

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, October 6, 2016
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, Kenneth Curr, Michele Hingst, Howard Lei, Jason Smith (Chair), John Tan, Donna Wiley, Vanessa Yingling,

Absent: James Hershey, Meiling Wu

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

1. Introductions
2. Approval of the agenda (Curr/Wiley/passed)
3. Reports
 - a. *Report of the Chair (Smith)*. In 2016-2017, CAPR will be working to revise several CAPR documents. In addition, CAPR will be focusing on three areas: accountability, program improvement, and participating in the larger conversation about resource allocation at the University. CAPR will continue to work on program review through review of annual reports from programs. The data subgroup met this summer to discuss which data should be included in all annual reports and five-year reviews; the results of those discussions will be brought to a future CAPR meeting.
 - b. *Report of the Presidential Appointee (Hershey)*. No report.
 - c. *Report of APGS (Wiley)*. Over the summer, APGS created a repository for semester conversion curriculum documents ([Semester Conversion Curriculum Documents](#)). The repository includes assessment plans, curriculum maps, and degree roadmaps by department, as well as detailed syllabi. The Educational Effectiveness Council met today. The EEC's role is to facilitate program assessment. This year, the EEC will focus on helping faculty operationalize their assessment plans, as well as ensure that programs are assessing a Program Learning Outcome (PLO) every year. There is still an issue with the submission timing for annual reports. Current CAPR documents lay out the following timeline: fall assessment planning, winter data collection, and analysis of data in the spring. But many programs are collecting data in the spring because that's when capstone classes are offered. CAPR may want to consider revising its schedule to reflect other options for other possible assessment timelines.

- d. *Report of Semester Conversion (McCrea)*. The Time Module Task Force recommendations have gone to the Academic Senate. Academic advising for students (regarding semester conversion) is the big push for this year. The Student Advising Subcommittee worked on a Student Handbook over the summer; the hope is to have the handbook to students by the end of fall quarter. The Faculty Development Subcommittee worked on an Ideabook that includes information and resources to facilitate teaching while keeping the ILOs in the picture. The GE Subcommittee will be meeting weekly to review GE and course overlay proposal applications, in the hope of completing that work by early spring.
 - e. *Report of the ILO subcommittee (Wiley)*. The Subcommittee is continuing to work on developing rubrics and piloting assessment of student work. Currently groups working are working on *Quantitative Reasoning* and *Diversity. An Information Literacy* group is being formed, and will hopefully get underway this year. East Bay is going to apply for the NILOA designation of Excellence in Assessment, primarily around our process for ILO assessment.
4. Semester Conversion Steering Committee Appointment
 - a. Duke Austin volunteered to replace Meiling Wu on the Semester Conversion Steering Committee.
 5. CAPR Liaisons for Program Annual Reports
 - a. Any submitted Annual Reports without CAPR liaison assignments will be distributed to new and existing CAPR members.
 6. Unaddressed 15-16 docs for 16-17 committee approval
 - a. 15-16 CAPR 9: Five-Year Program Review for Master in Public Administration - Approved with revisions (Curr/Wiley/passed).
 - b. 15-16 CAPR 13: Five-Year Program Review for Criminal Justice Administration - Approved (Hingst/Alexander/passed).
 - c. 15-16 CAPR 16: Five-Year Program Review for Art & Multimedia - Approved (Alexander/Hingst/passed)
 7. Action Items
 - a. ILO subcommittee membership
 - i. The committee discussed the need for representation from the College of Science on the ILO Subcommittee, and then moved to approve the reauthorization of the ILO Subcommittee (Yingling/Hingst/passed).
 - b. Adjusted five-year review schedule
 - i. The committee reviewed and discussed the draft five-year review schedule. Accredited programs remain in the years necessary for their accreditation cycle. Other departments have been shifted to

balance CAPR's load for five-year reviews in upcoming years. The committee discussed the need for CAPR to communicate that five-year reviews need to be completed for each program, not just for each department. A motion was made to approve the framework (Hingst/Curr/passed). A finalized document will be presented at a future CAPR meeting.

- c. Draft Communication Five-year Review CAPR liaison report
 - i. The Committee suggested some revision to the document; it will be revised and revisited at an upcoming CAPR meeting.

8. Adjournment (Curr/Hingst)