SUNY OLD WESTBURY

CURRICULUM & ACADEMIC PLANNING COMMITTEE

Curriculum & Academic Planning Committee

Annual Report, AY2019-2020

June 2020

[AY2019-2020 CAP Membership]

Maria C. Bustamante

Tejas Bouklas

Amanda Frisken (F19 only, F19 Chair)

Ruomei Gao

Yu Lei

Anissa Wicktor Lynch

Lorenz Neuwirth

Sheyi Oladipo

Frank Sanacory (S20 only)

Ryoko Yamamoto (S20 Chair)

I.   Five Year Reviews

In AY2019-2020, CAP Committee reviewed two Five Year Review Reports.

Department/Program	CAP Approval Date
Modern Languages	March 27, 2020
History & Philosophy	May 8, 2020

II.   Program Proposal Reviews

In AY2019-2020, CAP Committee reviewed seven program proposals (six micro-credential proposals and one minor proposal) from four academic units.

Program	Host Unit	Type	CAP Approval Date	FS Approval Date
Fundamentals of Non-Fiction Video Production	American Studies/ Media&Comm.	Micro-credential	Feb 14, 2020	Apr 3, 2020
Fundamentals of Television News Production	American Studies/ Media&Comm.	Micro-credential	Feb 14, 2020	Apr 3, 2020
Advanced TV/Video Production	American Studies/ Media&Comm.	Micro-credential	Feb 14, 2020	Apr 3, 2020
Pre-Health Professions	Biology	Minor	May 8, 2020	May 15, 2020
Cognitive Neuropsychology	Psychology	Micro-credential	May 8, 2020	May 15, 2020
Neuropsychopharmacology	Psychology	Micro-credential	May 8, 2020	May 15, 2020
Foundations of Nonprofit Management	SPS	Micro-credential	May 8, 2020	May 15, 2020

III.   Other Activities

1. The Revival of Line Request Review

CAP Committee revived the practice of line request review which had been halted for nearly a decade. In Fall 2019, a subcommittee reviewed historical records and drafted a line review request submission form and evaluation rubric. An online line request review form was made available to department chairs in April 2020. A total of nine line requests were submitted from six academic departments. The committee reviewed and voted on line requests on May 26 and recommendations were submitted to the Academic Affairs on June 5, 2020. The submission form and recommendations are included in the appendix.

2. M.A.T. Program Discussions

CAP Committee hosted a meeting and offered recommendations in order to assist interdepartmental discussions in the M.A.T. Program. The meeting was held on Feb 14, 2020 and recommendations were presented to relevant parties in May 2020.

Appendix

Line Request Form

CAP Line Recommendations

Faculty Line Request Form: Curriculum and Academic Planning (CAP) Committee

Please submit this form to request a new or replacement faculty line. As directed by the Faculty Bylaws, CAP will review all submissions on the basis of the criteria outlined in this form, so as to make recommendations to the Provost for new faculty hires. Although advisory in nature, CAP's recognition of urgent need can provide support for department requests for faculty lines. This helps retain the faculty's central role in decisions affecting the College curriculum. This form consists of six sections: Face Sheet, Equity, Curricular Needs, Alignment with Institutional Guiding Documents, External Opportunities and Connections, and Other (Click "Next" to go to the next section). Please outline your reasons for the new line in response to the prompts in each section. Keep responses brief and evidence-based (referencing supporting documents or links as appropriate). If the prompt is not relevant, enter "N/A". Please submit your request by Monday, May 18, 2020. If you have any questions, contact Ryoko Yamamoto at yamamotor@oldwestbury.edu. Faculty Resource Statistics referred to in the "Equity" Section are available below:

[https://oldwestburyedu.sharepoint.com/:b:/s/cap2/EZUVPtvrmX1Gsu7fZbpS8_YB44nuUG752jhjc_GjSeK vAg?e=TWqbxd](https://oldwestburyedu.sharepoint.com/:b:/s/cap2/EZUVPtvrmX1Gsu7fZbpS8_YB44nuUG752jhjc_GjSeK)

