

**Committee on Academic Policy and Planning**  
**June 5, 2007**

The meeting was convened at 10:10 a.m.

Members Present: Melanie Finney (incoming chair), Bruce Serlin (outgoing chair), Rebecca Upton, Carrie Van Brunt, Neal Abraham; Guest: Sheryl Tremblay, chair of the Resource Allocation Subcommittee

Sheryl Tremblay summarized the report from RAS to CAPP. She presented the recommendations from RAS (rankings and funding cutoff), Strengths and Concerns for each proposal, and other recommendations.

Rankings: RAS received and discussed 14 requests from 9 departments. After completing the rankings RAS discussed several alternatives; RAS decided to recommend to CAPP that funding be awarded for the top eight positions in the rankings. The eight positions are in the following departments: Art, Modern Languages, Political Science, Economics and Management (2), English, Communication and Theatre, and Psychology.

Among these eight positions are two which have not recently/previously been funded. RAS reported its assessment that it would be premature to fund the remaining positions (in Economics and Management – Accounting, Anthropology, Kinesiology (2), and Political Science (2)). Strengths and Concerns: Items included do not necessarily represent consensus,

At this point, Sheryl Tremblay was excused.

originally was the desire for *faculty* to appoint members to *faculty* committees. There may be potential difficulties with the one size fits all approach to guidelines.

3. Interdisciplinary staffing. The question is whether interdisciplinary programs can make RAS requests.

4. Interdisciplinary courses. Can students with interdisciplinary majors get priority in relevant courses for their program?

### **New Business**

We reviewed the Topics for Consideration for 2007/2008 :

1. Review requirements and governance of the Programs of Distinction (still on CAPP's agenda but awaiting feedback from POD directors and steering committees). Crediting for POD courses (e.g., Honors Scholar senior thesis...we will wait to hear from the HoScho director).

2. Review requirements and governance of the Competency Programs (will follow up to see if the draft was sent to Competency Program Directors and will await their feedback).

3. Interdisciplinary Task Force Report regarding making proposals to RAS (still on agenda and we will review the draft).

4. Graduation requirements. Are students able to get courses to meet the new graduation requirements? (This is also on MAO's agenda and they will probably send a report to CAPP.)

5. Internationalizing the curriculum. Whose purview is this: IEC, MAO, CAPP?  
Should FDC awards for course development

10. Establishing channels of communication with CAPP's executive and subcommittees. It might be good for CAPP to provide them with more direction on which issues to address. The recommendations generated included the following and Melanie will forward these to the committee chairs: **FYS** assessment (of faculty and upper class students regarding the program's effectiveness); is the committee's work still necessary or is the program well established enough for an administrator to take over? **IEC**—What are the committee's tasks and workload?

Internationalizing the curriculum. How to help international students succeed at DePauw.

**WTS**—Approval of alternative Winter Term courses offered in May 44# Tf1mn5-slummeprP



purview; however, any change to language for IEC (e.g., reducing the faculty membership) would require faculty action. IEC will be consulted.

If a proposal is tabled at the December faculty meeting, then it could be voted on in February in advance of faculty elections. With respect to RAS, issues were discussed concerning the committee composition, the value of having representatives from a wide diversity of departments, and how long divisional representation could be lost.

B. Review of guidelines for governance of Programs of Distinction tabled until October 8.

C. Review of guidelines for governance of Competency Programs tabled until November 12.

D. Paul Watt, former Director of Asian Studies, is invited to the September 24 meeting to discuss interdisciplinary programs. CAPP concerns include staffing of interdisciplinary courses and registration protocols for cross-listed interdisciplinary courses

#### **5. New Business:**

A. CAPP received a memo from the VPAA concerning the health of Russian Studies. The chair distributed relevant data concerning the program (e.g., recent enrollments in courses that count toward the major and minor). The chair has invited Masha Belyavski-Frank to the November 12 meeting. Bob Hershberger may also attend given plans the Department of Modern Languages has for changing offerings in Russian.

