

WHAT CAPC IS

&

HOW CAPC WORKS

New Faculty Orientation

Fall 2021

WHAT IS “CAPC”?

CAPC is the Curriculum and Academic Policies Council

CAPC is a faculty legislative body, the only such body at WCU with authority to recommend changes to the (or creation of new) curriculum and/or academic policies

CAPC is a recommending body; the Provost has sole authority over the curriculum and academic policies

WHY ARE WE HERE?

...because CAPC is the curricular body mandated by the CBA (Article 31 section E):

“There shall be a curriculum committee at each University, which shall be selected as determined by the FACULTY, but which may include at least one (1) administrator if designated by the President.”

WHO IS ON CAPC?

APSCUF runs elections for CAPC, which involve both **at-large** and **department-specific** members.

Members are elected to do the following:

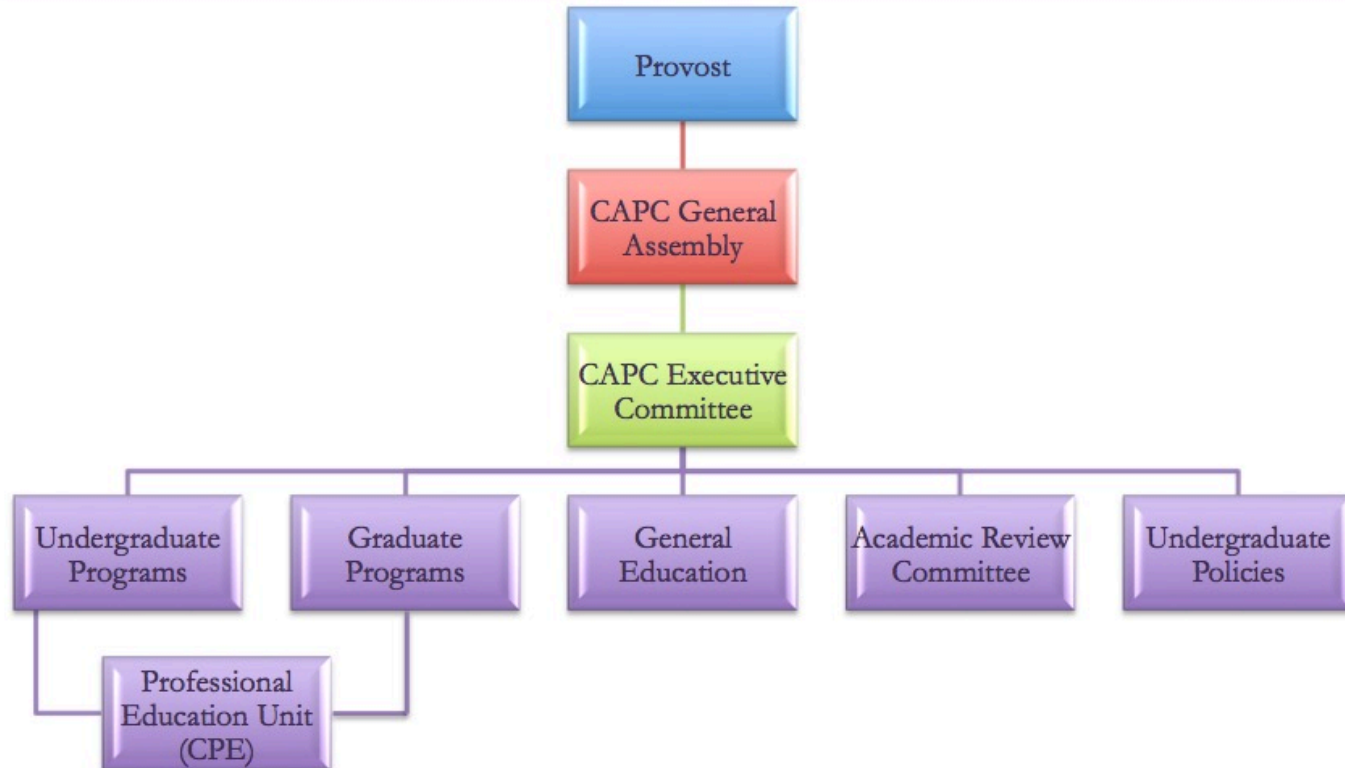
- participate in CAPC's decision-making processes around curriculum and academic policies
- report back to their constituencies (department, college, etc.) about CAPC processes and actions
- **department-specific** members also provide support and guidance for colleagues developing curriculum proposals for submission to CAPC, e.g., about learning outcomes, CIM, etc.