Face Sheet

1. Academic Department/Unit

2. Provide position description, in roughly 150 words.

3. Outline the department's process for determining this line need (i.e. formation of subcommittee, discussion at meeting, vote tally, etc).
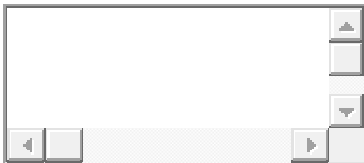
I. Equity

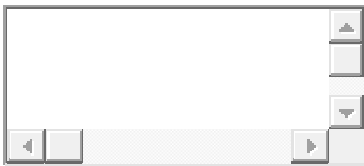Discuss rationale for the faculty line in terms of equity with other departments, in terms of:

4. % of sections taught by adjunct faculty (Also discuss tenure-track vs lecturer and/or visiting positions, if relevant)

5. The ratio of full-time faculty to the number of students served in the major.

6. The ratio of full-time faculty to total FTE students served by the Department.

II. Curricular Needs

Explain how the line is necessary to cover curricular demands:

7. In the existing major (i.e., department curricular needs)

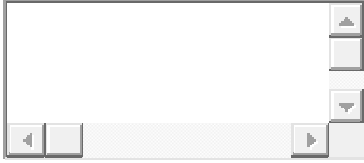8. Outside of the major (i.e., college-wide curricular needs)

9. In order to start a new degree program that has been approved (new program needs)

10. In order to renew or acquire approved accreditation (accreditation needs)

III. Alignment with Institutional Guiding Documents

Demonstrate how the line request is consistent with and/or aligns with:
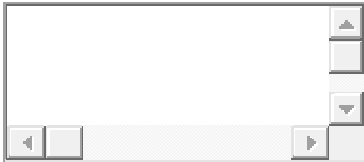
11. The Department/College Mission
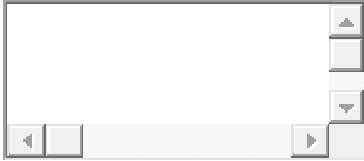
12. The College's current Strategic Plan

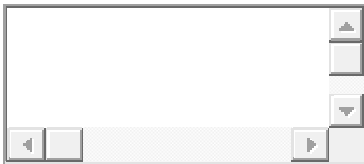13. The Department's most recent Five Year Review (and other relevant documents)

IV. External Opportunities and Connections

Explain how the line would establish and/or strengthen:

14. Links to external funding

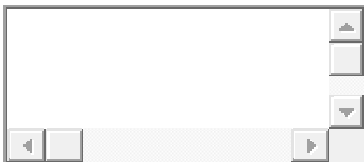15. Links with potential field placements, employers, and other career development opportunities

16. Relationships with community organizations, external research, and educational partners
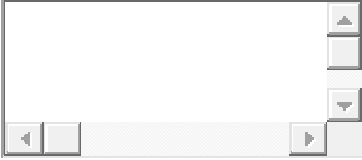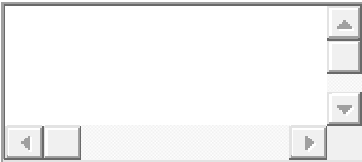
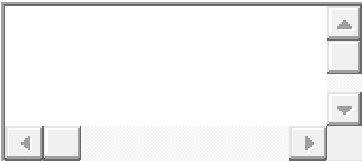## V. Other

Identify other reasons for the line request:

17. Other notable benefits for the College

18. Special or additional considerations not addressed above.

19. Comments/Feedback to CAP on this form

SUNY OLD WESTBURY

CURRICULUM & ACADEMIC PLANNING COMMITTEE

DATE: **June 5, 2020**

TO: **Duncan Quarless, Acting Provost**

FROM: **Ryoko Yamamoto, Chair, Curriculum & Academic Planning Committee**

CC: Barbara Hillery, Acting Associate Provost
                 Amanda Frisken, Acting Dean, SAS
                 Diana Sukhram, Acting Dean, SAS
                 Raj Devasagayam, Dean, SOB
                 Lee Blackstone, Chair, Sociology, SAS
                 Sanja Cale, Chair, Exceptional Education, SOE
                 Juan Galvis, Chair, History & Philosophy, SAS
                 Lillian Park, Chair, Psychology, SAS
                 Frank Sanacory, Chair, Math CIS, SAS
                 Kenneth Winkelman, Chair, Accounting, SOB

RE: **Spring 2020 CAP Committee Line Recommendations**

The CAP Committee received nine line requests from six academic departments. After careful review and discussion of each line request, the CAP decided that critical and immediate needs and/or strong merits were clearly demonstrated for four of these lines, and needs and merits were clearly demonstrated for five lines.

Procedure

The CAP Committee Chair emailed Department Chairs to solicit line requests for the upcoming academic year on April 22, 2020. By May 19, 2020, a total of nine line requests were submitted from six academic Departments via an online form. These requests were compiled and circulated among the CAP Committee members on May 19, 2020. On May 26, 2020, eight of nine CAP members met to review and vote on line requests.

After discussing each line request, CAP Committee members that were present at the meeting casted anonymous votes via Microsoft Forms. Each line request was classified into one of the following three categories.

> **Critical and immediate need and/or 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]**

A modified procedure was applied for departments with multiple line requests (See the "Recommendations: Departments with Multiple Line Requests" section). Members recused themselves from voting for a line request from their own Department in order to avoid any conflicts of interest.

Recommendations: Departments with a Single Line Request

Department	Line Requested	CAP Recommendation (Vote Count)
Psychology*	Mental Health Counseling, Lecturer line	**Critical and immediate need demonstrated [A]** (**A=7**, B=0, C=0, Abstention=0)
Math CIS*	Statistics, Tenure-track line	**Critical and immediate need demonstrated [A]** (**A=6**, B=1, C=0, Abstention=0)
Exceptional Education	Childhood Special Ed, Tenure-track line	**Needs and merits clearly demonstrated [B]** (A=3, **B=5**, C=0, Abstention=0)
Accounting, Taxation & Business Law	Taxation, Tenure-track line	**Needs and merits clearly demonstrated [B]** (A=1, **B=4**, C=3, Abstention=0)

* Total vote count is 7 due to one recusal.

Recommendations: Departments with Multiple Line Requests

Two departments (History and Philosophy, Sociology) requested multiple lines. During the review meeting, the CAP Committee decided that the requesting Department, rather than CAP, should be able to decide which line is more important to their curriculum. In this spirit, the Committee decided to vote on how many lines were critically needed /or needed in each Department. In the future, the CAP Committee plans to ask Departments to prioritize lines when they make multiple line requests.

Department	Lines Requested	CAP Recommendation (Vote Count)
History & Philosophy	One (1) line for Environmental Studies – Tenure-track line One (1) line for Philosophy/Religion – Tenure-track line	**Critical and immediate need demonstrated [A]** for one (1) line **Needs and merits clearly demonstrated [B]** for one (1) line Line 1 (**A=7**, B=1, C=0, Abstention = 0) Line 2 (A=1, **B=6**, C=1, Abstention = 0)
Sociology*	One (1) line for replacement - Tenure-track line Two (2) lines for Applied Social Research Program – Tenure-track lines	**Critical and immediate need demonstrated [A]** for one (1) line **Needs and merits clearly demonstrated [B]** for two (2) lines Line 1 (**A=7**, B=0, C=0, Abstention = 0) Line 2 (A=2, **B=4**, C=1, Abstention = 0) Line 3 (A=2, **B=4**, C=1, Abstention = 0)

* Total vote count is 7 due to one recusal.