

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: **10-11 CAPR 6**
Date Submitted: November 11, 2010

TO: The Executive Committee

FROM: Committee on Academic Planning & Review (CAPR)

SUBJECT: Modification of CAPR policies and procedures

PURPOSE For Action by the Executive Committee of the Senate

ACTION REQUESTED: Approval of modification of CAPR policies and procedures to include updating of five-year review procedure timelines flow-diagrams and draft liaison memos (proposed in 10-11 CAPR 4) as a responsibility of the Chair

BACKGROUND

At its meeting on November 4th, CAPR approved new timelines and memo templates for inclusion in 08-09 CAPR 23 (revised). If 2010-11 CAPR 4, which revised 08-09 CAPR 23 (revised) to include this information was passed by the Academic Senate [*which it was at the Senate meeting of Tuesday, February 1, 2011*], then CAPR members approved the motion that there should be a corresponding amendment of its policies and procedures to include a new duty for the CAPR Chair, namely to update these memos annually as part of his/her responsibilities. This action item approves changing the CAPR policies and procedures as follows:

That the Committee's Policies & Procedures for Committee Operation document (<http://www20.csueastbay.edu/faculty/senate/files/Policies/CAPR%20Policies-Procedures.pdf>) be amended as follows:

add the following to the end of section D, item 2, The Chair shall have the following responsibilities:

1. updating the Five-Year program review procedure timelines flow diagrams and draft liaison memos as appropriate;

and that the “; and” at the end of D.2.j. be moved to the end of D.2.k.