

Dear colleagues,

The approved minutes for the CAP #17 meeting from March 29, 2018 are attached, and shown below.

**COMMITTEE ON ACADEMIC POLICY,
Minutes of Meeting #17 on March 29, 2018, SL 124**

Present: M. Humi (Chair), M. Chudy, M. Elmes, A. Heinricher, D. Olinger, G. Salazar, N. Rahbar, M. Tao

Guests: C. Love

1. The meeting was called to order at 1:00 pm by Chair Humi.
2. Ms. M. Chudy revised the motion of “grade replacement”, with the current policy being added. Mrs. C. Love clarified that in the current policy on the repeated courses “both grades” appear in the transcript and are accounted toward calculating the numerical equivalent (aka, GPA). Ms. M. Chudy will further revise the motion by considering Profs. Heinricher and Olinger’s comments.
3. CAP discussed the Motion from the Task Force on Improving Student Course Reports to modify the current student course report forms and to move to an on-line distribution of the modified form beginning in A-term of 2018 for a three-year pilot period. The new student course report form will be entirely electronic and shorter, including 16 questions identified as important to faculty through an on-line survey. Prof. Humi asked what the main motivation of the motion is and had the issues with removing questions from the current form. Prof. Heinricher explained that being sustainable is the main motivation and the instructor has the option to add more questions to the electronic form. Bias issues with the student evaluation was also raised and discussed. Prof. Olinger asked if CGSR has approved the motion. Prof. Heinricher will bring the revised motion back to CAP if CGSR would make any revisions. The motion was approved.
4. The policy on student absences from class was discussed. Prof. Heinricher clarified that the main objective of having a policy is to have a consistent and formal guidance that faculty members can follow and make decisions. Prof. Heinricher would draft the guidelines.
5. Prof. Heinricher suggested posting these policies on CAP website. The committee discussed the issues of who will maintain the website and what is the best way to disseminate the policies to the faculty members. Prof. Heinricher suggested CAP committee review the CAO website and make update whenever is required. Prof. Rahbar would help maintain CAP website.
6. The meeting adjourned at 1:50 pm.

Respectfully submitted,
Mingjiang Tao, D18 CAP Secretary