

Overview of CAP 4 Year Review

What is the CAP 4 Year Review?

The CAP 4 Year Review 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 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. Simply put, the 4 Year Review process asks: is the course being delivered as proposed for CAP; are students learning; and how is that learning discerned?

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*.

What is the point of the CAP 4 Year Review?

The CAP 4 Year Review process is intended for faculty to reflect and determine if the course that is being taught is aligned with initial learning aims of the course, demonstrate that learning is happening, and consider any changes for the future.

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,
- Telling faculty members how to teach or what to teach,
- Using data to thwart course offerings.

For additional information, please visit the CAP website: <http://www.udayton.edu/provost/cap>

CAP 4 Year Review Process 2017-18 Academic Year¹

Summer 2017

- Departments/faculty members are reminded of the upcoming 4 Year Review process and they decide if keeping a course's designation as a CAP course is desired; if so, review process proceeds; if not, please notify the CAP Office

Fall Semester 2017

- Workshop for faculty regarding course reflection and review process
- Faculty members who teach the course continue conversations among themselves about course learning objectives and CAP components
- Faculty members compile information about the course and student learning
- Draft responses to the CAP 4 Year Review Report queries
- Submit draft 4 Year Review Report to department for input and dialogue (CAP Office will remind units to remind departments of this timeline)

Spring Semester 2018

- Faculty members make revisions to CAP 4 Year Review Report
- Department Chair submits CAP 4 Year Review Report via CIM, as an attachment, to CAPC by February 1, 2018
- 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 1, 2018)
 - o CAPC reviews recommendations of subcommittees and determines if more information and/or consultation with faculty and departments is needed; if needed, requests will be made by March 23, 2018
 - o During April, meetings with faculty members and/or department chairs if needed
- Decisions by CAPC regarding renewal of CAP course designation and modifications will be provided by May 15, 2018 via CIM (in Reviewer Comments field)

Summer 2018

- 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 1, 2018

¹ *While the elements of the 4 Year Review process and expectations for departments and faculty will be consistent, as outlined above, specific deadlines may shift in future academic years as the number of courses going through this process will expand significantly after the 2017-2018 academic year. 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.