B. CAPP received a memo from the VPAA concerning the implications of changes by the athletic training accrediting body for the Department of Kinesiology and for the Athletic

staffing course offerings in Group 6 and on alternatives to the Group 6 specifics. CAPP may ask Pat Babington to discuss Group 6 later this semester. CAPP will ask MAO to consider the activities that satisfy Group 6.

E. Calendar items:

Sep 24 Paul Watt, interdisciplinary programs: staffing, registration

Oct 1 Faculty Meeting

Oct 8 Pat Babington and Marie Pickerill

Oct 22 Education Studies MATL program

Review documents concerning Programs of Distinction

Nov 12 Masha Belyavski-Frank and Bob Hershberger

Nov 26 Group 6

**6. Adjournment:**

The meeting was adjourned at 6:10 pm.

**Committee on Academic Policy and Planning  
September 24, 2007**

1. Call to Order: 4:15 pm, Roy O. West Conference Room

Present: Melanie Finney (chair), Neal Abraham, Robert Carlisle, Jon Ferguson, Pam Propsom, Dan Wachter, Pam Selle, Kevin Kinney and Rebecca Upton

2. Review and Approval of Minutes

Minutes from the September 17, 2007 were approved as amended.

3. Announcements

A. Response from FYS Subcommittee

FYS subcommittee stated that it plans to conduct a thorough self-study of the first year seminar program and will report to CAPP on their progress next semester.

B. Response from IEC The Chair provided a document from Tim Cope, Chair of IEC, asking CAPP to review the proposed charge and mission of the committee. CAPP has taken this under advisement and will try to address this at its next meeting.

C. Report of Meeting with SLAAC Chair Anne Harris SLAAC and CAPP are going to work together to develop an instrument measuring academic engagement outside of the classroom, in response to one of the AQIP items. In response to the internationalization initiative, SLAAC will be working on support services for international students on campus and CAPP, working with IEC, will begin discussions about issues concerning internationalizing the curriculum.

4. Old Business

A. Interdisciplinary Staffing Requests.

Paul Watt (Professor of Religious Studies and Former Director of Asian Studies) met with CAPP and discussed the previously submitted task force report provided last February. Following is a summary of CAPP's conversation with him.

At some universities, interdisciplinary programs act like regular departments. At DePauw University these programs cannot apply to RAS and have trouble building coherent programs. For programs unable to count on faculty specifically hired to teach in interdisciplinary programs, this leads to faculty defaulting into home programs and makes staffing the interdisciplinary



**Committee on Academic Policy and Planning**  
**8 October 2007**

Committee members present: Neal Abraham, Robert Carlisle, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pam Propsom, Pamela Selle, Rebecca Upton, Dan Wachter, Chris White.

1. Call to Order: 4:20 pm, Roy O. West Conference Room

2. Reviewed and approved minutes of 24 September 2007

3. Announcements

A. The chair announced that there will be no change in WT and FYS (CAPP subcommittees) committee composition. The composition of IEC remains under discussion but no changes are expected in this subcommittee either.

B. Tom Dickinson and Marcelle McVorren will attend the 22 October CAPP meeting and present the latest Education Studies proposal with respect to degree certification. There are some changes in what they had proposed so they are bringing them back to CAPP. The chair will send these documents to the committee viillc18t

2. The point was raised as to whether this is a philosophical or practical question as to the role of Athletic Training as a pre-professional program within the major.
3. There is not a tremendous demand for Athletic Training as a track within the department, largely due to the amount of clinical hours required for Athletic Training. Discussion followed as to how well the various tracks in the department are integrated within the major.
4. The certification changes do not require new additional costs/resources at present.
5. When the current tenure track individual who is teaching/directing AT students in the program is on leave, arrangements will have to be made in order to continue to conform to CAATE requirements – a certified Athletic Trainer must fill in. Pat Babington left CAPP at 5:07 and Marie Pickerill joined the meeting.
6. Marie reiterated that she is seeking further clarification from CAATE as to the wording and name changes that the agency will require for degrees. The documentation appears contradictory. She will advise CAPP when she hears from the agency.
7. The VPAA asked whether more changes are foreseeable in the near future. Discussion followed as to whether this was similar to other degrees offered at DePauw such as music education.
8. Discussion followed as to whether students actually need to be certified if they are pursuing a degree in Athletic Training – Marie noted that certification opens many more options for students. More discussion followed as to the success rates of majors on the accreditation exam.
9. Discussion followed as to how Athletic Training fits within the major and Kinesiology department on the whole and as compared to other tracks within the major. These will be topics for discussion during the self study process.  
Marie left CAPP at 5:40pm.
10. CAPP discussed how Athletic Training fits into the DePauw liberal arts cu

