

Committee on Academic Policy (CAP): Meeting Minutes

Thursday, April 3, 2025, 11:00am; Taylor Room

Meeting #21 AY 2024-2025

Attendees: N. Farny (BBT), D. Heilman (CBC, UOAC representative; via Zoom), A. Gericke (Dean of Undergraduate Studies), James Hutchinson (student representative), M. Leatherman (student representative), L. Roberts (BBT), S. Wodin-Schwartz (MME; via Zoom)

Not in attendance: J. Duddle (CEAE, CAP Chair and EDC Representative), S. Miles (Registrar), F. Zoutendyk (MME)

1. The meeting was called to order at 11:04am. Prof. Roberts volunteered to chair the meeting.
2. The minutes from CAP meeting #20 on March 27, 2025 were discussed, amended, and approved.
3. CAP discussed waitlists through the lenses of policy and practice, with the caveat Registrar S. Miles was not in attendance. CAP will research the availability and content of any waitlist policies, and will continue the discussion in future meetings.

Emergent from the conversation was the sense that waitlist practices could unintentionally disadvantage certain students. As a community we are striving to identify and alleviate systemic barriers to student success that may exist (i.e., the “hidden curriculum”). CAP, as guided by the Dean of Undergraduate Studies and the Registrar, will include in our discussion ways of having clear and equitable waitlist policies and practices.

4. Updates to the proposed Academic Integrity Policy and Process were made. Feedback from the Dean of Students will be incorporated, and a motion will be drafted for ‘discussion only’ at the April 16, 2025 faculty meeting. The final draft will be provided to the Secretary of the Faculty for inclusion in the meeting materials before the one week notice is sent to the faculty. CAP will work to incorporate faculty feedback to finalize the motion, with an intention to vote on the proposed Academic Honesty Policy and Process at the May 13, 2025 faculty meeting.

5. The meeting was adjourned at 11:51am.