Committee on Academic Policy and Issues (CAPI)  
Marquette University  
Annual Report, Academic Year 2013-2014

Committee Description:

The Committee on Academic Policies and Issues (CAPI) pursues long-range planning and vision of the academic mission of the University as it transcends individual programs, schools and colleges. Its business may be initiated by representatives of a diversity of stakeholders across campus (e.g., the UAS, the Provost, other UAS bodies, individual faculty, graduate or undergraduate student representatives). Responsibilities include:

- consultative input and reporting to the UAS;
- providing a forum for discussion and in-depth study of issues not feasible on the Senate floor;
- analysis of University academic policies and practices (as requested by any stakeholder group represented on CAPI);
- contribution to long-range strategic planning through evaluation of strategic issues (e.g., instructional delivery, faculty issues, student support and opportunity issues);
- consultation to and for UBUS and UBGS, or other University committees.

Membership:

Current membership includes 9 faculty (6 elected, 3 faculty Senate), one administrative representative elected by the Dean’s Council, one elected graduate student representative, and one elected undergraduate representative.

As such, a key (and somewhat unique) strength of CAPI is diverse stakeholder representation. This encompasses both the source of issues brought to CAPI (e.g., including this year from UAS, Provost, UBGS, faculty also on other committees, and both student representatives) and the different stakeholder perspectives that help CAPI effectively address each issue. Another feature is that while faculty constitute a CAPI majority, this is not an “advocacy” committee representing any particular group but rather one with a specific focus on University-wide academic policy issues.

The members for AY 2013-2014 have been:

- **Faculty:** Amy Cary, Michael Class, Andrew Kunz, James Richie, Joseph Schimmels, Franco Trivigno, Darren Wheelock, Otto Widera, Jack Winters (Chair)
- **Dean’s Council:** Lori Bergen
- **Student representatives:** Jakob Rinderknecht (graduate), Pedro Bonnin Bonnin (undergraduate)
Committee Meetings:

There have been 7 formal meetings during AY 2013-2014: September 20, October 25, November 22, December 13, February 10, March 3, and March 31. See Appendix I for minutes (all but the most recent approved).

There also have been structured email correspondence “virtual meetings” on four time windows: to vote on a CAPI chair (in late September), to refine and vote on final deliverable documents (in mid-December, early April), and for final edits of this document (mid-April).

UAS Charge to Committee, and Response to Charge:

CAPI responds both to an initial UAS charge as well as ongoing issues that arise from other sources. This section only addresses specific UAS requests to CAPI.

The initial change from the Executive Committee of the UAS, from Dr. Marilyn Frenn (UAS Chair) requested that CAPI take on the document entitled Marquette Protocol for Conducting Dean Searches. This was implemented (see next section), and a document was delivered back to the Executive Committee of UAS and Provost’s Office in December, just before the semester break. This was accepted by the Provost and announced to the Senate during the early part of the Spring 2014 term.

A second issue from UAS was formally taken up in December 2013: to address the rules governing membership on the UBGS, and possibly the definition of “faculty” in the context of such appointments. After being discussed at multiple meetings (see next section), it was decided to focus on the more narrow issue of rules governing UBGS membership, and CAPI passed on an approved document to the Executive Committee of UAS in early March 2014. There were subsequent discussions involving the chairs of UAS, CAPI, and UBGS, and the issue remains in active discussion.

Committee Work and Accomplishments:

This section is organized by work issue, and includes meeting dates for which key issues were addressed:

- **Marquette Protocol for Conducting Dean Searches**, brought by UAS (meetings of 10/25/13, 11/22/13, 12/13/13). The charge to CAPI included considerations of faculty involvement and diversity on the committee, and the process. CAPI started with the prior protocol, and systematically went through the document. The result was a revised document that included refinement of section titles as well as more explicit language regarding roles for the upper administration and a search firm, and mechanisms to help assure participation by various stakeholders. Final refinements were made based on discussions at the 12/13/13 meeting, were voted on via email (approved 8-0), and sent to the Provost and UAS on 12/23/13. The details are readily available and not repeated here, and the revised document was approved and is now Marquette policy.
• **Rules governing membership on the University Board of Graduate Studies (UBGS),** offered to UAS by CAPI and then brought to CAPI by UAS request (meetings of 11/22/13, 2/10/14). This issue was initially triggered by concerns at the UAS regarding a UBGS proposal to adjust bylaws by broadening the definition of “faculty” so as to more readily include membership of faculty whose primary role is administrative on UBGS. This issue was discussed at multiple CAPI meetings, especially 2/10/14. CAPI proposed changes in the existing language, with 2 prior sentences extended to 3 sentences (here with edits):