Committee members present: Neal Abraham, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pam Propsom, Pamela Selle, Rebecca Upton, Dan Wachter, Chris White

1. Call to Order: 4:19 PM, Roy O. West Conference Room

2. Reviewed and approved minutes of 8 October 2007, with minor amendments.

3. Announcements

The chair mentioned the response from CAATE received by Marie Pickerill regarding terms for AT accreditation (forwarded to CAPP members). Neal Abraham has sent a followup query for further clarification from CAATE.

In order to tie up some loose ends, CAPP will meet on October 29, beginning at 4:30 PM.

noticed a substantial increase in the documentation process for students; they are working to accommodate this. A lengthy discussion followed in which CAPP members clarified the modifications to the proposal.

The increasing burden of administrative/assessment/data management work was noted, and strategies for meeting these demands were reviewed. Issues of management and leadership of the program were also discussed.

In addition to the increase in majors and minors, an increase in demand for some classes by non-majors was also noted. It is not known if these represent trends or transitory fluctuations in course demands. It was noted that the majority of these students who do not have the option of licensure at DePauw will likely *not* pursue licensure elsewhere. Many students pursue other, related careers.

The current staffing of Education Studies was reviewed, with a particular focus on flexibility of department members' course schedules.

The question of Why is an MAT program of this sort needed was discussed. It was pointed out that there are currently no licensure programs of the sort in the state, offering MAT degrees in both Elementary and Secondary education (Earlham offers an MAT in Secondary education only). Licensure is attained at larger schools within the state, which are not centered around the same educational goals as a liberal arts institution. An MAT program such as this would be unique in the state, and would prepare teachers in an entirely different (and perhaps much needed) manner.

Tom and Marcelle left at 5:44 PM

CAPP members continued to discuss and clarify the nature of the revised program proposal.

Finally, CAPP's role, both with regard to the revised proposal and future directions for the proposed program were discussed. It was decided that an announcement will be prepared outlining the revisions, and CAPP's recommendations, for presentation to the Faculty at the next Faculty meeting.

6. Meeting adjourned at 6:12 PM

Respectfully submitted,  
Kevin Kinney

**Committee on Academic Policy and Planning**  
**29 October 2007**

2. Reviewed and approved minutes of October 22, 2007. It was suggested that Kevin Kinney might become official minute taker for a time.

### 3. Announcements

A. Chair announced that she and Hillary Eppley will be attending the GLCA Academic Council meeting and asked committee members to offer suggestions for agenda items.

### 4. Old Business

A. IEC Committee memo regarding the duties of the IEC (sent by chair of IEC, Tim Cope to CAPP for consideration) was reviewed, and suggested changes will be sent to Tim Cope.

B. CAPP's response to Ed Studies proposal will be drafted by Melanie Finney and emailed to members and VPAA. CAPP will make an announcement of its response to the proposal at the November faculty meeting.

C. Language for two motions on interdisciplinary programs' RAS requests, and their rationale, was discussed. CAPP will attempt to place motions on agenda for November faculty meeting. If motion(s) carry, interdisciplinary programs could compete in RAS process in the coming year.

D. Review of Competency Programs, tabled until November 12

E. Russian Studies Program, tabled until November 12, when representatives of the program will visit CAPP meeting.

### 5. Response to Announcements and Additional Announcements

A. The VPAA revisited Prof. Finney's request for agenda items for the upcoming GLCA meeting, and asked whether GLCA might be interested in peer discussion of curricular issues.

