

CAP Minutes

September 23, 2011

Meeting of CAP, September 22, 2011

In attendance: Professors LaDousa, Omori, Cockburn, Wilson, Yee and Deans Brewer and Reynolds.

*Discussion of ad hoc W.I. committee. Possibility of history representation. Current members: Doran Larson, Ted Lehman, Nicole Schnider, Sally Cockburn and Bonnie Krueger.

*Discussion of catalogue modification system regarding links and ability to upload Word or PDF files and italicize. CAP will email ITS to clarify modification. Decision was made that the number of characters of course descriptions is in the hands of the registrar.

*Discussion of minutes. Decision was made that actions taken and discussion of possible future actions by the committee should be reported in minutes.

*Discussion regarding enrollment numbers. CAP will communicate with faculty. CAP clarified that its role is to make decisions based on space limits. Faculty should consult with department chair determine enrollment numbers.

*W.I. Guidelines. Decision made to contact ITS to link guidelines.

*Discussion of upcoming department reviews and CAP's role in them.

The meeting adjourned at 5:45 PM.

Respectfully submitted,

Katharine Kuharic

Kevin Kennedy Professor of Art