> … Membership: The voting members, selected according to the rules of each unit and appointed by the Provost, are comprised of one faculty members (tenured preferred) that whose primary participation teaches in graduate programs is through direct educational roles (e.g., teaching, research direction) rather than through an administrative role. One member is selected from each area (Humanities, Natural Sciences, and Social Sciences) of the Klingler College of Arts & Sciences and one from each other College and School that offers graduate or professional education. Exceptions to this faculty membership rule can be made for colleges/units that have too few faculty to meet such criteria but still need representation for their graduate programs.

After extensive discussion, CAPI choose not to additionally define “faculty” for this type of context, which seemed very open-ended. There was subsequent correspondence between the chairs of UAS, CAPI and UBGS, and the CAPI proposal has been recently augmented in several forms in a new proposal by the Executive Committee of UAS to UAS. As of the time of this report, this policy issue stands with the UAS and remains open.

• **Mid-Year graduation policy,** brought to CAPI by Michael Class, S.J. (meetings of 11/22, 2/10/14, 3/3/14). This issue related to the recent administrative decision that the mid-year graduation of December 2013 be the last. There had been some concerns about this new policy, and suggestions that there may be benefits to its resumption. In response, CAPI discussed the implications, especially as related to policies for “walking” students, and realized that information-gathering from various units was necessary. Through this process, it became clear that practical implementation of the new policy would be difficult to reverse (e.g., Marquette having already released a contract for use of a facility); also, there was not a groundswell of committee support for its resumption. The focus shifted to its impact on students, and it became clear that satisfactory new policies had been implemented that enabled undergraduate and professional students “walk” at prior or future May graduations. At the PhD “hooding” level, the administrative plan was still evolving, but at this time CAPI did not see a need to make a specific recommendation.

• **Class size policy of 5 students,** brought to CAPI by graduate student representative Jakob Rinderknecht (meetings of 3/3/14, 3/31/14). The basis was a perception among graduate students, affirmed by faculty members of some academic units, of an emerging policy to limit flexibility in allowing courses to proceed with under 5 students. The primary concern was courses needed for doctoral programs. Our discussion made it clear that while this seemed to be a trend, CAPI needed to first better understand current and planned policies. Also noted was that in addition to deans for various units, there was also a role for the Dean of Graduate Studies. At this stage it was agreed that the Chair of CAPI would propose a meeting involving Dean Hossenloop, Dr. Winters and Mr. Rinderknecht. At this meeting
(4/11/14) Dean Hossenlopp proposed that we request that she and Dean Bergen (representing CAPI) bring this issue to the Dean’s Council; this is the current status.

- **Pre-finals week examination policy**, brought to CAPI by undergraduate student representative Pedro Bonnin Bonnin (meetings of 3/3/14, 3/31/14). This issue was motivated in part by concerns expressed by MUSG. (This issue had been addressed by CAPI two years ago, initiated by a previous undergraduate representative, with no action item at that time.) These included a suggestion of consideration of both major examinations and major projects, and a wording change to “3 or more” finals on a given day. After discussions spanning several meetings that included considerations of what constituted a “major” exam or project as well as practical implications of a “3 or more” policy, CAPI chose the following incremental (compromise) approach of giving examples of a major examination and recognizing that 3 finals in a row was a greater burden than 3 finals in a day (there are 5 timespans per day allocated for finals). Dean Bergen agreed with work with the undergraduate representative on wording, which was then mildly augmented by the CAPI Chair (Winters) into the following recommendation (approved by email 10-0):

In response to an issue brought to CAPI by our undergraduate student representative, CAPI recommends the following changes to the current "Class and Final Examination Meeting and Grading Policy" that was last updated February 1, 2010:

Replace:

"3. No major examinations are to be given during the last week of classes."

with:

"3. No major examinations are to be given during the last week of classes. A major examination might include, for example, any written or oral exam that counts for 20% or more of the final grade, or any exam that requires more than one half of the class time period for most students to complete. Questions regarding this policy, whether from a faculty member wanting guidance toward its implementation or a student concerned about its possible violation, should be addressed to the leader of the academic unit."