The VPAA also noted that an important topic last year was interdisciplinary staffing, which is now being more fully considered, and in some cases implemented, by university and college member institutions. DePauw is interested in continuing this exploration and would be willing to pay an honorarium to faculty involved in teaching students from member institutions, either at DePauw or in the involved institution. VPAA is discussing these options with Dean of Wabash, Gary Phillips.

It was announced that GLCA schools may be involved in Focus the Nation day.

B. CAPP has received a white paper from Student Congress for giving group 6 credit to DePauw varsity athletes. Further discussion of this issue is planned for the November 26th CAP

C. Pam Propsom announced that the Admissions Advisory Committee met October 23 rd – and that any suggestions CAPP may have should be conveyed through Pam Propsom and Chris White, who are common to both committees.

The discriminatory nature of test scores (SAT and ACT) was mentioned as something the AAC should consider for discussion. The VPAA offered the fact that high school GPA may be the best overall indicator of college success.

6. Meeting adjourned at 5:41 pm.  
Submitted by Chris White.

**CAPP**  
**Meeting Minutes**  
**Nov. 12, 2007**

Present: Neal Abraham, Jon Ferguson, Melanie Finney, Kevin Kinney, Zak Phillips, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White.

Meeting was called to order at 4:17 p.m. Minutes of the Oct. 29, 2007 meeting were approved.

**Announcements**

Melanie attended GLCA Academic Council Meeting and said there wasn't much to report. She suggested that perhaps these sessions could be conducted more economically via email or teleconference in the future.

There will be an additional CAPP meeting Dec. 10, 4:30-6:00.

**Old Business**

Review of proposed Competency and Honor Program Director and Steering Committee Membership Guidelines.

A subcommittee composed of Jon Ferguson, Kevin Kinney, and Pam Propsom reviewed the guidelines developed by CAPP last year. This subcommittee developed a revision to the guidelines, although it was difficult to do because none of the current subcommittee members were on the group that wrote the original guidelines last year.

Common themes: one size may not fit all for the committee membership guidelines or the director position. Should staff members be allowed to be steering committee members? Need to provide a rationale for developing guidelines and be transparent to the affected groups several recommendations that dealt with job descriptions, which CAPP doesn't have the authority to do anything about stipulation about having had to teach in the program to be on the steering committee creates too limited a pool of faculty members for some programs to draw from guidelines state that steering committees operate like a department, but we think they operate more like an interdisciplinary program three year term of service seems more reasonable than the proposed two year term on a steering committee may not be possible to have a Director in a nonrenewable position It was pointed out that the original motivations for creating these

guidelines were to bring consistency to the governance structure, reduce the number of people

The floor was then opened up for questions:

CAPP is not looking to remove the Russian language program, so what is the concern?

*Response*—Russian Studies major requires Russian language and the concern is that removing the protection of the Russian Studies major will reduce the number of Russian language courses offered, especially upper-level courses.

Currently



Who will be the Program Director? Will you be able to have a good, strong committee by the end of the academic year? Could changes in the curriculum be made in that short a timespan? Any significant curriculum changes would have to be approved by CAPP. *Response*—Masha believes that they could have a committee by the end of the academic year and she would be willing to be the director. May need to talk with people to get a better understanding of why they are unwilling to be on the steering committee (e.g., is it a practical issue of release time or a philosophical reason?).

Masha and Bob left. The committee discussed the issue. Questions and issues for deliberation that arose included the appropriate allocation of university resources to this program, the current level of faculty support for the program, what decision would be in the best interest of students, the level of interdisciplinarity in the program, and the amount of revision to the Russian Studies curriculum that might be necessary to sustain the major.

Pam will send the draft minutes to the committee for feedback. She will also send a draft of Masha and Bob's comments to them to make sure their sentiments were accurately captured.

Winter Term Subcommittee (WTS).

WTS asked for elaboration on why CAPP rejected a Winter Term trip proposal last year. CAPP has asked WTS to provide better guidelines for trip proposals. Rebecca Upton and Kevin Kinney will attend the WTS meeting this week to present the rationale for last year's CAPP decision.

Meeting was adjourned at 6:37.

### **Committee on Academic Policy and Planning November 26, 2007**

Attending: Neal Abraham, Jon Ferguson, Melanie Finney (Chair), Kevin Kinney, Pamela Propsom, Rebecca Upton, Chris White

Meeting was called to order at 4:19 p.m.

