SUNY OLD WESTBURY

CURRICULUM & ACADEMIC PLANNING COMMITTEE

Curriculum & Academic Planning Committee

Annual Report, AY2020-2021

September 2021

[AY2020-2021 CAP Membership]

Tejas Bouklas, Svetlana Jovic, Yu Lei, Matthew Lippert, Anissa Wicktor Lynch, Sheyi Oladipo, Dana Sinclair, Kerry Weir, and Ryoko Yamamoto (Chair)

I.   Five Year Reviews

There was no CAP review of Five Year Review Report in AY2019-2020.

II.   Program Proposal Reviews

In AY2020-2021, CAP Committee reviewed 15 program announcements and proposals.

Summary Table: The Number of Program Proposal Reviews by Program and Review Type

Program Type	Review Type
Bachelor's Degree	Program Announcement: 4 Proposal: 1
Certificate/Advanced Certificate	Proposal: 3
Minor	Proposal: 2 Revision: 1
Micro-credential/Graduate Micro-credential	Proposal: 4
Total	**15**

List of Program Proposal Reviews (Chronological Order)

A. Bachelor's Degree

Program	Host Unit	Program & Review Type	CAP Approval Date	FS Approval Date
BA in Women's, Gender and Sexuality	Interdisciplinary Faculty	BA/Program Announcement	Feb 12, 2021	Mar 19, 2021
BA in Black Studies	American Studies	BA/Program Announcement	Mar 12, 2021	Mar 19, 2021
BS in Public Health	Public Health	BS/Program Announcement	Mar 12, 2021	Mar 19, 2021
BA in Media Production	American Studies/Media & Communications	BA/Program Announcement	May 7, 2021	May 14, 2021
BS in Physics	Chemistry & Physics	BS/Proposal	May 7, 2021	May 14, 2021

B. Certificate/Advanced Certificate

Program	Host Unit	Program & Review Type	CAP Approval Date	FS Approval Date
Certificate for 3D Digital Production & Design	Visual Arts	Certificate/ Proposal	May 7, 2021	May 14, 2021
Advanced Certificate for Accounting	SOB Graduate Programs	Advanced Certificate/ Proposal	May 7, 2021	May 14, 2021
Advanced Certificate for Forensic Accounting	SOB Graduate Programs	Advanced Certificate/ Proposal	May 21, 2021	May 28, 2021

C. Minor

Program	Host Unit	Program & Review Type	CAP Approval Date	FS Approval Date
Minor in Community Health	Public Health.	Minor/Proposal	Nov 13, 2020	Dec 4, 2020
Minor in Community Action Psychology	Psychology	Minor/Proposal	May 21, 2021	May 28, 2021
Minor in Environmental Studies	History and Philosophy	Minor/Revision	May 21, 2021	May 28, 2021

D. Micro-Credential/Graduate Micro-Credential

Program	Host Unit	Program & Review Type	CAP Approval Date	FS Approval Date
Foundations of Spanish Translation	Modern Languages	Micro-credential/ Proposal	Nov 13, 2020	Dec 4, 2020
Professional Skills for the Work Place	SPS/Professional Studies	Micro-credential/ Proposal	Nov 13, 2020	Dec 4, 2020
Workplace Communication and Information Technology	SPS/Professional Studies	Micro-credential/ Proposal	Mar 12, 2021	Mar 19, 2021
Foundations of Forensic Accounting	SOB Graduate Programs	Graduate Micro-credential/ Proposal	May 7, 2021	May 14, 2021

III. Line Request Reviews

CAP Committee conducted the second Line Request Review since the revival of the practice in AY2019-2020. In Fall 2020, the Committee revised the procedure to improve the process. The Committee decided to implement a two-meetings review process so that CAP will have an opportunity to clarify questions with Academic Departments between reviewing requests and the final voting.

By the end of January, the CAP Committee received fourteen line requests from nine academic departments. After reviewing and discussing each request, CAP sent recommendations to the Provost in March. CAP recommendations and the review procedure are included in the Appendix.

After the submission of recommendations, CAP members met to discuss ways to further refine the procedure. After discussions, the Committee voted to 1) remove letter ratings from recommendations and 2) add more qualitative justifications for recommendations.

IV. Curriculum and Academic Planning Policies

In AY2020-2021, the CAP Committee submitted three resolutions to refine the approval and revision process of internal degrees. These proposals clarify 1) timing of activation for a new micro-credential, 2) credit transfer limit for micro-credentials, 3) micro-credential time frame, and 4) the approval process of major revisions to existing minor and micro-credential programs. All of these resolutions (included in the Appendix) were approved by the Faculty Senate.

V. Other Activities

The CAP Committee reviewed the School of Professional Studies (SPS) Faculty Advisory Committee Annual Review Report (Oct 16) and the Micro-Credentials First Year Report (Nov 13). The Committee voted to accept both reports.