Also, replace:

"4. No student is required to take more than three final examinations in one day. ...

with

"4. No student is required to take more than three final examinations, or three consecutive final examinations, in one day. ...

Furthermore, the current policy is difficult to find. CAPI also recommends that the policy be made more accessible to faculty and students, and at minimum be included in the Academic Bulletin.

- **D2L use by faculty for grading**, brought to CAPI by undergraduate student representative Pedro Bonnin Bonnin (meeting of 3/3/14). This issue was motivated in part by concerns of the MUSG that D2L was being underutilized by faculty, especially as a means for providing timely grading. Preliminary discussions suggested that mechanisms were in place to assist faculty in making more effective use of D2L, and it might be hard to suggest a policy change. The issue was initially placed on the agenda for the meeting of 3/31/14, but our undergraduate representative suggested that it could be dropped at this time, especially given that the pre-finals policy (see above) was deemed a higher priority.
Archive access policy for D2L sites over 6 years old, including intellectual property if available for future educational research, brought to CAPI as informational by Michael Class, S.J. (3/31/14). This issue was being addressed by the Committee on Academic Technology (CAT), and has academic policy implications. While acknowledging the potential educational research value, CAPI members were in general concerned about the challenges of allowing access (e.g., intellectual property, confidentiality, access protocol). While the general sense was that the risks outweigh the benefits, it was decided that at this stage this was informative, not requiring specific action.

There is also unfinished business (including two issues brought up by student representatives):

- UBGS membership recommendation from CAPI to the UAS is still pending, and could conceivably come back to CAPI for further work.
- Pre-finals week recommendation from CAPI to the UAS is still pending;
- Class size of 5 criteria is still pending, with the next step being the Dean’s Council (which will be reported by to CAPI for the next AY)

These issues should be placed on the CAPI agenda for early Fall 2014.

Committee Recommendations:

Overall, CAPI passed on to UAS 3 specific recommendations and considered a number of other issues, as were chronicled above.

Another issue surfaced in early April: relevance of CAPI, and whether it might be absorbed by other MU committees. It is our understanding that this was initiated by a broad review of University committees that was tasked to the Faculty Council, where there has been an ongoing discussion on the possible reduction (through absorption) of certain standing committees. One of these under consideration was CAPI, and specifically the possibly of it being absorbed into the Faculty Council. The Chair of the Faculty Council, Dr. Tim Melchert, solicited input on this issue from the Chair of CAPI, Dr. Jack Winters. This culminated in a meeting, with the following summarizing some of the comments and concerns expressed by Dr. Winters:

- A key strength of the design of CAPI is that diverse stakeholders are at the table, including 2 student representatives and an administrative representative. For example, at our last few meetings, 2 key issues had been brought to CAPI by student representatives. Further, student representatives provided important perspectives on other issues, such as during our discussion of the Dean Search protocol. It was also important to have a representative of the Dean’s Council on CAPI during this discussion. Virtually any academic policy stakeholder group on campus has access to CAPI.
- A pragmatic strength is that it can be used as a vehicle by the UAS and Provost’s Office for discussing key issues within the context of a smaller group that can deliberate over longer periods of time. Also, CAPI functions only in a consultative capacity, adding to its flexibility in handling issues and reporting back with recommendations or simply comments.
• Another strength is the focus on academic policy, independent of role on campus. While faculty comprise a CAPI majority, as is appropriate, CAPI is not an “advocacy” committee representing any particular group (including one for faculty). Absorbing CAPI into the Faculty Council would clearly come at a loss to other stakeholder groups. If the Faculty Council was to recommend such action, graduate and undergraduate student organizations should be kept in the loop, and be able to participate in discussions over such changes well before they may be enacted.

• The workload of CAPI can ebb and flow, but over the past 3 years, it has averaged over 6 issues per year (with fewer than half of these initiated by the UAS). Such ebb and flow is to be expected, but it seems highly likely that there would be a need for 6-8 meetings per academic year in the future. Also, given recent changes in the higher levels of the administration, the need for CAPI may grow in the near future.