Minutes from November 12 were approved, with minor modifications.

Announcements:

Rebecca Upton attended the recent Winter Term subcommittee to clarify CAPP's position regarding Off-Campus Study Project proposals with a mission component or focus. The WTSC has been asked to draft guidelines in the matter and to send them to CAPP for review and approval before implementation.

Old Business:

A. Review of Governance Guidelines for Competency Programs and Honors Programs was tabled until 10 December. A draft of revised guidelines for the Honors programs was distributed.

B. Russian Studies Program

The committee continued their discussion concerning the program. Primary topics were examining the student demand for the program (as distinct from demand for Russian Language and for courses taught which contribute to the program). At present, continuing the program by accepting students is problematic. Accepting students involves a 2year plus commitment of resources to provide courses for the major. More critically, there still is not a

CAPP decided to focus on the specific proposal. By vote, CAPP chose to endorse the resolution contained in the Student Congress Whitepaper. A motion will be presented at the December Faculty Meeting for vote in Feb.

New Business:

WT Subcommittee Policy Change on Off-Campus Winter Terms:

The recent call for proposals included what appeared to be guidelines for a May option for study projects. This appears to have been the result of a miscommunication.

The WTSC provided the proposed guidelines to CAPP November 13, and shortly thereafter announced the call, without waiting for CAPP's response. CAPP will review the matter at its next meeting (after studying the call for proposals and criteria for review). Until then, no May term proposals are to be reviewed or approved.

The meeting adjourned at 6:17 p.m.

### **Minutes from CAPP December 10, 2007**

CAPP members present: Melanie Finney, chair, Pam Propsom, Kevin Kinney, Dan Wachter, Jon Ferguson, Rebecca Upton, Neal Abraham, VPAA.

The meeting was called to order in the Roy O. West conference room at 4:36 p.m.

The minutes from the last CAPP meeting on November 26, 2007 were approved as amended.

#### 1. Announcements

A. The VPAA commended CAPP on its work on preparing and presenting difficult issues to the faculty recently (labs, interdisciplinary staffing, Russian Studies) The VPAA is discussing with Bob Hershberger and

## B. Review of Winter Term Subcommittee off campus trip proposal changes

1. The committee discussed the memo submitted by WTS on November 13, 2007 to CAPP requesting changes to the WT off campus guidelines so that certain trips may be conducted after the second semester instead of January. This memo had been circulated to all faculty prior to CAPP's approval.

2. The committee discussed the intentions, benefits of and concerns raised by allowing such trips including the completion of WT credit by graduating seniors. The committee decided that as a trial run, 34 trips should be allowed and the chair will communicate this to the WTS.

## 3. New Business

A. CAPP agenda/meeting times – The committee will meet in the spring semester of 2008 on the following dates:

February 11th and 25th

March 10th and 31st

April 14th and 28th

It was noted that RAS meets May 21st 23rd and if necessary the 27th. Given this schedule, CAPP's advice to RAS (after CAPP has considered current staffing in departments and programs and after CAPP has read recent self-studies, external reports, and strategic plans) will need to be completed in April. The chair and the VPAA will ask departments and programs to submit current long term visions and goals, particularly with regard to staffing needs, to assist in placing advice in context. The chair and the VPAA will ask for this vision by March 1, 2008.

B. CAPP will consider several issues in the spring semester of 2008. The committee discussed the possibility of examining the general education requirements, the lab requirement and some long term planning goals. CAPP had begun

1. **Call to Order:** Meeting was called to order at 4:19 pm.

2. **Review and Approval of Minutes:** The Minutes of December 10, 2008, were approved as distributed.

3. **Announcements:**

A. Concerning the Athletic Training Education Program, the chair reported that the VPAA received an email in December from CAATE (athletic training accrediting body)

addition, he asked Ken to adjust the registration program to give Group 6 PE course priority to students who do not have .5 credits in PE.

C. The VPAA reported that he met with the Dean of Wabash College and they agreed to develop a method to share modern language resources in a reciprocal arrangement that adds breadth to our combined language offerings. The pilot program involves courses in Italian and Russian this semester.

