APC Proposal for Clarification:

CAP CAPSTONE REQUIREMENT

CAP LANGUAGE:

Major Capstone

The ability of students to integrate the knowledge acquired in the undergraduate career, both within the major and in the Common Academic Program, is greatly enhanced by a capstone experience. All students will have a capstone course or experience in their major. The capstone will provide students the opportunity to engage, integrate, practice, and demonstrate the knowledge and skills they have developed in their major courses and which reflect learning outcomes associated with the Habits of Inquiry and Reflection. The capstone will provide students the opportunity to engage in the scholarship, activity and/or practice of their major field and further the students' understanding of their chosen vocation, career or profession. Students will present their work in a forum appropriate to their major. This course or experience will be designed by faculty in each major. It may, or may not be assigned credit hours.

REQUESTED CLARIFICATION:

Two questions have arisen regarding the CAP Capstone requirement. The CAP-C has asked for our help in clarifying the requirement on the following points:

--What should be done in the case of double majors?

--Does the CAP Capstone require integration with Cap?

OFFICIAL CLARIFICATION DECISION

The Academic Policies Committee understands that the language of the capstone is clear in that "all students will have a capstone course or experience in their major." The Academic Policies Committee also affirms the principle that the capstone is part of CAP, but belongs to the major. The capstone is further connected to "learning outcomes associated with the Habits of Inquiry and Reflection." As such, a capstone need not build upon courses within CAP directly, but must address vocation and at least one additional SLO at an advanced level.

The CAP requirement is fulfilled through the completion of one capstone experience. Departments must decide what the requirements must be in the case of double majors. The Academic Policies Committee also stresses the fact that a capstone need not be a credit bearing course and there exist a variety of options for departments to develop capstones that best serve their students. The options, which will be devised by faculty within each major, include, but are not limited to, the following examples:

1) A credit bearing course
2) Completion of an Honor's Thesis
3) Completion of a field work experience
4) Completion of a community engaged learning project

Additionally, departments may choose to create alternative options to accommodate students with more than one major.

<u>**APC Proposal for Clarification:**</u>

<u>**CAP MATHEMATICS REQUIREMENT**</u>

CAP LANGUAGE:

Mathematics

To enhance quantitative reasoning skills, all students will complete three hours in mathematics. The particular course will vary based on the students' major and background in mathematics. The mathematics courses are most closely related to the HIR outcomes related to scholarship, practical wisdom and critical evaluation of our times.

REQUESTED CLARIFICATION:

The CAP-C and the Mathematics Department have requested clarification on this requirement, specifically regarding the following phrase in the CAP document:

"all students will complete three hours in mathematics.…"

The Mathematics Department believes that the statement implies courses that fulfill the mathematics component of CAP must be taken in the mathematics department.

Currently, this issue is unresolved and there may be courses proposed to fulfill the mathematics requirement that are not delivered by the Mathematics department. The question before the CAP-C and the APC is whether this allowable under the Mathematics requirement as written in the CAP Document.

OFFICIAL CLARIFICATION DECISION

The Academic Policies Committee understands that the language "in mathematics" to clearly specify an academic department in the College of Arts and Sciences. Although the second line indicates that "the particular course will vary based on the student's major and background in mathematics" this does not imply mathematics courses could be developed outside of the Mathematics Department which fulfill this component. Instead, it states that the Mathematics Department is to work with other departments to ensure an appropriate array of mathematics courses are offered that address the needs of various different majors and academic units. Therefore, CAP-C can only approve of courses to fulfill the Mathematics component of CAP that are created within the Mathematics Department.

<u>**APC Proposal for Clarification:**</u>

<u>**CAP NATURAL SCIENCE REQUIREMENT**</u>

CAP LANGUAGE:

Natural Sciences – 7 total credit hours

An understanding of many significant issues confronting our world today requires a basic understanding of science. Students must take two three-hour lecture courses in the physical or life sciences or computer science, at least one of which should be accompanied by a corresponding one-hour laboratory section. Lecture sections are either a pre-requisite or co-requisite to their correlative laboratory sections. Students will be exposed to at least two of the five disciplines: biology, chemistry, computer science, geology, and physics. The science component will actively challenge students to explore the scientific dimensions of complex, controversial or unresolved problems facing human society. It will further the development of the outcomes related to scholarship, practical wisdom and critical evaluation of our times by challenging students to achieve an enriched understanding of the scientific method by applying it to issues of broad public interest. The community outcome will also be enhanced through the team-based learning that occurs in the laboratory setting.

REQUESTED CLARIFICATION:

The CAP-C and the Natural Science chairs have requested clarification on this requirement, specifically regarding the following two phrases in the CAP document:

"Students must take two three-hour lecture courses in the physical or life sciences or computer science…"

"Students will be exposed to at least two of the five disciplines: biology, chemistry, computer science, geology, and physics."

The Natural Science chairs believe that the first statement implies courses that fulfill the natural science component of CAP must be taken within a natural sciences department. Further they believe that they should provide the definition of what constitutes "exposure" in the second line.

