

What to expect at a CAPC meeting when proposing a course for CAP designation

The CAP Committee (CAPC) is a standing committee of the Academic Policies Committee of the Academic Senate that reviews proposals for courses seeking CAP designation. The CAPC is composed of 16 members appointed by the Executive Committee of the Academic Senate, including students, faculty, and administrators from across campus. Four of its members are ex-officio who attend CAPC meetings and participate in discussions, but do not vote. (They are the associate deans from the professional schools: Business Administration, Education and Health Sciences, and Engineering; and the University Libraries.)

A proposed CAP course will advance to the CAPC workflow in the [Course Inventory Management \(CIM\)](#) system after it has completed review according to department and unit-level processes. Once it reaches the CAP office, there is a two-week advance announcement before CAPC review. In advance of that CAPC meeting, CAPC members will review the proposal independently, but not discuss it prior to the meeting. CAPC members will review the course for its support and delivery of the selected university institutional learning goals (ILGs) and CAP components. The CAPC utilizes Course Review Guidelines during this process. The guidelines summarize the elements of each CAP component and indicate any required ILGs. The guidelines are available in CIM under the CAP approval section and on the CAP website under the section for [Developing CAP Course Proposals](#).

During the meeting of CAPC when a proposed course is on the agenda, CAPC encourages the faculty member proposing the course, the department chair, or some other representative to attend to answer any questions CAPC members may have about the course and its support and delivery of selected CAP components and ILGs. There is no prescribed presentation required by a proposer; rather it is an opportunity to engage in conversation about the course and student learning. In instances where the course proposal clearly outlines support and delivery of the selected CAP components and ILGs, the committee may proceed directly to a vote without any deliberation. In some instances, the CAPC may request clarification in a CAP course proposal for the sake of posterity and record keeping since the proposal serves as a record of how the course is intended to be delivered.

The committee's decisions about CAP course proposals are determined by majority vote of those voting members present. The CAPC must meet quorum requirements to vote on proposals. The committee can take the following actions on CAP course proposals:

- Approve with no changes
- Approve pending minor revisions: In this case, the CAPC decides that the course satisfies criteria for CAP designation but has recommendations for minor revisions. The minor revisions are likely to focus on clarifying the course's connections to the selected CAP components and/or ILG. To address the minor revisions, the CAP office will offer to update the proposal in CIM if there is sufficient information to do so. Otherwise, the proposal will be rolled back in CIM with an explanation of the requested revisions in the Reviewer Comments section. There is no specific timeline for the revisions to be made. Once they are completed, the Assistant Provost for CAP will review the revised proposal on behalf of the CAPC. If the requested revisions have been sufficiently addressed, the Assistant Provost will approve the proposal.

- Table: The CAPC may postpone action on a CAP proposal if there are questions about the connection to selected CAP components and ILGs and no representative is present to respond.
- Proposers also have the option to withdraw a proposal before the CAPC votes on it. This may occur if significant revision is needed in order for the course to meet criteria for CAP designation (e.g., an ILG required for a specific CAP component is omitted). In this case, the proposal will be rolled back in CIM and it can be revised and resubmitted at a later date. Before resubmitting for CAPC review, the revised proposal will need to go through the appropriate department and unit level review processes.

After the CAPC approves CAP designation for a course, the following will occur:

- The CAPC Chair and Assistant Provost for CAP will communicate the approval via email to the department chair and proposer. The notification will include the approved CAP components and ILGs and the year in which the course will be scheduled for four-year review.
- The CAP Office will notify the Registrar's Office about the course's CAP designation. The Registrar's Office will add the course to DegreeWorks with the approved CAP attributes.
- The CAP Office will add the course to the lists of [CAP designated courses](#) on the CAP website.
- The CAP Office will add the course to the list of CAP designated courses in the next issue of the Undergraduate Catalog, which is published annually on August 1.

For questions or assistance, please contact Michelle Pautz (mpautz1@udayton.edu) and Judy Owen (jowen1@udayton.edu) in the CAP Office.