

# MINUTES

## CAPC

**Friday, January 22, 2016**

**10:00 a.m. – 12:00 a.m.**

**Wickes 372 Conference Room**

**Present:** Rama Yelkur (Chair), Brandon Kosinski (Student Member) Susan Hillman, Mazen Jaber, Bing Liu, John Lowry, Amy Pierce, Carol Zimmermann

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### Call to Order

Meeting called to order at 10:03 a.m. by R. Yelkur

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### Approval of Minutes 01/15/16 ( 8-0-0)

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### Business:

Discuss and Vote on the following Proposals

Course/ Program	Proposal Type	Vote	Notes
ETM 333	Revise Course	8-0-0	
French Minor	Revise Program	8-0-0	
Japanese Minor	Revise Program	No action	Awaiting course proposal for JAPN 390
ME 471	Revise Course	8-0-0	
Mechanical Engineering Major (B.S.M.E.)	Revise Program	No action	CAPC invited Bob Tuttle (originator), Brooks Byam, Frank Hall (Dean, SET), and Andrew Chubb to February 5 meeting to discuss proposal.
OT 300	Add course	No action	Awaiting program proposal
Spanish Minor	Revise Program	8-0-0	

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### Other Proposals and Business

The TE 401, 403, and 405 course proposals were discussed. Carol, Rama, and Susan will work on the deletion and resubmission of the Bachelor of Arts in Elementary Teaching for International Students program. At the February 5<sup>th</sup> meeting, the committee will consider the course proposals and/or decide how to proceed, based on the status of the program proposal.

**Meeting adjourned: 11:21 a.m.**

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Next Meeting Snacks/Minutes: Carol Zimmermann  
 Next Meeting: February 5, 10:00-12:00, in Wickes 372.

Submitted by: Amy Pierce

DATE (Meeting time is 10:00 am – 12:00 pm unless otherwise noted, Location W372)	Members Unavailable	Ratification Date/Last acceptance before Ratification/Other Notes/Minute Taker
<del>25-Sept-15</del>	Amy Pierce	Cancelled
<del>02-Oct-15</del>		Cancelled
<del>09-Oct-15</del>	John Lowry and David Cajello-Perez (maybe)	Cancelled
<del>23-Oct-15</del>	Rama Yelkur	Minute Taker: David Callejo-Perez
<del>30-Oct-15</del>		Minute Taker: Susan Hillman
<del>06-Nov-15</del>	Susan Hillman	<b>Start time of the meeting is 9:00 am since Amy Pierce has to leave by 11:00</b> Minute Taker: Mazen Jaber Last meeting to review any proposals for November 19 <sup>th</sup> ratification. <b>Deadline to receive proposals is November 2<sup>nd</sup>.</b>
<del>12-Nov-15</del>		Faculty Forum: Cancelled
<del>13-Nov-15</del>	-	Cancelled
<del>19-Nov-15</del>	-	<b>Faculty Ratification</b>
<del>04-Dec-15</del>		Minute Taker: Bing Liu
<del>15-Jan-16</del>		Minute Taker: John Lowry
<del>22-Jan-16</del>		Minute Taker: Amy Pierce Last meeting to review any proposals for February 4 <sup>th</sup> ratification. <b>Deadline to receive proposals is January 18<sup>th</sup>.</b>
<del>28-Jan-16</del>		Faculty Forum
<del>29-Jan-16</del>		CAPC Meeting?
<del>04-Feb-16</del>		<b>Faculty Ratification</b>

<b>05-Feb-16</b>		Minute Taker: Carol Zimmerman
<b>12-Feb-16</b>	Carol Zimmerman	Minute Taker: Rama Yelkur
<b>19-Feb-16</b>		Minute Taker: David Cajello-Perez
<b>26-Feb-16</b>		Minute Taker: Susan Hillman
<b>4-Mar-16</b>		Minute Taker: Mazen Jaber Last meeting to review any proposals for March 24 <sup>th</sup> ratification and for the academic year. <b>Deadline to receive proposals is February 29<sup>th</sup>.</b>
<b>24-Mar-16</b>		<b>Faculty Ratification</b>

