



## CAP 4 Year Review Frequently Asked Questions

**If you have a question about the CAP 4 Year Review process that is not addressed here, please contact the CAP Office or Chair of the CAP Committee (CAPC). Contact information is included at the end.**

**Q:** What does CAPC look for in reviewing 4 Year Review Reports?

**A:** CAPC looks for evidence that faculty and departments are focused on student learning and discerning whether student learning is happening. CAPC will review student learning for alignment with stated course learning objectives when the course initially received CAP designation.

**Q:** My course is up for 4 Year Review but I have no assessment data, what do I do?

**A:** Many courses going through this process for the first time have not collected information around student learning before and this is perfectly acceptable. The 4 Year Review process is designed to help faculty begin the process of developing a plan for determining student learning and collecting evidence of that learning. Courses that are in this stage will likely be given a two year conditional re-approval as the plans are put in place and assessment data is collected.

**Q:** If a course receives a conditional re-approval for two years, when is that course reviewed again?

**A:** After a two year, conditional re-approval, a course will have two full academic years before being reviewed again in the third academic year. For example, if a course was granted conditional re-approval during the 2016-17 review cycle, the course will be up for review again in 2019-20.

**Q:** What if a course that is up for 4 Year Review has not been taught?

**A:** If a course is up for review that has not been taught, please notify the CAP office. A course may be granted a deferral of two years if it has not been offered. Only one deferral is allowed for each course.

**Q:** What should be done if a faculty member who teaches a course up for review is on sabbatical?

**A:** If an instructor for a course is on sabbatical, it is still the department's responsibility to engage the 4 Year Review process. Since all CAP courses engage this process, faculty members and their departments should be aware of the timeline in advance of this process.

**Q:** My course is up for 4 Year Review and I want to make major changes to the course [e.g., adding/removing a CAP component or Institutional Learning Goals (ILGs)], should I do that all at once?

**A:** The 4 Year Review process is designed to look back over the last four years of the course and see how learning is going. While part of the review process is focused on changes in the future, the bulk of the reflection is on the course in the past, so it is best to focus on the delivery of the course to date and make changes to the course in the future. The 4 Year Review process expects courses are likely to see some modification after the process.

**Q:** February 1<sup>st</sup> is a hectic time of the academic year, may I turn in my report early?

**A:** Yes! You may upload your course's 4 Year Review Report to the Course Inventory Management (CIM) system any time prior to February 1, 2018. Please note that this submission deadline applies only to courses up for review during the 2017-18 review cycle. Beyond 2017-18, the submission deadline is likely to shift earlier in the year as the number of courses going through the process will expand significantly. With any changes in timing, departments will still be notified at least six months in advance about courses coming up for review in a given academic year.

**Q:** How is 4 Year Review different from the results of a cumulative final exam in a course?

**A:** A final exam in a course grades students' performance on a wide range of content areas without necessarily or explicitly linking back to broader, more holistic assessment of student achievement of particular course learning outcomes. The CAP 4 Year Review process asks faculty to reflect on student learning around course learning outcomes in an aggregate manner rather than focusing on scoring a particular student's grade on one assignment.

**Q:** How will the 4 Year Review be handled for cross-listed courses?

**A:** Cross-listed courses are courses submitted and approved with identical content in CIM. The course prefix and number listed on the course proposal form in CIM is the “parent” course. The “child” course is referenced under these two questions in CIM: *Is this course listed under two or more departments? As which prefix and course number(s)?* The departments of both the “parent” and “child” course will be notified when cross-listed courses are up for review. The “parent” department will be expected to take the lead to complete the 4 Year Review Report and also to coordinate the report with the other department involved.

**Q:** What should a department do if it does not want to continue CAP designation for a course?

**A:** The department should notify the CAP Office about the intent to discontinue CAP designation. The department can make this choice at any time; it does not have to be tied to the 4 Year Review process. To discontinue CAP designation, the department offering the course will need to work with the CAP office, in coordination with all academic units, to develop a plan to phase out the course. This coordination must be done to minimize disruption in the courses of study of students likely to take the course.

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