Committee on Academic Programs (CAP)  
May 1, 2007

**Present:** Paul Alberto, Faye Borthick, Michelle Brattain, Margo Brinton, Brendan Calandra, Dean Dabney, Jeremy Diem, Irene Duhaime, James Emshoff, Mary Finn, Shelby Frost, Lisa Martin-Hansen, Steven Harper, Yu-Sheng Hsu, Casey Long, Carrie Manning, Bruce Pilling, Cora Presley, George Pullman, Don Reitzes, Tim Renick, Raj Sunderraman, Jim Wolk

**Guests:** Cherise Peters, Debby Cannon, Andy Sumner

**Call to Order**
The Chair, Tim Renick, called the meeting to order at 3:00 p.m. in Room 718, General Classroom Building.

**Election of a Committee Chair for the 2007-2008 academic year**
The Chair called for a motion to elect committee chair for the 2007-2008 academic year. The committee members unanimously voted to re-elect current chair, Tim Renick.

**Approval of Minutes**
The minutes of March 20, 2007 meeting were approved

**Consideration of motions from the Graduate Council to approve graduate certificates from the College of Education**
The committee unanimously approves the motion to establish a Graduate Certification in Qualitative Research and a Graduate Certificate in Quantitative Research from the College of Education.

**Consideration of motions from the APRC to approve Academic Program Review Reports concerning Health Administration and Hospitality Administration**
The committee unanimously approves the motion from the APRC on Academic Program Review Reports concerning Health Administration and Hospitality Administration.

**Consideration of the proposed Instructional Delivery Plan (IDP) for the University, motion put forth by a special IDP subcommittee of CAP chaired by Cherise Peters**
The motion to implement a proposed IDP format for the University was approved with the following amendments:

  Part IV: Infrastructure and Services
    B. Curriculum and Instruction. Educational content and student outcomes.
      **Amended to read:** The process for institutional review and approval of a proposal for an External Academic Degree Program at GSU Georgia State University is the
same as the approval process for all other degree programs. This process is mandated by GSU which requires submission of a narrative addressing the program elements listed below, as all programs as outlined in the University Senate approved policy dated October 5, 2006 for the Creation of New Degree Programs and Majors.

http://www2.gsu.edu/~wwwsen_committees_apace_policies_procedures.html

These approval procedures apply both for new external degree programs and for existing degree programs that are adding or transitioning to external delivery. The process requires written approvals at the departmental, college, University Senate, and Provost levels. Proposals will address the program elements listed below.

[a through e, unchanged]

f. Program Staffing and Costs – There must be a plan for how the program will be staffed and an estimate of expected costs.

E. Administrative, Fiscal, and Operational Support. Budget. Amended to read:

Before a proposal for an external degree is approved by the University Council Committee on Academic Programs and included in the Instructional Delivery Plan, the offering unit must provide a budget including a realistic estimate of the costs associated with the program.

F. Other. Contracts, licenses, and policies. Amended to read: The (Person Responsible) Associate Provost for Academic Programs is responsible for identifying and resolving any issues related to contracts, licenses, policies or practices arising as a result of distance education or off-campus offerings.

G. Evaluation and Assessment. Evaluation methods. Amended to read: Each proposal submitted to the Council Committee on Academic Programs for an external degree offered by distance education will include an indication of how students will meet the educational goals of the degree program. In addition, each proposal will have an evaluation plan, including methods to be used in evaluating student learning outcomes, student retention, student and faculty satisfaction, and information and instructional support. The evaluation plan will also include a description of the plans for formative and summative evaluation of the program. No distinction will be made between off-campus and on-campus programs regarding assessment and evaluation.

Discussion of CAP subcommittee assignments (Graduate Council, Undergraduate Council, Academic Program Review Committee (APRC), General Education Assessment Committee, & Writing Across the Curriculum Committee)

The Chair elaborated briefly on each subcommittee and encouraged committee members to select a subcommittee to affiliate. A sign-up preference sheet was circulated for self-assignment.
The meeting was adjourned at 3:45 p.m.