



University Senate Annual Committee Report Academic Year 2015-2016

Section I

Name of Committee: Curriculum and Academic Programs Committee (CAPC)

Submitted by: Steven Semken, Chair, and Associate Professor, School of Earth and Space Exploration

Date Submitted: 29 April 2016

Roster:

- [Valerie Adams](#), College of Letters and Sciences, 2016.
- [Jennifer Broatch](#), New College of Interdisciplinary Arts and Sciences, 2017.
- [Sarah Buel](#), Sandra Day O'Connor College of Law, 2017.
- [Scott Danielson](#), Ira A. Fulton School of Engineering, 2016.
- [Mary Sully de Luque](#) (alternate [Lena Booth](#)), Thunderbird School of Global Management, 2017.
- [Shannon Dirksen](#), College of Nursing and Health Innovation, 2017.
- [Stephen Doig](#), Walter Cronkite School of Journalism and Mass Communication, 2016.
- [Kate Fox](#), College of Public Service and Community Solutions, 2017.
- [Sarah Graff](#), Barrett-The Honors College, 2017.
- [Caroline Harrison](#), School of Sustainability, 2016.
- [Robert Kleinsasser](#), Mary Lou Fulton Teachers College, 2017.
- [Ajith Kumar](#), W.P. Carey School of Business, 2016.
- [Sabina Low](#), College of Liberal Arts and Sciences-Social Sciences, 2016.
- [Claudia Mesch](#) (alternate [Rodney Rogers](#)), Herberger Institute for Design and the Arts, 2016.
- [Ileana Orlich](#), College of Liberal Arts and Sciences-Humanities, 2016.
- [Ann Sebren](#), College of Health Solutions, 2016.
- [Steven Semken](#), Chair, College of Liberal Arts and Sciences-Natural Sciences, 2016.

Overview Narrative:

The CAPC Chair would like to express appreciation for the superb and sustained work done by the members of the Committee all year, in thoughtful review and discussion on what institutional memory indicates is a record number of curricular proposals. Thanks are also due to the many proposers from academic units across the University for the careful preparation, submission, and in some cases stalwart defense, of curricular proposals submitted in support of current and effective instruction.

As in previous years, the enthusiastic and dedicated work of *Phyllis Lucie* (Senior Program Coordinator), assisted for a time by *Lauren Leo* until her move to EdPlus on October 2015. Ms. Lucie created each monthly agenda, ensured that proposals were submitted in timely and complete fashion, and maintained lines of

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communication with all proposers regarding necessary additions and revisions, and presence at CAPC meetings to defend their proposals if needed. This year, owing to the absence of support and a very heavy docket of proposals, greater demands than ever were placed on Ms. Lucie—who took it all in stride with her characteristic high energy and organizational excellence. CAPC owes her a considerable debt! The work of the Video Conferencing Team was also crucial in enabling far-flung CAPC members and proposers to participate in meetings from campus locations most convenient to them, minimizing expense of time and resources for travel. CAPC thanks the team members for making each meeting progress with few technical difficulties.

Section II

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

The agenda and minutes from each CAPC meeting can be accessed from the CAPC website at <https://provost.asu.edu/curriculum-development/capc>.

During the 2014-2015 academic year, CAPC convened **8** meetings. At the meeting originally scheduled for 29 October 2015, a quorum was not met, and the meeting was rescheduled for 19 November 2015, and pending business was successfully transacted.

This academic year, the Committee reviewed **101** curricular proposals, which institutional memory suggests is the largest number ever. During Fall 2015, CAPC reviewed **34** proposals over 4 meetings (including the rescheduled meeting). During Spring 2016, CAPC reviewed **65** proposals over 4 meetings. As of 25 April 2016, **89** proposals were approved, **0** were denied, and **1** was withdrawn by its proposers.

Section III

Request for Consultations and/or topics that were not started or remain unfinished and need to be carried over to the next academic year.

The CAPC Chair for 2015-2016 forwarded a suggestion that a Vice-Chair could be appointed in the case that the Chair could not attend a meeting or could be compelled to step down. Neither circumstance materialized, and no proposal to appoint a Vice-Chair was considered. Next year's Committee may wish to do so.

Section IV

Recommendations to the Senate or Final Comments

As noted above, the work of Phyllis Lucie has been indispensable to the smooth functioning of CAPC. However, Ms. Lucie is already working under emeritus status, and for 7 out of the 8 meetings this year she had no administrative support at all, let alone a successor to train. The CAPC Chair strongly encourages the University Senate to be mindful of this protracted vacancy in staffing and take the needed steps to remedy it in the coming academic year.

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