Currently, this issue is unresolved and there have a been a few courses proposed to fulfill the natural science requirement that are not delivered by the Natural Science departments. The question before the CAP-C and the APC is whether this allowable under the Natural Science requirement as written in the CAP Document.

OFFICIAL CLARIFICATION DECISION

The Natural Science component of CAP is meant to *introduce* students to concepts central to understanding the physical or life sciences or computer science. These introductory courses are currently best delivered through the Natural Sciences division of the College of Arts and Sciences. Therefore, CAP-C can only approve of courses to fulfill the natural science component of CAP that are created within the Natural Science departments.

APC Proposal for Clarification:

RENEWAL OF CAP COURSES

CAP DOCUMENT LANGUAGE:

Line 615-616: "Work with the University Committee and with the Assistant Provost to conduct assessments of the Common Academic Program."

Line 661-663: "With the assistance of the Assistant Provost for the Common Academic Program, monitor and evaluate courses and experiences in the CAP to insure that the CAP requirements can be satisfied by students in a timely and systematic fashion."

Line 675-677: "The Committee shall develop its own procedures for performing its duties and such procedures shall be submitted to the Executive Committee of the Academic Senate for its approval."

Line 721-723: "Work with the College Associate Dean and professional schools to implement common procedures for effective assessment, review, and evaluation of the Common Academic Program."

Line 724-725: "Report the results of the assessment and evaluation to the Academic Policies Committee of the Academic Senate and other appropriate University bodies."

Line 738-742: "Work with the Assistant Provost to address logistical issues related to CAP and to implement procedures for effective assessment, review, and evaluation of the Common Academic Program. The Associate Dean will assist in reporting the results of that assessment to the Academic Policies Committee of the Academic Senate and other appropriate University bodies."

CAPC POLICIES AND PROCEDURES LANGUAGE:

"In order for a course to continue to satisfy one or more components of the Common Academic Program, the department that submitted the original course proposal must, at least once every four years, review the course and certify that the course continues to meet the CAP-requirements for those components. The initial departmental review must take place within four years from the time the course is first listed in the catalogue as a CAP course. Subsequent departmental reviews must take place within four years from the last time that the course was certified. Six months before the end of such a four-year time period the department that submitted the original course proposal will be notified of the need to review the course. As a result of the departmental review process the department will, by filling out an online form, do one of the following:

> A) Certify that the course continues to meet the University of Dayton Learning Outcomes proposed in the original course proposal and the specific requirements of the CAP component(s) described in the CAP document.

> B) Request that the course be removed from the list of approved CAP courses.

> If a department chooses option A), the CAP course will continue to satisfy the CAP-components for which it was originally approved. If a department chooses option B), a plan should be developed to phase the course out in order to cause minimal disruption in the courses of study of students likely to take the course. While the departmental review of a CAP-course must occur at least once every four years, the department may choose to take action B) at any time."

ISSUE:

There is an inconsistency between these documents that must be resolved. The CAP Document indicates in 661-663 that the responsibility for monitoring and evaluating experiences in CAP rests with the CAPC; however, the CAPC Policies and Procedures document places that review and evaluative responsibility in the hands of department chairs.

Additionally, the Associate Dean of the College, Assistant Provost for the Common Academic Program and the current chairperson of the CAPC have made the following observations: a) the current CAPC guidelines fail to provide a common procedure for reviewing courses, thus inhibiting effective assessment, review and evaluation; b) the current procedure isn't robust enough to fulfill the requirements in the Senate document.

They have requested the APC provide direction as to how courses are to be reviewed and evaluated so that there is a common practice across the university.

OFFICIAL CLARIFICATION DECISION

The CAPC procedure for course review, evaluation and renewal is not robust enough to preserve the curricular integrity of CAP. Additionally, assessment of student learning outcomes, both specific to the course and the university student learning outcomes, is an essential part of CAP implementation and renewal.

At this point, there is not enough time in the remaining Senate calendar to appropriately address the issues of assessment and course renewal in a way that provides a permanent solution to these issues. That said, APC is directing the CAPC to handle all course renewals before the committee during Fall 2016 in the following manner:

> *Proposers/Department Chair is to provide a brief narrative describing how assessment has informed changes or improvements to the course, if any have been made.

> *Proposers/Department Chair is to make any edits to the CIM document for the course necessary to reflect these changes

> *Proposer/Department Chair is to have a developmental consultation with the CAPC regarding the course

Upon completion of this review, the CAPC may recommend renewal of the course for the appropriate category of CAP, request changes to the course in order to renew it for a category of CAP, or not renew the course. Additionally, it should be noted that the Humanities Commons, which are due for review in F16, should be reviewed in the same manner as they were approved; that is to say, as a program of courses, not as individual courses.

The APC will also encourage the Academic Senate to conduct a more robust discussion during AY 16-17 to determine an appropriate process for meaningful and manageable review of CAP courses beyond next year.