

# CAP 4-Year Review Process

## Overview, Timeline, and Outcomes 2021-2022 Academic Year



### What is the CAP 4-Year Review?

The CAP 4-Year Review process is an opportunity for faculty members and departments to reflect on a CAP course and consider student learning in that course. Faculty members are asked to re-examine the course as it was initially conceived and proposed for CAP to determine if the course is still being delivered that way and whether or not students are learning what faculty members strive for them to learn in the course. Accordingly, the Course Learning Objectives (CLOs) form the foundation of this review.

Simply put, the 4-Year Review process asks:

- Is the course being delivered as proposed for CAP (or how it was described the last time it went through 4-Year Review)?
- Are students achieving the learning objectives for the course?
- How is the level of achievement assessed and evaluated? And how is that information being utilized?
- What are the plans for future offerings of the course?

By providing an opportunity to reflect, this process enables faculty, departments, and the broader campus community to focus on learning and communicate with others about the learning that is occurring as part of the *Common Academic Program*.

***Beginning in academic year 2021-22, the CAP Committee (CAPC) has determined that all courses proposed for CAP must include a full assessment plan for the Course Learning Objectives (CLOs), based on the [recommended elements](#), as part of the proposal in [Course Inventory Management \(CIM\)](#) in order to receive CAP approval. This applies to all courses seeking new CAP approval, as well as existing CAP courses proposing changes to CAP components and/or Institutional Learning Goals (ILGs) prior to the initial 4-Year Review. Subsequently, these courses must have already implemented the assessment plan prior to the initial 4-Year Review and have evidence of student learning to be reappraised. A minor change (e.g., changing the course number or a pre-req) to an existing CAP course prior to the initial 4-Year Review will not require an assessment plan. If faculty determine that any of the [recommended elements](#) are not applicable to assessing student learning in the course, a brief rationale should be provided in the assessment plan.***

### What the CAP 4-Year Review is not

Words such as “review” can provoke fear and reluctance, so it is important to point out what the CAP 4-Year Review is not. This process is *not* about:

- Collecting evidence that will be conveyed by the CAP Office to unit- or institution-level tenure and promotion committees or other review committees;
- Telling faculty members how to teach or what to teach; or
- Using data to thwart course offerings.

### What is the 2021-22 timeline\* for the CAP 4-Year Review?

#### Summer 2021

- Departments and faculty members are reminded of the upcoming 4-Year Review cycle

*For additional information, please visit the CAP website:*  
<https://www.udayton.edu/provost/cap/4-year-course-review.php>

## Fall Semester 2021

- **Please do not make any changes to the course record in Course Inventory Management (CIM) during the 4-Year Review process. Any changes in CIM should be made after the CAP Committee (CAPC) has reviewed the 4-Year Review report and communicated a decision regarding renewal of CAP course designation.**
- The CAP Office will offer opportunities to learn about the review process and assessment (details will be provided electronically)
- Faculty members who teach the course have conversations among themselves about course learning objectives, Institutional Learning Goals (ILGs), and CAP components
- Faculty members compile information about the course and student learning
- Draft 4-Year Review report reviewed and submitted to department for input and dialogue according to department's own due dates
- If a department requests a two-year deferral for a course up for review because it has been offered less than once a year since it was approved for CAP, the CAP Office should be notified no later than October 15, 2021
- If a department and faculty members choose to remove a course from the list of approved CAP courses and not participate in the 4-Year Review process, the CAP Office should be notified no later than October 15, 2021

## Spring Semester 2022

- Faculty members make revisions to CAP 4-Year Review report
- Department Chair submits CAP 4-Year Review report to the CAP Committee (CAPC) as an [attachment via Course Inventory Management \(CIM\)](#) by January 21, 2022
- CAPC reviews submitted reports:
  - o CAPC refers reports to subcommittee of approximately three members for initial review and recommendation to the entire CAPC (completed by March 7, 2022)
  - o CAPC reviews subcommittees' recommendations and determines if more information and/or consultation with faculty members and departments is needed. If needed, requests will be made by March 25, 2022
  - o During April, meetings with faculty members and/or department chairs will take place, if needed
- Decisions by CAPC regarding renewal of CAP course designation and modifications will be provided by May 13, 2022 via CIM

## Summer 2022

- Department and unit conversations determine necessary next steps depending on CAP designation status
- Any final revisions or modifications should be submitted via CIM by September 2, 2022

\*Specific deadlines for the 4-Year Review process may shift in future academic years. With any changes in timing, departments will still be notified at least six months in advance about courses coming up for review in any given academic year.

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## Outcomes of the CAP 4-Year Review Process

There are two phases of the CAP 4-Year Review Process in which decisions are made. During the first phase, departments may elect one of three options:

- 1) Proceed with the 4-Year Review of the course
- 2) Withdraw the course from CAP  
If this option is selected, the department should develop a plan to phase out the course in order to cause minimal disruption in the courses of study of students likely to take the course.
- 3) Request a 2-year deferral for the course  
The 4-Year Review process can be deferred for 2 full academic years if a course has been offered less than once a year since being approved for CAP. *A maximum of one deferral is allowed for a course.* The department submits the request through the CAP Office.

During the second phase of the process in which the CAPC reviews the 4-Year Review report, there are three possible outcomes:

- 1) Course is reapproved for 4 years  
A 4-year reapproval indicates that the department has a process for administering assessment for the course, has put that process into action, and has a means for interpreting and using assessment results and/or data to make ongoing improvements to enhance student learning in the course on a routine basis. The CAPC will review the course again after 4 full academic years.
- 2) Course is reapproved for 2 years  
A 2-year reapproval indicates that the department has developed a process for administering assessment for the course and is working to implement that process, as well as develop a means for interpreting and using assessment results and/or data to make ongoing improvements to enhance student learning in the course on a routine basis. The CAPC will review the course again after 2 full academic years.
- 3) Course is not reapproved  
A course may not be reapproved if a department demonstrates little to no evidence of assessment and lacks a desire to interpret and use assessment results and/or data to make ongoing improvements to enhance student learning in the course on a routine basis. Courses that are not reapproved for CAP may be submitted for CAP approval again at a later date with a robust assessment process in place.

<b>4-Year Review Cycle</b>	<b>Next Review for Courses Reapproved for 2 Years or Granted a 2-Year Deferral*</b>	<b>Next Review for Courses Reapproved for 4 Years*</b>
2016-17	2019-20	2021-22
2017-18	2020-21	2022-23
2018-19	2021-22	2023-24
2019-20	2022-23	2024-25
2020-21	2023-24	2025-26
2021-22	2024-25	2026-27
2022-23	2025-26	2027-28
2023-24	2026-27	2028-29

\*Departments will have either 2 or 4 *full* academic years following the course reapproval decision or one-time deferral.

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