for Music Education (see minutes of November 8) but that he had not heard anything from the Music School yet. Vice President Abraham gave an update: he stated that the Music School remains uncertified by NASM. Because of ramifications impacting both the School of Music and the Education Department the matter of who will report to CAPP becomes crucial. An idea being floated about is the awarding of credit at the end of four years (similar to deferred grades).

Professor Stark stated that he talked to Professor Ball about submitting syllabi and grade standards for the HPP Department (see minutes of November 8). These will be sent to the committee but there is no indication as to when. Vice President Abraham indicated that a comprehensive analysis of workloads for the HPP Department has been completed.

The Committee turned to the discussion of DePauw's Mid-Term grade policy. A transcript of a Registrars' Listserv discussion sent by Registrar Ypma was distributed. It added little new information. Vice President Abraham reported that for last semester (Fall 1999) Mid-Term grade reports had been good indicators of substantial progress in performance. All variables will be analyzed. The question was raised of the timing of those reports. Would earlier be better? Vice President Abraham responded that the MAO committee has a proposal to move it up to the end of the 6th week. There ensued a lively discussion on the merits of such a proposal. There seemed to be a consensus on keeping the process as it is now. Students Withered and Reynolds stated that students were not displeased with the system as it is now. Professor Hansen asked whether

there was evidence that MidTerm grade reports helped those students they were intended to help. It was mentioned that Ken Kirkpatrick can look into it. Vice President Abraham suggested a joint meeting with the MAO committee now that we have discussed the matter.

Professor Stark asked Professor Tremblay about the status of a subcommittee report on the place of special interdisciplinary programs at DePauw. Professor Tremblay indicated that the questionnaires were completed but that the interviews had yet to be done. Vice President Abraham stated that in order to affect the RAS guidelines in March this survey would have to be done in February otherwise the process will continue as it is now. The discussion centered on the structural problem involved at the level of departments. Free flow brainstorming produced two intriguing ideas: replace Studies programs with Departments or make Departments bigger to allow for flexibility. None of these was retained.

Vice President Abraham announced that the Winter Term subcommittee will soon bring us a recommendation to relax requirements for First Year students. He also said that First Year seminars will be evaluated in February by an outside team and that a questionnaire will be distributed tomorrow (Feb. 1).

The meeting concluded with a statement from the Chair to the effect that our committee was essentially waiting for other people before it could proceed.
Meeting was adjourned at 5:30.

Respectfully submitted,
Françoise Coulont-Henderson

Minutes of CAPP meeting 2/28/00

Present: Neal Abraham, Jeff Hansen, Dennis Trinkle, Françoise Coulont-Henderson, Bob Calvert, Bob Stark (chair).

Minutes of the 2/14/00 meeting were approved.

We discussed appointments to the Resource Allocation Subcommittee (RAS). RAS is to consist of 9 members, three of which are representatives of CAPP, plus the Vice President for Academic Affairs (nonvoting).

Continuing members of RAS are Karin Ahlm (Div. 3, through 2000), Carla Edwards (Div. 1, through 2000), Wayne Glausser (Div. 2, through 2001), and Kerry Pannell (Div. 4, through 2001). Stark (Div. 3) and Coulont-Henderson (Div. 2) are able to represent CAPP. Hansen (Div. 3) might be able to. It was suggested that CAPP representatives should be continuing on the committee and preferably not new to the committee. Unfortunately, that significantly limits the number of potential CAPP representatives. We need to find 2 more at-large members.

We will ask each of the divisions to find 4 people willing to serve on RAS. Abraham told us about the possibility of a faculty group being convened over the summer to advise on strategic planning.

We discussed the Music Education proposal to increase the number of credits required to graduate from 32 to 33. Questions we immediately raised were where does ensemble credit fit in, and will students be able to switch to this program from a music performance major? We will look over the proposal and forward any more questions or concerns to Stark. Representatives from the School of Music will join us at our next meeting to discuss the proposal.

We returned to the RAS discussion. It was pointed out that we need to get a call for proposals out soon. We will have to use the same procedure as last year. Abraham volunteered to draft a call for proposals.

We discussed the catalog description of the group requirements. At a meeting last fall we decided to include the original preamble justification of the group requirements. Some members of CAPP were uncomfortable with some of the wording of this preamble and offered to edit it. We received from these editors, via the Registrar, a suggested reworking of the group requirement description. It did not include any of the preamble.

We will recommend to the Registrar that she do whatever she wants with the suggested reworking but that she also include the preamble with the words "or shoddy" deleted. It was suggested at the February faculty meeting that CAPP should examine the group 6 requirement and determine if any changes need to be made to it. We decided to conduct a straw poll at the March faculty meeting to get faculty input about what should and should not be included in group 6. Some members of the committee felt that an examination of the entire general education requirement might be called for. Concern was expressed about the willingness of the faculty to undertake or seriously consider significant changes to our current system. We decided to conduct a second poll to gauge faculty interest in changing our general education requirements.

Abraham distributed copies of a draft of the Strategic Academic Plan and asked us to look for errors and suggested that priorities still need to be set for the items in the plan.

We adjourned at 6:00 PM.

Respectfully submitted,
Jeff Hansen

**Minutes of CAPP Meeting
Monday May 8, 2000**

Present: Bob Stark, Neal Abraham, Francoise Coulont-Henderson, Bob Calvert, Dennis Trinkle, Jeff Hansen, Glenda Balas, Sheryl Tremblay, Elizabeth Morgan

Minutes from the April 10 and April 24 meetings were corrected and approved.

CAPP approved Barbara Steinson as the Division 4 replacement of John Dittmer on the Winter Term Subcommittee for the 00/01 school year.

Hansen was elected as CAPP chair for the 00/01 school year. Coulont-Henderson was elected as CAPP assistant chair.

The final composition of RAS for 2000:

Carla Edwards Music (1) 2000; Wayne Glausser Eng (2) 2001; Karen Ahlm Psych (3) 2000;

Kerry Pannell Econ (4) 2000; Sue Balter CAS (1) 2002; Yung-chen Chiang Hist (4) 2002

CAPP Representatives: Bob Stark (3), Jeff Hansen (3), Francoise Coulont-Henderson (2)

After a short discussion, CAPP decided to invite M. Eagon from the Admissions Office to come to a September CAPP meeting. Trinkle suggested Eagon discuss admission to the Honors and Fellows Programs. Tremblay asked if standards for these programs are high enough. Calvert questioned if the programs are maintaining high enough standards within themselves. Tremblay also asked how many International Students are being recruited for four years at DPU.

Next year CAPP needs to review the following: Motion to drop Music Composition major. Winter Term Proposal (can only be on the table for three meetings or will expire) After Winter Term 2001 Student Evaluations, reevaluate the Winter Term proposal including the class and co-curriculars.

CAPP should work with the Winter Term Subcommittee to set an action plan. Stark volunteered to work with the Winter Term Subcommittee and be a liaison with CAPP while trying to work on this proposal. He will also meet with the Hartman Center to discuss the proposal. Abraham will need to look at monetary issues. The rigor of the Winter Term study trips were also discussed.

New proposal to drop the Geography major. Proposal to change Group 6 Distribution requirement to "Fine Arts." Proposals for rule changes/clarifications from Task Force on Off-campus Study and Transfer Credits.

Task Force on Workload Report:

Hansen reported on the survey which analyzed the amount of student work in and out of class, amount of time in class, science versus nonscience, and the workload for students and faculty.

Thanks went to Bob Stark for being an excellent chair.

The meeting was adjourned at 5:45 p.m. Submitted by: Elizabeth J. Morgan