HOW DOES CAPC WORK?

- Participation in decision-making processes happens through:
 - work on committees and subcommittees
 - monthly CAPC General Assembly meetings where decisions are made on the proposals sent up by the committees

CAPC ORGANIZATION

Organization



2021-22 CAPC EXECUTIVE COMMITTEE

- **Chair:** Susan Johnston, *Anthropology & Sociology*
- **Vice Chair:** Josh Auld, *Biology*
- **Secretary:** Francis Atuahene, *Undergraduate Studies & Student Support Services*
- **Undergraduate Programs:** Scott Heinerichs, *Dean of the College of Health Sciences*
- **Undergraduate Policies:** Giovanni Casotti, *Biology*
- **Graduate Programs & Policies:** Vanessa Johnson, *Interim Dean of the Graduate School*
- **General Education:** Karen Mitchell, *Psychology*
- **Academic Review:** Elizabeth Pfaffle, *Applied Music*

- **CAPC Support:** Patrick Richard, *Academic Affairs*

CAPC WEBSITE

[WCU Home](#) > [Senior Vice Provost](#) > [CAPC](#)

Curriculum and Academic Policies Council (CAPC) | [Home](#)

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[Home](#) | [Committees](#) | [General Education Program](#) | [Meeting Dates](#) | [Policies](#) | [Proposals](#)

The Curriculum and Academic Policies Council (CAPC), serves two curricular purposes:

1. To develop, revise, and recommend academic creation of new, existing or elimination of existing academic programs sent by faculty.
2. To develop, revise, and recommend academic policies.


These purposes are carried out in a legislative assembly (comprised of elected faculty, elected or appointed students and administration) that recommends to the Academic Vice President and Provost curricular and academic policy matters.

CAPC exists as a shared governance body, functioning under the authority of the Pennsylvania State System of Higher Education, the Collective Bargaining Agreement between the System, APSCUF, and the System Board of Governors.










The [CAPC Executive Committee](#) meets twice a month to discuss curriculum and policy issues, as well as to generate the agenda for the monthly meetings of the general assembly.

Announcements and Updates


We are happy to announce the launch of CIM (pronounced Kim), our new curriculum management software that has been designed to support the CAPC review process. See the [Proposals](#) page of this website for more information, as well as links to training materials.

 **CAPC Approval List**

Additional Information

-  [Bylaws](#)
-  [CAPC SharePoint Site](#)
-  [CAPC Membership Structure 2016](#)
-  [CAPC Representative Implementation Agreement 2016](#)
-  [CAPC Class Size Recommendation](#)
-  [Class Size Implementation Agreement](#)
-  [Gen Ed Reform - Conceptual Framework 2014](#)
-  [Gen Ed Reform - Proposed Program 2016](#)
-  [Implementation Timelines](#)
 - [Undergraduate Catalog](#)
 - [Graduate Catalog](#)
 - [I, J, W, and DE Course Proposal Handbooks](#)

PASSHE Information

- [PASSHE Board of Governors Policies](#)
-  [PASSHE Glossary of Terms](#)

■ <https://www.wcupa.edu/viceProvost/capc/>

CIM: COURSE INVENTORY MANAGEMENT

WCU Home > Senior Vice Provost > CAPC

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HOW CIM WORKS

Proposals

Scroll down for: [CIM FAQs](#), [CIM Open Lab Dates](#), [Rubrics](#), [Gen Ed Rubrics](#), [Distance Ed Requirements](#), and [Handbooks](#).

CAPC Proposal Process

Utilize CIM (pronounced Kim), our new curriculum management software, to submit course, policy, and program proposals to CAPC.

Use the links below to access CIM forms and training. *(Faculty members who joined WCU in 2015 or later will need to be added to CIM before logging in. Please contact [Andrea Grinwis](#) for assistance.)*

CIM-Approvers	CIM-Course	CIM-Policy	CIM-Programs
Approvers Screen / Training	Online Form / Training	Online Form / Training	Online Form / Training
Utilize this screen to edit, review, and approve a proposal that has reached your queue in workflow.	Utilize this form to edit, add, reactivate, or inactivate a course, including making changes related to gen ed, distance ed, and condensed format.	Utilize this form to propose new division, college, or department policies. The form is also used to add policies to specific programs of study.	Utilize this form to edit, add, reactivate, inactivate, or delete a program. This replaces the old Program Action Form.

