

## **Committee on Academic Policy (CAP): Meeting Minutes**

Thursday, March 27, 2025, 11:00am; Taylor Room

Meeting #20 AY 2024-2025

Attendees: J. Dudle (CEAE, CAP Chair and EDC Representative), N. Farny (BBT), D. Heilman (CBC, UOAC representative), James Hutchinson (student representative), M. Leatherman (student representative), S. Miles (Registrar), L. Roberts (BBT), S. Wodin-Schwartz (MME), F. Zoutendyk (MME)

Not in attendance: A. Gericke (Dean of Undergraduate Studies)

1. The meeting was called to order at 11:03am.
2. CAP officially welcomed James Hutchinson, student representative for D term.
3. The minutes from CAP meeting #19 on March 20, 2025 were discussed, amended, and approved.
4. Prof. Wodin-Schwartz (course reports subcommittee member) updated CAP on progress made in C term. The subcommittee held two listening sessions and sent a survey to those who could not attend. Community feedback was focused in the following areas.
  - A desire for questions to be more closely related to student learning and course learning outcomes
  - Concerns related to inherent bias, low response rates, survey deployment timing and hurtful/inappropriate comments
  - The idea of developing pre-built question banks for courses that are lab or project based that could be easily added to the survey was proposed.
  - Different methods for assessing courses, including peer observation

The subcommittee proposed forming a stakeholder committee with representatives across campus (similar to what was done in 2017) to modify student course report surveys to be more centered on student learning. CAP approved formation of a stakeholder committee.

5. CAP reviewed the motion to add a second major in Systems and Theoretical Biology (STB) from the Bioinformatics and Computational Biology (BCB) program. CAO had previously voted not to recommend approval. CAP discussed the distribution requirements, and noted the existing BCB distribution requirements allow students to take all or most of the courses the STB major would require. Given the relatively small size of the BCB major, CAP is concerned the proposed STB major would create two even smaller major populations while introducing administrative costs associated with supporting a new major. CAP voted not to approve the STB major.

6. CAP continued discussion of the Academic Integrity policy and process. The Dean of Students office reviewed and provided feedback on the definitions of violations of academic integrity. The Dean of Students office clarified restrictions (e.g., students cannot drop the course in response to an allegation), and suggested temporal process guidelines. The updated document was reviewed, key points were discussed and clarified, and a clean draft will be sent to the Secretary of the Faculty for discussion at the April faculty meeting.

7. Topics for the remaining CAP meetings were identified, which will include discussing the waitlist process and policies.

8. The meeting was adjourned at 11:53am.