Appendix

Spring 2021 CAP Line Recommendations

Resolution for Micro-Credential Requirements Revisions

**Resolution for Post-Graduation Awarding of Micro-Credentials to
Spring and Summer 2020 Graduates**

Resolution for the Revision Process of Minors and Micro-Credentials

Line Request Recommendations

Spring 2021

The CAP Committee received fourteen (14) line requests from nine (9) academic departments. After careful review and discussion of each line, CAP decided that critical and immediate needs and/or strong merits are clearly demonstrated for eight (8) of these lines, and needs and merits are clearly demonstrated for five (5) lines.

Procedure

The CAP Chair emailed department chairs to solicit line requests for the next academic year hiring on November 25, 2020. Reference materials were shared with the chairs on January 8, 2021. By January 25, 2021 the total of fourteen line requests were submitted from nine academic departments and programs via online form. These requests were compiled and circulated among CAP members on January 29, 2021. CAP Committee members discussed requests on Feb 8 and asked for additional information from some departments. On Feb 22, CAP members discussed responses and casted anonymous votes via Microsoft Forms. Each line request was classified into one of the following three categories.

Critical and immediate need/Strong merit of the line is clearly demonstrated [A]
Need and merit of the line is clearly demonstrated [B]
Need and merit of the line is not clearly demonstrated [C]

Members recused themselves from voting for a line request from their own department in order to avoid the conflict of interest.

CAP Recommendations: Departments with a Single Line Request

Six department requested a single line. Upon reviewing these requests, CAP Committee believes all department demonstrated clear needs and merits and that they deserve the resource they requested. In particular, the CAP Committee acknowledges lines requested for Mental Health Counseling (Psychology), Childhood Special Ed (Exceptional Education), Population (Biological Sciences), Taxation (Accounting, Taxation, Business Law), US Lit (English) are in critical and immediate need. The Committee considered Mental Health Counseling program's need for accreditation to be critical, and the lack of resources at Exceptional Education and Accounting, Taxation & Business Law at the face of a growing number of majors to be serious. The Committee also considered that the very high adjunct ratio of English Department needs to be swiftly addressed and resolved.

Department/Program	Line Requested	CAP Recommendation (Vote Count)
Psychology*	Mental Health Counseling (New)	**Critical and immediate need demonstrated [A]** (**A=7**, B=1, C=0, Abstention=0)
Exceptional Education*	Childhood Special Ed (Replacement)	**Critical and immediate need demonstrated [A]** (**A=6**, B=2, C=0, Abstention=0)
Biological Sciences*	Population (Replacement)	**Critical and immediate need demonstrated [A]** (**A=5**, B=3, C=0, Abstention=0)
Accounting, Taxation & Business Law	Taxation, Tenure-Track (Replacement)	**Critical and immediate need demonstrated [A]** (**A=5**, B=3, C=1, Abstention=0)
English	US Lit 19c-21c, Women's/Gender/Sexuality Focus (Tenure-Track)	**Critical and immediate need demonstrated [A]** (**A=5**, B=3, C=1, Abstention=0)
Visual Arts	Studio Arts and Interdisciplinary Practices (Replacement)	**Needs and merits clearly demonstrated [B]** (A=2, **B=7**, C=0, Abstention=0)

* Total vote count is 8 due to one conflict-of-interest recusal.

Recommendations: Departments with Multiple Line Requests

Three departments (Chemistry and Physics, History and Philosophy, Sociology) requested multiple lines. CAP Committee believes these departments demonstrated clear needs and merits for all lines. In particular, CAP Committee regards the Physical Chemistry (C&P) line is in a critical need, considering a certification requirement. Two new lines Sociology Department requested are also considered critical, as the lack of resource is currently preventing the approved program to start.

Department/Program	Lines Requested	CAP Recommendation (Vote Count)
Chemistry & Physics*	Line 1: Organic Chemistry (Replacement)	**Needs and merits clearly demonstrated [B]** (A=3, **B=4**, C=1, Abstention = 0)
	Line 2: Physical Chemistry (Replacement)	**Critical and immediate need demonstrated [A]** (**A=5**, B=3, C=0, Abstention = 0)
	Line 3: Inorganic Chemistry (Replacement of Faculty on Admin Leave)	**Needs and merits clearly demonstrated [B]** (A=2, **B=5**, C=1, Abstention = 0)
History & Philosophy	Line 1: Philosophy/Religion (Replacement)	**Needs and merits clearly demonstrated [B]** (A=4, **B=5**, C=0, Abstention = 0)
	Line 2: Environmental Studies (New)	**Needs and merits clearly demonstrated [B]** (A=4, **B=5**, C=0, Abstention = 0)
Sociology*	Line 1: Sociology (Replacement of Faculty on Admin Leave)	**Needs and merits clearly demonstrated [B]** (A=2, **B=6**, C=0, Abstention = 0)
	Line 2: Applied Social Research Program (New)	**Critical and immediate need demonstrated [A]** (**A=7**, B=1, C=0, Abstention = 0)
	Line 3: Applied Social Research Program (New)	**Critical and immediate need demonstrated [A]** (**A=4**, B=3, C=0, Abstention = 1)

* Total vote count is 8 due to one conflict-of-interest recusal.

