

**COMMITTEE ON ACADEMIC POLICY,  
Minutes of Meeting #7 on October 27, 2017**

Present: M. Humi (Chair), B. Eddy, M. Elmes, D. Olinger, N. Rahbar, M. Chudy, M. Liberacki  
Guest: S. Miles

The meeting was called to order at 12:00 am by Chair Humi.  
Minutes of CAP Meeting #6 on October 6 were approved with minor revision.

CAP welcomed Maddie Chudy as a new SGA rep on CAP, replacing Michael Brooks. The committee thanks Michael for his service on CAP.

**Online Student Course Reports:**

CAP appointed K. Notarianni (FPE) to serve as one CAP representative on the Task Force for Improvement of Student Course Reports.

The committee further discussed potential issues associated with a fully online student evaluation process including: gender and other biases, best practices to improve student response rates, if online evaluations might affect CTAF and COAP processes for tenure and promotion, and possible changes to the evaluation form to address student preparation for a course.

**Changes to add/drop deadlines:**

S. Miles reported on recent changes to add/drop deadlines for 10 and 14 week graduate courses. These changes result in more uniformity in deadlines between undergraduate and graduate courses.

**Discussion of CAP agenda items for B term:**

- Effect of the planned Banner replacement on academic programs.

The meeting was adjourned at 11:45 am by Chair Humi.

Respectfully submitted,  
David Olinger, CAP Secretary