

**CALIFORNIA STATE UNIVERSITY, EAST BAY**

DESIGNATION CODE: 11-12 CAPR 9  
DATE SUBMITTED: February 17, 2012

TO: The Academic Senate

FROM: Committee on Academic Planning & Review (CAPR)

SUBJECT: Modifications to Academic Program Review Procedures (08-09 CAPR 23 (revised)) and to the Policy and Procedures for Committee Operation to address SB 1440 (The STAR Act) requirements

ACTION  
REQUESTED: Acceptance of the proposed changes to the Academic Program Review Procedures (08-09 CAPR 23 (revised)) and to the Policy and Procedures for Committee Operation to address SB 1440 (The STAR Act) requirements

**BACKGROUND:**

At its meeting of 1/19/12, Donna Wiley reported to CAPR that APGS would like the committee to address the issue of SB1440 and the compliance of programs with the community college transfer model curriculum. On 1/20/12, the CAPR Chair asked APGS for further guidance on this issue and suggested language to add to 08-09 CAPR 23 (revised), the Academic Program Review Procedures, to include specific reference to this and ask for information in five-year review self-studies with respect to the requirements of this legislation. It was recommended by Dr. Opp in an email of 1/26/12 that the following language be added to Section IV.C.2.6 of CAPR's Academic Program Review Procedures (the document is in PDF format at <http://www20.csueastbay.edu/faculty/senate/files/documents/Policies/5-year%20Prog%20Review%20Policy.updated%2010-11.pdf>).

Current language (page 4):

**2.6. Units Requirement**

- State that 180 units are required. If more than 180 units are required, give justifications.

Proposed language (page 4):

**2.6. Units Requirement and Transfer Model Curriculum**

- State that 180 units are required for the major. If more than 180 units are required, give justifications.
- If an Associate's Degree for Transfer exists (under SB 1440, also known as the STAR Act) for the program, indicate if the transfer degree was determined to be "similar" (meaning students holding this degree would be able to complete the Bachelor's degree and any options or concentrations in 90 quarter units).
- If any changes to the curriculum have occurred since the last program review, indicate how those changes comply with the requirements of SB 1440. Provide a list of other CSUs and California Community Colleges that have approved the STAR Act curriculum in question (contact APGS if assistance is needed).

This will require other changes to this document. It will also require a change to the Policies and Procedures for Committee Operation (<http://www20.csueastbay.edu/faculty/senate/files/Policies/CAPR%20Policies-Procedures.pdf>) . All the required additional changes are included as an annex to this document and will need to be edited in to 08-09 CAPR 23 (revised) and the Policies and Procedures by the Senate Office.

This proposal was presented to CAPR members at its meeting of February 16, 2012 and **approved unanimously/by a majority (\* Y, \* N, \* Abst.)**. If approved by the Academic Senate, this reporting requirement will go into effect for programs preparing their self-studies in the 2012/13 review cycle and thereafter.

**08-09 CAPR 23 (revised)**

Current Language (page 5) **3. Plan.**

**3.1. Curriculum.** What curricular changes do you envision during the next five years? What developments are likely to cause you to change the curriculum? Discuss prospects and changes relevant to all campuses and locations relevant to your program—Hayward, Concord, Online, the Oakland Center, etc. What changes are planned for General Education? Discuss any relevant changes to a multicultural learning experience.

Proposed Language (page 5) **3. Plan.**

**3.1. Curriculum.** What curricular changes do you envision during the next five years? What developments are likely to cause you to change the curriculum? Discuss prospects and changes relevant to all campuses and locations relevant to your program—Hayward, Concord, Online, the Oakland Center, etc. What changes are planned for General Education? Discuss any relevant changes to a multicultural learning experience. Discuss how any changes to your curriculum comply with SB1440 The STAR Act for Associate Degree transfer, if applicable.

Current Language (page 8) **Contents of Academic Program Reviews for Programs *with* external accreditation.**

4. For programs requiring more than the minimum (180) number of units, in the baccalaureate degree, a memo justifying the need for the larger number of units or detailing how the required units will be reduced to 180.

Proposed Language (page 8) **Contents of Academic Program Reviews for Programs *with* external accreditation.**

4. For programs requiring more than the minimum (180) number of units, in the baccalaureate degree, a memo justifying the need for the larger number of units or detailing how the required units will be reduced to 180.

If an Associate’s Degree for Transfer exists (under SB 1440, also known as the STAR Act) for the program, indicate if the transfer degree was determined to be “similar” (meaning students holding this degree would be able to complete the Bachelor’s degree and any options or concentrations in 90 quarter units).

If any changes to the curriculum have occurred since the last program review, indicate how those changes comply with the requirements of SB 1440. Provide a list of other CSUs and California Community Colleges that have approved the STAR Act curriculum in question (contact APGS if assistance is needed).

