

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

Thursday, 3 November 2022, 2:00 pm

Meeting #7 AY2022-2023

Meeting held via Hybrid

Attendees: B. Calli (RBE), F. Levey (MME), J. Dudle (CEE, EDC representative), R. Gyurcsan '24 (Student representative), O. Pavlov (SSPS), B. Servatius (MA, CAP chair, CITP representative), S. Wodin-Schwartz (MME), S. Levitan '24 (Student representative)

Not In Attendance: S. Miles (Registrar), A. Gericke (Dean of Undergraduate Studies)

1. The meeting was called to order at 2:03 pm.
2. The minutes of meeting #5 were approved.
3. The minutes of meeting #6 were approved.
4. The committee was updated on the process of developing a digital repository of historical CAP policies. The CAP files from back to the 1970's were all placed in a networked folder. The files are currently searchable on a temporary server. Key word tags can now be identified to help with sorting. Next steps were discussed for desires for the database. The members of CAP will be sent the current search engine to experiment in order to give feedback. One suggestion for use of this database was identification of contradicting policies. Another suggestion included identification of temporary policies that are no longer in place. Key words such as "sunset" "motion" "end date" are not typically used in minutes, which will make automated searching more challenging. There was a discussion about where this server should be stored and who would have access to the information. There was a current preference to keep this database for internal CAP use.
5. There was continued discussion about the proposed name change policy for library published documents. Further research on name changes in published works will be done and a more detailed discussion will be held in a future meeting. Several members were opposed to allowing changes to formatting and typos once a document is published.
6. The meeting adjourned at 2:55 pm.

Respectfully submitted,  
Sarah Wodin-Schwartz  
B-term Secretary