



## University Senate Annual Committee Report Academic Year 2014-15

### Section I

**Name of Committee:** Curriculum and Academics Program Committee

**Submitted by:** Kathleen Puckett, Chair, and Associate Professor Mary Lou Fulton Teachers College

**Date Submitted:** 4-20-2015

#### Roster:

- **Kathleen Puckett** Chair, Mary Lou Fulton Teachers College, 2015
- **Sarah Graff**, Barrett The Honors College, 2015
- **Claudia Mesch**, The Herberger Institute for Design and the Arts, 2016
- **Teresa Foulger**, Mary Lou Fulton Teachers College, 2015
- **Valerie Adams**, College of Letters and Sciences, 2016
- **Caroline Harrison**, School of Sustainability, 2016
- **John Gilkeson**, New College of Interdisciplinary Arts & Sciences, 2015
- **Scott Danielson**, Ira A. Fulton School of Engineering, 2016
- **Steve Doig**, Walter Cronkite School of Journalism & Mass Communication, 2016
- **Judy Sayles**, College of Nursing and Health Innovation, 2015
- **Kate Lehman**, College of Health Solutions, 2016
- **Zhiyong Lan**, College of Public Service and Community Solutions, 2015
- **Anne Herbert**, Sandra Day O'Connor College of Law, 2015
- **Ajith Kumar**, WP Carey School of Business, 2016
- **Steven Semken**, College of Liberal Arts and Sciences-Natural Sciences, 2016
- **Ileana Orlich**, College of Liberal Arts and Sciences-Humanities, 2016
- **Sabina Low**, College of Liberal Arts and Sciences-Social Sciences, 2016
- TBA, Thunderbird School of Global Management

#### Overview Narrative:

CAPC ran smoothly due in large part to the dedicated work of Phyllis Lucie, senior Program Coordinator, and her assistant Lauren Leo. They created the agenda, insured that proposals were complete, contacted all proposers to arrange for their presence at meetings, and contacted proposers if revisions were needed before proposals come before CAPC. Their work and contributions to a smooth-running review process were invaluable. In addition, the apt work of the video conferencing team enabled CAPC members and proposers to participate from their most convenient campus location, greatly reducing time devoted to travel. We are grateful for their efforts in making each meeting progress with minimal technical difficulties.

#### Office of the University Senate

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## Section II

### **Request for Consultations and/or topics reviewed by the committee and outcomes:**

During AY 2014-2015, CAPC will have convened 8 meetings. We reviewed 69 curricular proposals to date, with an additional 10 proposals scheduled for review during the final meeting on April 30, bringing the total to 79 proposals reviewed. During the fall of 2014, CAPC reviewed 45 proposals over 4 meetings, and in the spring of 2015, CAPC will have reviewed 34 proposals over 4 meetings. As of April 20, 2015, CAPC approved 68 curricular proposals and denied one curricular proposal. During AY 2014-15, the university senate voted approval of all CAPC approved curricular proposals.

Agenda and minutes from each meeting may be accessed from the CAPC website, <http://provost.asu.edu/capc/agenda>. Course proposals approved at the April 30, 2015 meeting will also be available at this site.

## Section III

### **Request for Consultations and/or topics that were not started or remain unfinished**

1. CAPC did not take up the proposal to appoint a vice-chair in the case that the chair could not attend a meeting, or may have to step down for unforeseen reasons. The necessity of appointing a vice chair may be considered by the AY 2015-2016 CAPC.

## Section IV

### **Recommendations to the Senate or Final Comments**

Cognizant of the recommendations from Eduardo Pagán the AY 2013- 14 CAPC chair, regarding faculty senators' awareness of their responsibility to review new course proposals, the UAC chair and I took a moment at the first senate meeting and on several other occasions to remind senators to review new course proposals. Charles Barbee, executive director of the University Senate, also reminded senators of their review responsibilities and provided instructions regarding how to navigate the Curriculum Changer system. I recommend that these review procedures be continued in subsequent years, as a service to new senators and a reminder to returning senators. In addition, at each senate meeting, as CAPC chair I reminded senators of the advisory capacity of CAPC as a Senate Committee, and the responsibility of all senators to actively review all motions presented before they come a vote. I encouraged them to forward any questions or concerns during the new business portion of the senate agenda, where new proposals that were yet to be reviewed by CAPC were given a first reading.

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