

Academic Policies Committee Agenda with Notes
Friday, August 28, 2020

Committee Members: **Deb Bickford, Connie Bowman, Michael Davies**, Mary Ellen Dillon, **Neomi DeAnda, Jim Dunne**, John Mittelstaedt, Jason Pierce, Andrew Sarangan, and **Tereza Szeghi (chair)**

Members present appear in bold.

Agenda

1. Welcome back, and welcome to new committee members!
 - a. Michael Davies is a junior engineering major and new to the committee
2. Discussion of pandemic-related changes to the CAP 4-year review process, with visit by Michelle Pautz (Assistant Provost for CAP)
 - a. Background: the Academic Senate has been approached by faculty requesting a halt to the CAP 4-year review process in light of the extra teaching workload and other circumstances created by the pandemic. This work falls disproportionately on some faculty and departments depending on where we are in the review cycle (e.g., faculty in Philosophy with 3 courses to complete reports for AY 2020-21).
 - b. Context: CAP-C is willing to consider changes to the process in response to the pandemic, but also is mindful of the important role that CAP assessment data plays in UD's accreditation process (with most yearly information reported to the HLC coming through CAP reviews).
 - c. Potential Response: Michelle Pautz proposes a middle path (between the all or nothing options). She and Judy Owen could reach out to individual faculty members and departments to develop customized, humane approaches (e.g., with the possibility of extensions and deferrals).
 - i. Nothing is due until January
 - ii. We have 90 courses up this year; that number is expected to come down a bit. Four have been turned in already.
 - iii. Michelle could talk with department chairs to find out where the difficult spots are
 - iv. The January date can be flexible
 - v. Per CAP procedures, courses can be deferred for 1-2 year deferrals
 - vi. Suggest a tailored approach from department to department
 - d. Discussion/questions for Michelle
 - i. It makes sense to talk to each chair to see what is reasonable.
 - ii. Michelle and Judy are working one on one with the chair (Jana Bennett) and undergraduate studies (Meghan Henning) during the summer and they will hold workshops with some REL faculty to get done and pulled together.
 - iii. Michael question: how does this year compare to other years? It is down from other years but typically, about a hundred a year. Only one two year deferral is allowed for a given course.

- iv. Will CAP office write up a brief description of proposed approach?
Michelle suggests that they start this in the week after next. CAP-C will need to approve this also. They still don't have a chair.
 - v. Michelle will pull it all together and make a proposal to this group.
 - vi. CAP-C meets on Monday; Michelle will bring this to the committee and develop a proposed plan for moving forward.
3. Approval of Dr. Catherine (Katie) Lawless to serve as SEHS representative on the CAP Leadership Team for a two year term. She is nominated by her Dean and would replace Dr. Basem Boutros in the role. Dr. Boutros has left the University.
- a. A clinical faculty member, now tenure track. She is an intervention specialist and works with community organizations in Dayton.
 - b. SOE is a lecturer; everyone else is either an assistant or associate professor
 - c. Unanimous approval from the five voting members. Being a quorum, it passes.
4. Preliminary discussion of two charges from ECAS regarding transfer credits: 1. Policy on Transfer Credit for Military Training, Experience, and Coursework (due by end of September) and, 2. Undergraduate Transfer Credit Policy (due by end of November). The expectation is that UD will be processing a higher number of transfers moving forward due to COVID-19--therefore time is of the essence in our moving on these charges.
- a. ECAS most likely will approve these charges Friday morning and Tereza will receive the charges and related policies sometime before our 2:30 p.m. meeting. If there is time, these materials will be shared with the full committee in advance.
 - b. Before next Friday, we will look at these documents to see how involved these will be and how involved the work is. These issues are time sensitive and need to be moved now.
 - c. Other topics for this year, held over from last year:
 - i. CAP program review
 - ii. Online learning