Current Language (page 11) **B. Annual Report Format**

**1. A one-page self-study reporting on progress with departmental planning, review, assessment processes, and programmatic needs.**

Each program will produce a brief Annual Report describing progress toward its goals, problems reaching its goals,

revision of goals, and initiatives. This document will indicate how the results of the program’s assessment efforts support its conclusions and also record significant events which have occurred or are imminent, such as changes to resources, retirements, new hires, curricular changes, honors received, etc. This report, approximately one page in length, will be developed during Winter Quarter by the Program Unit, discussed with appropriate administrators, and a copy will be kept on file in the Senate Office. Together with the most recent program review, these reports form part of the basis for short-term planning consultations between the Program Unit and appropriate administrators. The collection of Annual Reports since the last program review will assist CAPR and the program in writing and reviewing the next program review document.

Proposed Language (page 11) **B. Annual Report Format**

**1. A one-page self-study reporting on progress with departmental planning, review, assessment processes, and programmatic needs.**

Each program will produce a brief Annual Report describing progress toward its goals, problems reaching its goals, revision of goals, and initiatives. **It will also include any changes related to SB1440 The STAR Act, if applicable.** This document will indicate how the results of the program’s assessment efforts support its conclusions and also record significant events which have occurred or are imminent, such as changes to resources, retirements, new hires, curricular changes, honors received, etc. This report, approximately one page in length, will be developed during Winter Quarter by the Program Unit, discussed with appropriate administrators, and a copy will be kept on file in the Senate Office. Together with the most recent program review, these reports form part of the basis for short-term planning consultations between the Program Unit and appropriate administrators. The collection of Annual Reports since the last program review will assist CAPR and the program in writing and reviewing the next program review document.

Current Language (page 12) **Rubric for assessing and reporting on program Annual Reports**

**1. Does the Annual Report have a self-study (one page)? Yes \_\_\_ No \_\_\_**

1.a Does the Annual Report record progress with departmental planning and review? – does it describe progress toward the program’s defined goals, any problems reaching its goals, any revisions to goals, and any new initiatives taken with respect to goals? Yes \_\_\_ No \_\_\_

Proposed Language (page 12) **Rubric for assessing and reporting on program Annual Reports**

**1. Does the Annual Report have a self-study (one page)? Yes \_\_\_ No \_\_\_**

1.a Does the Annual Report record progress with departmental planning and review? – does it describe progress toward the program’s defined goals, any problems reaching its goals, any revisions to goals, and any new initiatives taken with respect to goals? **Does it detail any changes related to SB1440 The STAR Act, if applicable?** Yes \_\_\_ No \_\_\_

Current Language (page 18) **Table of Contents**

1. Summary of the program [max. 5 pages].....	??
2. Self-Study .....	??
2.1. Summary of Previous Review and Plan .....	??
2.2. Curriculum and Student Learning .....	??
2.3. Students, Advising, and Retention .....	??
2.4. Faculty .....	??
2.5. Resources.....	??
2.6. Units Requirement.....	??

Proposed Language (page 18) **Table of Contents**

1. Summary of the program [max. 5 pages].....	??
2. Self-Study .....	??

2.1. Summary of Previous Review and Plan .....	??
2.2. Curriculum and Student Learning .....	??
2.3. Students, Advising, and Retention .....	??
2.4. Faculty .....	??
2.5. Resources.....	??
2.6. Units Requirement <b>and Transfer Model Curriculum</b> .....	??

Current Language (page 19) **Summary of the Program [max. 5 pages]**

**2.6. Units Requirement**

- State that 180 units are required. If more than 180 units are required, give justifications.

Current Language (page 19) **Summary of the Program [max. 5 pages]**

**2.6. Units Requirement and Transfer Model Curriculum**

- State that 180 units are required for the major. If more than 180 units are required, give justifications.

- If an Associate’s Degree for Transfer exists (under SB 1440, also known as the STAR Act) for the program, indicate if the transfer degree was determined to be “similar” (meaning students holding this degree would be able to complete the Bachelor’s degree and any options or concentrations in 90 quarter units).

- If any changes to the curriculum have occurred since the last program review, indicate how those changes comply with the requirements of SB 1440. Provide a list of other CSUs and California Community Colleges that have approved the STAR Act curriculum in question (contact APGS if assistance is needed).

Current Language (page 19) **Summary of the Program [max. 5 pages]**

**3.1. Curriculum**

- Envisioned changes for the next five years, addressing recommendations and concerns identified in the Self-Study, from external reviewer(s), and from assessment; issues relating to Concord, online offerings, G.E., and multicultural learning

Proposed Language (page 19) **Summary of the Program [max. 5 pages]**

**3.1. Curriculum**

- Envisioned changes for the next five years, addressing recommendations and concerns identified in the Self-Study, from external reviewer(s), and from assessment; issues relating to Concord, online offerings, G.E., **Associate Degree Transfer (if applicable)** and multicultural learning

**Policies and Procedures for Committee Operation**

Current Language (no page number) **CAPR Policies. Appendix 2**

1.7. Extra Units Justification, if required:

- \_\_\_ Partially (Question: \_\_\_\_\_)
- \_\_\_ Adequately

Current Language (no page number) **CAPR Policies. Appendix 2**

1.7. Extra Units Justification, if required:

Partially (Question: \_\_\_\_\_)

Adequately

1.8. Transfer Model explanation, if required:

Partially (Question: \_\_\_\_\_)

Adequately