HOW CIM WORKS

Course Inventory Management

Help 

Search, edit, add, and deactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.


Search

- OR -

Propose New Course

Quick Searches...

Course Code	Title	Workflow	CIM
BIO 110	General Biology		

Export to PDF 

Inactivate

Edit Course

[Preview Workflow](#)

Viewing: **BIO 110 : General Biology**

Approved General Education Attributes

- Science Distributive

HOW CIM WORKS

Proposals

Scroll to the bottom of this page for: [Rubrics](#), [Gen Ed Rubrics](#), [Distance Ed Requirements](#), and [Handbooks](#).







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Approvers Screen / Training Utilize this screen to edit, review, and approve a proposal that has reached your queue in workflow.	Online Form / Training Utilize this form to edit, add, reactivate, or inactivate a course, including making changes related to gen ed, distance ed, and condensed format.	Online Form / Training <i>Temporary Spring 2017:</i> Click here to request that a current policy be migrated for editing in CIM. Utilize this form to propose new division, college, or department policies. The form is also used to add policies to specific programs of study.	Online Form / Training Utilize this form to edit, add, reactivate, inactivate, or delete a program. This replaces the old Program Action Form.

HOW CIM WORKS

PAGE REVIEW  [Hide Changes](#)  | View Changes By: [All Changes](#)  [Edit](#)  [Rollback](#)  [Approve](#) 

Course Change Request

[Export to PDF](#) 

Date Submitted: 07/31/17 5:28 pm

Viewing: **ESS 439 : Hydrogeology**

Last edit: 08/29/17 7:53 am

Changes proposed by: jhilliker

Catalog Pages
referencing this course

[B.S. in Geoscience - Geology Concentration](#)
[Department of Earth and Space Sciences](#)
[Geology and Astronomy \(ESS\)](#)

Programs referencing
this course

[B.S. in Geoscience - Concentration in Geology](#)

Course Status

Active

Is the change you're requesting a substantive
change that requires a full CAPC review; or a non-
substantive change that can go through
circulation?

Full CAPC review

In Workflow

1. ESC Chair
2. CSMSS Dean
3. CAPC Support
4. Joby Hilliker
5. Undergraduate
Programs Committee
Chair
6. CAPC Chair
7. Exec Agenda
8. CAPC Chair
9. CAPC Assembly
Agenda
10. CAPC Recording
Secretary
11. Provost
12. Catalog Editor
13. Registrar
14. PeopleSoft

Approval Path

Note: Email notifications (approval requests & notifications) come from “Patrick Richard”

REVISED GENERAL EDUCATION PROGRAM

The General Education program changed, effective Fall 2019

Mission Statement

A liberal arts education prepares students to think and communicate as professionals to understand the social and global contexts of their lives to transfer knowledge and skills from one setting to another, to recognize difference and make informed decisions using reasoning skills, and to balance the various dimensions of their personal and professional lives. With these important goals in mind, West Chester University's General Education Program strives to provide students with the experiences necessary to achieve the following goals:

1. communicate effectively
2. think critically and analytically
3. employ quantitative concepts and mathematical methods
4. demonstrate the ability to think across and about disciplinary boundaries
5. respond thoughtfully to diversity
6. understand varied historical, cultural, and philosophical traditions
7. make informed decisions and ethical choices

REVISED GENERAL EDUCATION PROGRAM

First Year Experience	4
Academic Foundations	
English Composition (WRT 120 and 200-level writing course)	6
Mathematics	3
Interdisciplinary	3
Diverse Communities	3
Distributive Requirements	
Science	6
Behavioral And Social Science	6
Humanities	6
Arts	3
Capstone	<i>major requirement</i>
Total Credits	40

Additional Baccalaureate Requirements

Writing Emphasis Requirements for all Baccalaureate Degrees	9
Speaking Emphasis Requirement for all Baccalaureate Degrees	9
Ethics Requirement for all Baccalaureate Degrees	3
Language and Culture Requirements for B.A., B.M and some B.S. Degrees	0-15
<i>Minimum number of total earned credits for all Baccalaureate Degrees</i>	<i>120</i>