**CEPP Minutes - September 10, 2013**

**In attendance:** Beau Breslin, Rochelle Calhoun, Caroline D’Abate, Pat Fehling (scribe), Amy Frappier, Sarah Goodwin, Peter von Allmen (Chair), Guest- Cori Filson

**Not in attendance:** two student representatives (not yet appointed)

1. Approval of Minutes from September 3, 2013

It was agreed that this was an outstanding set of minutes. The only change is a listing of those committee members not in attendance. Peter will add those names and considered the minutes approved.

1. Meeting day and time for spring semester (’14)

It will be the same day and time as the fall semester.

1. Draft of new student evaluation

Peter handed out a copy of the new teaching evaluation form and the committee discussed minor details. Peter will send a copy of this form to department chairs. It is anticipated that there will be several departmental discussions regarding individual departmental long form evaluations as a result of this new evaluation form. A question was raised regarding the term “class climate” that is currently on the form. It was asked if this was going to remain and why was it there. Peter will speak to Joe S. to see if this term (plus the name of the software company) will be seen on the final copy of the forms.

1. Department long form data gathering and dissemination

Peter had a request to create an electronic depository of current departmental long forms. Beau noted that the DOF already has this file. Peter will work with the DOF staff to make an available link to this collection. It was suggested that the DOF office have conversation within the discipline specific working groups (department chairs) to consider what the departmental long forms should look like as we move forward. Another suggestion- it would be helpful if departments could provide a context for their questions on their long forms.

1. Blended learning and Integrative learning grants (See attachments).

Beau wanted to inform CEPP and ask for feedback on three grant projects the College is involved in or will be involved in.

* 1. Blended Learning Project- New York Six. Beau handed out a 1 page RFP (RFP agreed upon by provosts). Beau will send this RFP out to our faculty this week.
  2. The second project is also with the New Your Six Liberal Arts Consortium. This current project request will go to the Mellon foundation asking for additional money (1.25 million). Beau asked CEPP members to review and send ideas/ questions/comments to him about the working document.
  3. The third grant project is a request from AAC&U to be part of a group of nine schools involved in the conversation about faculty leadership and integrative learning in liberal arts schools. This request came last year and at this point in time we have a group of faculty that has written an action plan about how we will address this. When Michael Arnush returns from sabbatical in the spring, he will chair this initiative. Beau felt that as the CEPP conversation continues around our curricular review, we keep an eye to where we already engage in integrative learning and note where we could infuse this type of work. A primary goal is to complete an inventory identifying where there is integrative learning occurring.

1. OCSE process. **Guest, Cori Filson at 4:02PM**

Cori Filson came to CEPP to request feedback on how to officially change partners on a study abroad program. Specifically, in the London program we do not have resident directors like we do the Paris and Spain programs. For the London program we don’t have a resident staff on-site and no academic oversight. Cori’s question- what to do with the London program when we want to change partners or review any academic concerns with that program? She is not sure of the official process here or what is role of ACOP and CEPP. There was a lengthy and in-depth discussion of these questions. What was decided was the charge to ACOP and language in that document need to be updated to accurately reflect current practice (see attached document). The updating of this document will clarify procedures when OCSE needs faculty consultation. We will also report this update to FEC. We also need to add the function and purpose of ACOP to the CEPP operating code.

1. Course cap report request from Josh Ness

There was a request from Josh Ness to send out the CC/CEPP subcommittee report on course caps. This has been sent to department chairs, but we will put in on the CEPP website and let the faculty know.

Beau wanted to know if he should bring to CEPP the implementation of the reduction of course caps for 100 level courses. It was decided that this is now in the implementation stage since this course cap document was discussed at length in full CEPP last year and course caps were also discussed at the chairs and program directors meeting this August.

1. Draft of curricular review document

Several committee members reviewed the document and offered organizational changes that were accepted by the full committee. We also agreed that we need to include assessment data in this document. Sarah and Lisa Christenson will provide a summary of what we have learned from assessment about the curriculum to be added to this document. There was additional discussion about ways to make the document more readable. Peter will redraft and insert Sarah’s assessment language. He will then send out to the entire committee.

Meeting adjourned at 5:01 pm

Respectively submitted,

Pat Fehling