Resolution for Micro-Credential Requirements Revisions

WHEREAS, the College has a growing number of Micro-Credential programs, and

WHEREAS, the College has no explicit policy concerning at which point a new Micro-Credential program takes effect, and

WHEREAS, other internal credentials, such as Minors, take effect on the date of approval by the Faculty Governance, if an Academic Department consents, and

WHEREAS, there is no college-wide policy concerning the number of transferred courses utilized toward Micro-Credential requirements, and

WHEREAS, no more than two transferred courses may be used toward Minors, which consists of five or more courses, and

WHEREAS, the current policy stipulates that courses that fulfill Micro-Credential requirements must be taken within the last 5 years, and at least one of them should be taken in "the Fall 2019 or after," and

WHEREAS, the meaning of "Fall 2019 and after" in the current policy is unclear, and

WHEREAS, Micro-credential seekers include lifelong learners who take courses over a prolonged period of time;

THEREFORE, BE IT RESOLVED that the Faculty Senate approve the following revisions to Micro-Credential requirements:

Timing of Activation. A new Micro-Credential program takes effect on the date of approval by the Faculty Senate.

Transfer Limit. No more than one third of total courses required for a Micro-Credential program may be transferred from another institution.

Time Frame. Courses that fulfill Micro-Credential requirements must be taken within five years of awarding, and

BE IT FURTHER RESOLVED that Academic Departments may create program-specific requirements for their Micro-Credential programs within the parameters of college-wide requirements.

Submitted by Curriculum and Academic Planning Committee (CAP), November 13, 2020

[CAP Membership]
Tejas Bouklas, Svetlana Jovic, Yu Lei, Matthew Lippert, Anissa Wicktor Lynch, Sheyi Oladipo, Dana Sinclair, Kerry Weir, and Ryoko Yamamoto (Chair)

Resolution for Post-Graduation Awarding of Micro-Credentials to Spring and Summer 2020 Graduates

WHEREAS, prior to Fall 2020, the College had no explicit policy concerning at which point a new Micro-Credential programs take effect, and

WHEREAS, the College policy stipulates that only currently enrolled students may apply for Micro-Credentials, and

WHEREAS, due to the lack of a clear policy, Spring and Summer 2020 graduates were not granted an opportunity to apply for Micro-Credentials that were approved in Spring 2020 while they were enrolled;

THEREFORE, BE IT RESOLVED that the Faculty Senate retroactively extend the *Timing of Activation* provision in the *Resolution for Micro-Credential Requirement Revisions* to the Micro-Credential programs approved by the Faculty Senate in Spring 2020, and

BE IT FURTHER RESOLVED that the Faculty Senate approve awarding these Micro-Credentials to Spring and Summer 2020 graduates who have fulfilled all requirements for respective programs.

Submitted by Curriculum and Academic Planning (CAP) Committee, November 13, 2020

[CAP Membership]
Tejas Bouklas, Svetlana Jovic, Yu Lei, Matthew Lippert, Anissa Wicktor Lynch, Sheyi Oladipo, Dana Sinclair, Kerry Weir, and Ryoko Yamamoto (Chair)

Resolution for the Revision Process of Minors and Micro-Credentials

WHEREAS, currently, the College has no policy concerning revising minors and micro-credentials, and

WHEREAS, creating a new minor or micro-credential requires a review by the Curriculum and Academic Planning (CAP) Committee and an approval of the Faculty Senate, and

WHEREAS, the College has an established policy for revising degree and certificate programs, and

WHEREAS, changes in learning demands, academic trends, and institutional goals over time make adjustments to existing minors and micro-credentials necessary and desirable at times, and

WHEREAS, revisions to academic programs that are so drastic that would transform their nature, direction or overall curricular structure warrant college-wide discussions and consultations,

THEREFORE, BE IT RESOLVED that revisions to a minor or micro-credential program that would alter over 50% of the current curricular requirements shall be subject to a CAP Committee review and Faculty Senate approval, and

BE IT FURTHER RESOLVED that other revisions to a minor or micro-credential program do not require a review and approval by the Faculty Governance, as long as the support from all contributing or affected academic departments is granted.

Submitted by CAP Committee, April 22, 2021

[CAP Membership]
Tejas Bouklas, Svetlana Jovic, Yu Lei, Matthew Lippert, Anissa Wicktor Lynch, Sheyi Oladipo, Dana Sinclair, Kerry Weir, and Ryoko Yamamoto (Chair)