Finally, there was discussion between Drs. Melchert and Winters about the current awkwardness of CAPI turnover, which is a historical accident: 5 of the 6 elected (at large) faculty positions are in the process of turning over, with the majority of the current 12 CAPI members scheduled to rotate off of the Committee (including all 4 of those from engineering, which goes from being accidently over-represented this past year to likely under-represented next year). The question was raised that perhaps CAPI could be smaller, with fewer than 12 members. If so, this reduction should come from the elected at-large faculty (e.g., perhaps 5 instead of 6) and UAS elected representatives (e.g., perhaps 2 rather than 3). Also, if an elected faculty member was to take a sabbatical, it makes sense for the UAS, rather than the academic unit of the (at large) member, provide the temporary replacement.
Appendix I: CAPI Minutes, AY 2013-2014:

CAPI Minutes for Meeting 20 September 2013 - Approved

Present: Rev. Class, Dr. Richie, Dr. Trivigno, Dr. Widera and Dr. Winters

1:40 pm: The meeting was called to order

Business:

1. Rev. Class provided an introduction to the committee and its work.
2. A discussion was had regarding scheduling a regular meeting time for the committee, but given the low attendance, it was decided that an email poll would be taken.
3. A discussion was had regarding the election of chair of the committee. Dr. Winters was nominated, and he reluctantly agreed to stand for chair. However, given the low attendance, it was decided that an email poll would be taken in case others on the committee were interested in being considered.

The meeting was adjourned at 2:30 PM.
Respectfully Submitted, Dr. Franco V. Trivigno

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CAPI Minutes for Meeting 25 October 2013 - Approved

Present: Dr. Bergen, Mr. Bonnin, Ms. Cary, Rev. Class, Dr. Richie, Mr. Rinkerknecht, Dr. Schimmels, Dr. Trivigno, Dr. Wheelock, and Dr. Winters (chair)

2:00 pm: The meeting was called to order

Business:

1. Dr. Winters’ election as chair of the committee via email poll was verified.
2. Minutes for September 20th were reviewed and unanimously approved.
3. A brief overview was given of the role of CAPI, its relation to Academic Senate and the type of issues it deals with and has dealt with in the past.
4. As per the charge given by Executive Committee of the University Academic Senate, a discussion about the Marquette Protocol for Conducting Dean Searches was held. Due to time constraints, it was decided to revisit the issue at the next meeting.
5. It was decided that Committee would be open to taking up the issue, recently brought before Academic Senate, of possible changes to the rules governing membership on the University Board of Graduate Studies.

The meeting was adjourned at 2:50 PM.
Respectfully Submitted, Dr. Franco V. Trivigno
CAPI Minutes for Meeting 22 November 2013 - Approved

Present: Dr. Bergen, Mr. Bonnin, Ms. Cary, Rev. Class, Dr. Richie, Mr. Rinderknecht, Dr. Schimmels, Dr. Trivigno, and Dr. Winters (chair)

2:05 pm: The meeting was called to order

Business:

1. Minutes for October 25th were reviewed and unanimously approved.

2. After a brief discussion, it was decided that Committee would consult the Executive Committee of the Academic Senate and the University Board of Graduate Studies to see whether they would like us to take up the issue of the rules governing membership on the University Board of Graduate Studies.

3. The issue of Mid-Year graduation was raised, and a brief discussion was held. It will be placed on the December agenda.

4. As per the charge given by Executive Committee of the University Academic Senate, the committee continued its discussion about the Marquette Protocol for Conducting Dean Searches from the last meeting. It was decided to circulate a document for proposed revisions via email.

The meeting was adjourned at 2:50 PM.
Respectfully Submitted, Dr. Franco V. Trivigno

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CAPI Minutes for Meeting Friday 13 December 2013 - Approved

Present: Rev. Class, Dr. Richie, Mr. Rinderknecht, Dr. Trivigno, and Dr. Winters (chair)

1:05 pm: The meeting was called to order

Business:

1. Minutes for November 22nd were reviewed and unanimously approved.

2. The Committee reviewed the changes to the Dean Search Protocol document that were proposed via email. After some discussion and further amendments, it was decided that the document would be distributed to Committee for final revisions via email to give those who were absent an opportunity to propose any final adjustments. It was further decided that a vote on the final document would be held via email.

