



CAP 4-Year Review Process Overview, Timeline, and Outcomes 2018-19 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 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?
- 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; or
- Using data to thwart course offerings.

What is the 2018-19 timeline* for the CAP 4-Year Review?

Summer 2018

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

For additional information, please visit the CAP website:

<https://www.udayton.edu/provost/cap/4-year-course-review.php>

Fall Semester 2018

- September workshop for departments and faculty members regarding review process and examples of assessment methods for course reflection
- Faculty members who teach the course continue 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 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 departments and deans' offices of this timeline)
- 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, 2018
- 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, 2018

Spring Semester 2019

- 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 the Course Inventory Management \(CIM\) system](#) by January 28, 2019
- 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, 2019)
 - o CAPC reviews recommendations of subcommittees and determines if more information and/or consultation with faculty members and departments is needed; if needed, requests will be made by March 25, 2019
 - 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, 2019 via CIM

Summer 2019

- 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 3, 2019

*While the elements of the 4-Year Review process and expectations for departments and faculty members will be consistent, as outlined above, specific deadlines may shift in future academic years as the number of courses going through this process continues to increase. 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.

For additional information, please visit the CAP website:

<https://www.udayton.edu/provost/cap/4-year-course-review.php>

Outcomes of the CAP 4-Year Review Process

There are two possible outcomes based on departmental decisions:

- Course is withdrawn 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.
- Course requests a 2-year deferral
The 4-Year Review process can be deferred for 2 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.

There are three possible outcomes of the CAPC's examination of a course's 4-Year Review report:

- 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 to make ongoing improvements to the course on a routine basis. The CAPC will review the course again after 4 academic years.
- Course is reapproved for 2 years
A 2-year re-approval indicates that the department is developing or 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 to make ongoing improvements to the course on a routine basis. The CAPC will review the course again after 2 academic years.
- Course is not reapproved
A course may not be reapproved if a department demonstrates little to no evidence of assessment and a desire to interpret and use assessment results to improve 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.

Initial 4-Year Review Cycle	Next Review for Courses Reapproved for 4 Years	Next Review for Courses Reapproved for 2 Years or Granted a 2-Year Deferral
2016-17	2021-22	2019-20
2017-18	2022-23	2020-21
2018-19	2023-24	2021-22
2019-20	2024-25	2022-23

For additional information, please visit the CAP website:

<https://www.udayton.edu/provost/cap/4-year-course-review.php>