#### **5. New Business:**

A. CAPP discussed the ideas from the January 2007 CAPP Brainstorm Session 1. Some prevailing themes emerged from the discussion and these will provide a starting point for future consideration.

B. Three tenured members of CAPP are needed to serve on RAS. Melanie Finney, Kevin Kinney, and Dan Wachter will serve on RAS. RAS will meet May 21-23 and 27.

C. Two CAPP Subcommittees were created.

i. Subcommittee on Guidelines for Assessing Health of Interdisciplinary Programs (Neal Abraham, Melanie Finney, Zak Phillips, Rebecca Upton, Dan Wachter). Report due to CAPP on April 14.

ii. Subcommittee on Faculty Response to General Education Requirements (Jon Ferguson, Kevin Kinney, Pam Propsom, Chris White). Report due to CAPP on March 31.

6. **Adjournment:** The meeting was adjourned at 6:20 pm.

### **CAPP Meeting Minutes Feb. 25, 2008**

Present: Neal Abraham, Jon Ferguson, Melanie Finney, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter, Chris White

Meeting was called to order at 4:17 p.m. Minutes from the previous meeting were approved with minor revisions.

#### **Announcements**

Russian Studies Program Update. The VPAA received a report from a group of individuals expressing their desire to be appointed to the Russian Studies Steering Committee. However, they have indicated that they only agreed to be on a steering committee for the minor, not the major. Masha Belyavski-Frank has agreed to be the director. The group has reported that they do not expect to form a steering committee for the major by the given deadline of Feb. 29. If that turns out to be the case CAPP will proceed with its stated position to take a motion to the faculty to discontinue the major.

Interdisciplinary Programs. Memo from Melanie Finney on the Mellon 23 Assembly on

Interdisciplinary Programs. DePauw's team attending the Assembly of representatives from 23 liberal arts colleges funded by Mellon for faculty enhancement initiatives included Melanie Finney, Pedar Foss, Brett O'Bannon, and Neal Abraham. Issues that arose during the Mellon-sponsored meeting in St. Paul were various perspectives on

**Committee o**









6. Meeting was adjourned at 6:22 pm.

Minutes respectfully submitted by  
Chris White, reporter.

**Committee on Academic Policy and Planning**  
**May 29, 2008**

The meeting was convened at 2:05 p.m.

Members Present: Melanie Finney (Chair), Neal Abraham, Kevin Kinney, Pam Propsom, Rebecca Upton, Dan Wachter. Guest: Karin Ahlm, chair of the Resource Allocation Subcommittee.

Melanie Finney outlined the procedures and guidelines for consideration of the RAS recommendations. Karin Ahlm summarized the report from RAS to CAPP. The members of this year's RAS were: Karin Ahlm, Tamara Beauboeuf, Julia Bruggemann, Art Evans, Melanie Finney, Jeff Hansen, Anne Harris, Kevin Kinney, and Dan Wachter.

Karin Ahlm presented the recommendations from RAS (rankings and funding cutoff), Strengths and Concerns for each proposal, and other recommendations.

Rankings: RAS received and discussed nine position requests from eight departments and programs, and ranked them in the following way:

1. Mathematics – Statistics
2. Art – Art History, East Asian Focus
3. Biology
4. Mathematics – Applied
5. Modern Languages – Spanish
6. Black Studies
7. Women's Studies
8. Philosophy
9. English

RAS recommended that funding positions 15 would be in the best interest of the University, found that the proposals for Positions 6 and 7 were premature and encourages these two programs to resubmit their proposals next year, and recommended that positions 8 and 9 not be funded.

Karin Ahlm also presented a list of strengths and concerns for each proposal. The items presented do not necessarily represent consensus, rather they represented opinions of some of the members of RAS. The Strengths and Concerns of each proposal will be shared with Dr. Casey and with the department submitting the proposal.

Karin Ahlm also forwarded a list of items that RAS wants CAPP to address, including clarifying the details to be addressed by interdisciplinary programs when they craft proposals for RAS.

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