

## MEMORANDUM

**To:** Joseph Carter, Chair, University Academic Council

**From:** Arnold Maltz, Chair, Curriculum and Academic Programs Committee (CAPC)

**Date:** April 20, 2012

**Subject:** Year-End Report

In the AY 2011-12, CAPC entered its first full year as a “high level” committee, reviewing program level proposals as opposed to individual course offerings. The change in scope has resulted in much streamlined decision making. Although the committee membership shifted somewhat over the course of the year, it is important to recognize the consistent contributions of our Graduate School and Library representatives, as well as the significant faculty participation from all four campuses we enjoyed throughout this year. As a result we pointed out and resolved cross campus program concerns in an expeditious manner. Our senior Program Coordinator, Phyllis Lucie, continues to serve the committee in a vital way, creating the agenda, insuring that proposals are complete, contacting all proposers to arrange for their presence at meetings, following up on all tabled proposals and those passed with conditions, as well as facilitating proposers in negotiating the process and contacting proposers if revisions are needed before proposals come before CAPC. Phyllis’ knowledge and commitment are a primary reason that CAPC can fulfill its commitment to the timely passage of new programs.

During the year we convened 10 meetings and needed significant preparation outside of formal meetings. We reviewed 45 program/curricular proposals in Fall, 2011 and an additional 41 in Spring, 2012. **We concentrated our** oversight primarily on the potential for duplicative and overlapping programs. CAPC pays close attention to program proposals that may call for new faculty or administrative personnel and to course proposals that may overwhelm the resources of existing units. In addition we make it our business to suggest possible cooperation between programs, schools, and campuses.

It would be remiss not to recognize that the increased participation of program chairs and Deans has resulted in considerable pre-meeting negotiation and thus relatively few differences that have to be resolved at the CAPC level. I have taken time, as has Ms. Lucie, to communicate with faculty and administrators about any proposals that could potentially be tabled for overlap or other reasons. It is a testament to the good work of people who shepherd proposals through the system from the units to CAPC that so few proposals are tabled in any given year.

The University continued to implement system upgrades that allow for better tracking and uniformity in class descriptions, prerequisites, etc. The Program Proposal process allows CAPC to require certain “core” course elements, particularly student learning outcomes, which have become increasingly important in twenty-first-century higher education. Similarly impact statements, specifically how we go about determining which

unit should be contacted to provide them for a given course or program proposal have made the review of these documents a fundamental component of the CAPC process. CAPC continues to be a resource for information and guidance for faculty to summarize dimensions of change and the impact that change on their own disciplines. Our role has been further clarified with the publication of the Approval Process Matrix in April, 2012.

The members of CAPC have performed their tasks with diligence and professionalism. We have had lively debates on a number of pertinent issues, with participation from all the campuses. These debates often included faculty invited to the meetings in order to address CAPC members' questions and concerns about proposals. We have had unfailing cooperation from program sponsors and university administration. Given the size and complexity of ASU, we have also been fortunate that there has been a minimum of controversy throughout the year. CAPC members, university administrators, and faculty visitors deserve our recognition and gratitude. Without their collegiality and respect for the process, we could not have achieved so much this year.