

**CAPP Minutes**  
March 14, 2008

Meeting began at 4:00 pm in 311 Latham Hall

**Attendees:**

Justin Barone, Stephany Brown, Robert Grange, Ruth Lytton, Mary Marchant, Don Mullins, David Schmale, Anna Taylor, Kurt Stephenson, Mike Zhang

1. Minutes from the February 15, 2008 Meeting were approved without any revisions.
2. ALS 5405 and ALS 5406 were approved pending the following suggested revisions in both proposals:
  - Change the learning objectives to read 'Upon the completion of this course, students will be able to:' followed by the correct tense for each of the objectives.
  - Include texts and special teaching aids. Reference a SAS manual, a customized course packet that you have created, etc.
  - The syllabus needs to be in the form of a table. Headings cannot exceed 20%, and they must all add up to 100%.
3. AEE 1004 was tabled pending the following revisions/suggestions/considerations:
  - Address the service program component in the cover letter. Why does the dept need this?
  - Include social and academic pieces in your justification and course description. Building skills, retention, etc.
  - Change your course description to address entry-level freshmen
  - Consider a title change with a CALS focus, such as Introduction to Agricultural Sciences
  - Use the HNFE undergrad service course as model, and incorporate this into your discussion
  - Shorten justification, and address inconsistencies from your first to last paragraph
  - Consider the pass/fail assignment. Should this be a letter grade?
  - Change the learning objectives to read 'Upon the completion of this course, students will be able to:' followed by the correct tense for each of the objectives.
4. Dr. Ruth Lytton was elected as the new chair of CAPP for 2008-2009. Her tenure as chair begins Friday, April 18, 2008.