3. The issue of Mid-Year graduation was taken up again, and a discussion was held. The Committee determined that further information was needed in order to facilitate a more informed discussion and that MSUG and GSO should be consulted to get the student perspective on the issue. The issue will be discussed again at the next meeting.

The meeting was adjourned at 2:05 PM.
Respectfully Submitted, Dr. Franco V. Trivigno

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CAPI Minutes for Meeting of 10 February 2014 - Approved

Attending: Andrew Kunz, James Richie, Jakob Rinderknecht, Otto Widera, Pedro Bonnin Bonnin, Darren Wheelock, Joseph Schimmels, Amy Cooper Cary, Lori Bergen, Jack Winters (Chair), Franco Trivigno, Michael Class S.J. (Recorder)

Business:
1. Minutes of the December 13, 2013 meeting were approved

2. Report that the Dean Search Guidelines changes proposed by CAPI were accepted by the Provost and announced to the UAS as in effect.

3. UAS request for CAPI to propose changes to the By-Laws of UBGS in regard to definition of “faculty” used for membership to UGBS.
   a. Discussion ensued about what this issue entailed and what the reasons were for the change. The concern expressed by UAS was that allowing faculty with administrative rank to serve could compromise faculty governance.
   b. Proposal was made to construct two sentences: the first defining “faculty” as someone who “primarily participates” in graduate education. This means that their primary work is teaching, researching/directing, and advising in graduate programs and not an administrative role such as Chair, Associate Dean, etc. The second sentence would allow for exceptions to the rule to be made for colleges/units that had too few faculty to meet such a criteria but still needed representation for their graduate programs.
   c. Jack Winters will circulate proposed language for comment and approval.

4. Mid-Year Graduation Resumption
   a. Mike Class learned from Ann Taghikhani (Director of University Special Events) that when the decision was made to eliminate mid-year graduation, that the university also cancelled its future reservations for the US Cellular Arena. Marquette had first option on the facility and exercised it to use the facility in the morning, and UW-M had to hold their mid-year graduations in the afternoon as a result. Since cancelling our reservations, UW-M has moved their graduation to mornings and now hold reservations for that slot into the future. This would mean either moving our mid-year to an afternoon ceremony, which was thought to be too unpopular, or using another facility, perhaps the McGuire Center.
   b. As mid-year now seems unlikely to return, the question was raised as to when students who graduate mid-year can walk. The May after graduation has been an option. The question was raised if graduates could participate in the May Commencement prior to graduation, as August grads may. This would make it easier for many, especially international students who may have already moved back to their home countries. An inquiry will be made of the Registrar.

Next Meeting: Monday, March 3, 2014 at 2PM, Engineering Hall.
Respectfully Submitted, Michael Class, S.J.
CAPI Minutes for Meeting Monday 3 March 2014 - Approved

Present: Dr. Kunz, Dr. Richie, Mr. Rinderknecht, Mr. Bonnin, Dr. Schimmels, Dr. Trivigno, and Dr. Winters (chair)

2:03 pm: The meeting was called to order

Business:

1. Minutes for December 13th were amended and unanimously approved.

2. The Committee reviewed and discussed the changes to the wording that delimits membership in the University Board of Graduate Studies. Dr. Trivigno moved (with Dr. Ritchie seconding) that the Committee approve the changes and forward them to the UAS. The motion was unanimously approved.

3. The issue of Mid-Year graduation was taken up again. In light of the fact that neither the undergraduate nor graduate constituencies had any objection, it was decided to table the issue and take no action.

4. Mr. Rinderknecht raised the issue of impending class size limits for graduate courses and the possible effects it might have on certain programs. The Committee determined that further information was needed in order to facilitate a more informed discussion, and the issue will be discussed again at the next meeting.

5. Mr. Bonnin raised the issues of the Pre-finals week policy in regards to exams and major assignments and the issue of D2L use, in particular the use of the gradebook. Preliminary discussions were had, and these issues will be taken up again at the next meeting.

The meeting was adjourned at 3:01 PM.
Respectfully Submitted, Dr. Franco V. Trivigno