

January 19, 2012 CAP meeting

Present: Dean Pat Reynolds, Professors Sally Cockburn, Chaise LaDousa, Katharine Kuharic, Kyoko Omori, Penny Yee and Chair, Tom Wilson

Minutes from Dec. 1 were approved

CAP's representative to the WRS (subcommittee of CAP) made a report to the committee regarding methods of surveying faculty and students. WRS will meet with senior writing tutors and ask students to evaluate the faculty provided feedback they receive in their WI courses. Discussion in the committee centered around incentivizing student participation.

It was also reported that the WRS has planned a series of meetings for faculty. There will be three meetings to solicit faculty participation. They are: Jan. 24<sup>th</sup>, 26<sup>th</sup> and 30<sup>th</sup>.

The WRS asked for CAP to codify their process of determining the W. I. designation. The Chair asked for CAP working teams to submit the final outcomes of their conversations with non-compliant courses.

A Query regarding Hamilton's final examination practice was forwarded by the Dean to Chair, Tom Wilson. There was a discussion of the range of examination practices, their scheduling and the wording of the New York State Board of Regent's statement. The Dean will ask the Registrar for the Regent's actual statement.

The upcoming allocations process was discussed. Identifying emerging curricular priorities were discussed in the context of the CAP's current administrative machinery. Both the Dean and committee chair will solicit proposals outside the Department Chair requests.

The meeting was adjourned at 5:32 PM

Respectfully submitted,

Katharine Kuharic