

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, October 20, 2016
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, James Hershey, Michele Hingst, Howard Lei, Jason Smith (Chair), John Tan, Rose Wong, Meiling Wu

Absent: Kenneth Curr, Donna Wiley, Vanessa Yingling

Guests in Attendance: Lindsay McCrea, Sophie Rollins, Mark Robinson

1. Approval of the agenda (Hingst/Tan/passed)
2. Approval of the minutes (10/6/16) (Hingst/Austin/passed)
3. Reports
 - a. *Report of the Chair (Smith)*. Smith is one of three faculty members on the Enrollment Management Committee. That Committee has been tasked by President Morishita to develop a plan to manage enrollment. Smith will report to CAPR on the Committee's progress.
 - b. *Report of the Presidential Appointee (Hershey)*. Working on the Academic Program Review Standard Data and the reports that are required.
 - c. *Report of APGS (Wiley)*. No report.
 - d. *Report of Semester Conversion (McCrea)*. Stephanie Alexander will replace Duke Austin as the CAPR liaison to the Semester Conversion Steering Committee. The testing of the suggested time modules worked. The IAPs (individual Advisement Plan) are working with Peoplesoft. DAR (Degree Audit Reports) have been created for 80% of undergraduate students in degree programs. The Student Advisement Subcommittee is finalizing the Student Advisement Handbook. The Faculty Development Subcommittee is continuing work on the Ideabook for faculty, and will be hosting workshops in the spring. The General Education subcommittee is reviewing course proposals.
 - e. *Report of the ILO subcommittee (Smith)*. The Diversity rubric will be piloted this year. Assignments will be collected in the spring. The next ILO will be Quantitative Reasoning. Patrick Wong from Chemistry has agreed to represent the College of Science on the ILO subcommittee.
4. Annual Report liaison assignments
 - a. Computer Engineering Five-year review (Jason Smith)
 - b. Industrial Engineering Five-year review (Michele Hingst)

- c. Sophie Rollins will revise the Annual Report assignments prior to CAPR's next meeting.

5. Action Items:

- a. Draft Communication Five-year Review CAPR liaison report
 - i. The report was approved with minor changes (Wu/Hingst).
- b. Draft 16-17 CAPR X: Resumed Five-year Review Schedule, 2017-2022
 - i. The Committee discussed how to best list programs on the program review schedule. Hingst will send a list of all programs to Rollins; Rollins and Smith will bring a revised schedule to the next CAPR meeting.
- c. Criminal Justice name change request
 - i. The Committee moved to approve the name change (Wu/Hingst).

6. Discussion:

- a. Review and suggestions for Academic Program Review Procedures and CAPR Policies and Procedures
 - i. The Committee divided the work for revising the Academic Program Review procedures into the following categories: Program Review, Academic Planning, Facilities, Academic Master Plan, Tenure-Track Hiring, Data and Miscellaneous. It was agreed that the Committee should focus on Program Review first and Data last. Various committee members volunteered to complete Program Review-related tasks (Reviewing timelines, revising templates and rubrics, etc.) before the next CAPR meeting.

7. Adjournment (Wu/Hingst) 3:44pm