California State University, East Bay
Committee on Academic Planning & Review
Meeting Minutes
Thursday, January 19, 2012

Attending: Michael Lee (Chair), Chris Chamberlain (Secretary), David Bowen, Luz Calvo, Sharon Green, Donna Wiley, Julie Beck, Caron Inouye, Sam Tran, Jiming Wu

Members Absent: Amber Machamer, Dana Edwards

Guest in Attendance: Mike Mahoney, Chair of Academic Senate, Jose Lopez, Director, Department of Ed Leadership, Jiansheng Guo, Interim Associate Dean, Levent Ertaul, Computer Networks, Eddie Reiter, Chair, Department of Mathematics and Computer Science, Kathleen Hann, Mathematics, Rafael Hernandez, Chair of Music, Gale Young, Chair of Communications, Tom Hird, Chair of Theatre and Dance, Phil Hofstetter, Art

1. Introductions (Called to Order 2:05 p.m.)
    a. Sharon Green was nominated and accepted to be the Secretary for the Winter Quarter.
2. Approval of the Agenda (Wiley, Bowen) M/S/C
    a. Amendment: Table Old Business due to agenda posting issue.
    b. Amendment: Other business moved from 9A to 7A
3. Approval of Minutes 12/01/11
    a. Held until next meeting due to agenda posting issue.
4. Report of the Chair
    a. Not much has happened. Chair has received drafts of review summaries for review. Draft documents will be moved to the next meeting's agenda.
    b. Chair attended the WASC workshops with other CAPR members, noted an interesting session presented by UCLA concerning Assessment and Program Review and will look for ways to include into CAPR's work.
    c. ILO Sub-committee- Sharon Green. Two groups (CAPR ILO sub and WASC ILO Task Force) in the Fall quarter spent time working on the ILO development. By the time it goes to the academic senate, the process will have been underway for one full year. Forums have been scheduled for the next two weeks to help refine the draft ILO's to provide feedback, input and assist in describing the ILO's better for a final draft. Looking to have 42 participants in each of four sessions. Several departments across campus will assist in the final review.
5. Report of the Presidential appointee
    a. No report.
6. Report of the APGS appointee (Donna Wiley)
    a. WASC event was highlighted and noted how important that meaningful assessments in programs is needed. Should be in annual reports and in

program reviews. If the assessment process is not sufficient, the review should be turned back.

    b. SB 1440- Transfer Curriculum Law addressing the guarantee program completion within 90 quarter units for transfer students from Community Colleges. Programs should address their role in this as a line item to address their part in the department review process. This means CSU Mentors may direct students to other CSU's if a specific program does not meet SB 1440. The Chair will address this change, looking at O8/09 CAPR 23, in the review process with the Academic Senate.

7. Old Business (Tabled until February 2 Meeting)
    a. Approval of CAPR recommendation to continue Psychology programs without modification
    b. Approval of CAPR recommendation to continue Physics programs without modification

8. New business
    a. Five-Year Review of Computer Science MS
    b. Five-Year Review of Computer Networks BS-MS
    c. Five-Year Review of Mathematics BS-MS

Dr. Reiter: Only department that still remains one, not splitting computer science and mathematics. Computer Science has become much more specialized. In 2002, department had 762 undergrads and 442 graduate majors. Enrollment is roughly half what it was in 2002, noting the dot com bust. Would love to have new faculty to match as the program grows but doubts that is possible in the coming years. Department is lacking a good exit survey for graduating students.

In Mathematics, they have a large Gen Ed component but notes there are a number of students who struggle. Chair is very proud of the work that the faculty and majors are doing. Many graduate students go on teach at the Community College level. The department has lost two faculty

Computer Networks: Used to be a joint program with CBE and COS but business gave up on the program and it came to COS. The program is growing back following the dot com bust with 24 students, adding 5 students per month. The department does not receive much support from IT on campus. The program is lacking some hands on experience due to a lack of physical platforms to run the software on. Most of the students are getting good employment after graduation, some software and some hardware. Every student has a hands-on project that must be completed. There were six international publications that have come from these projects. Department is moving into different techniques in teaching through the use of portfolios and wikis to enhance peer instruction and learning. The program is making

videos of their classes and they have received 27,000 hits- people watching the videos on the department website from all over the world.

Mathematics: Great with recruiting but have a difficult time keeping them. A request is in for a TT position next year- need 3 but will probably get one. The graduate students get great experience teaching undergrads which is the experience they need when looking at teaching at the Community College level. Department is spread pretty thin with faculty housed and teaching all over campus which is hurting the cohesiveness of the faculty.

External reviewer noted that upper division classes are pretty large and Dr. Hann has noted it would be great to see that number lowered, from about 40 to roughly 25 when the budget gets better.

Sharon Green is the liaison for Mathematics: Math is meeting the needs of vastly different students in our university population with remedial students and bachelors and masters students. This needs to be highlighted across campus. Bureau of labor statistics notes a growth in the jobs for mathematic students which should be emphasized given the importance of their role in STEM efforts on campus. Department should highlight the assessment data on the impact of the departments remediation efforts on students. Outside reviews note the curriculum is sound and up to date. Department should highlight their efforts in outreach with Community Colleges. Use of technology in teaching, including online, should be applauded. Noted NSF grant awarded to the department. Highlight and justify department funding needs, itemize and prioritize.

Reviewer in previous five year report noted the department should be split up, i.e. computer science and mathematics. Is there a plan or plans for making a decision on what to do moving forward? Both areas are an important part of the STEM initiative. The Chair noted there could be a co-chair system set up next year and a de-facto split department moving forward but there are some questions about where to house the entire department together. Cost is another issue. Sharon noted a concern over not being able to teach evening classes with regular faculty. There also needs to be more effort toward documenting assessment in the department. Learning outcomes need to be brought forward in the document, not left in the appendix.

Julie Beck is the liaison for Computer Science/Networks. Julie noted the faculty appreciation by the students, the curriculum improvement, and staying current with area employment. Increased enrollment is good, but the department will need to show what they are doing to help increase enrollment including partnerships with, say, Silicon Valley. More accessible

classes may assist in increased enrollments which may lead to new faculty. The question of accreditation came up and whether the process was really necessary for the department. The Chair noted it wouldn't really affect enrollment and was a very time intensive process. It was noted that 34% of the undergrads are from abroad. What is the concrete plan for recruiting at Community Colleges? The Chair states it has good outreach based on the number of graduates that teach at local community colleges and faculty do give guest lecturers. Another recruiting tool would be to get permission to be able to accept students through a second bachelors program. Word of mouth is a big help in recruiting as well as unhappy transfer students from other CSU's. There is a large recruiting effort taking place in India and China.

Reviewer noted a lack of computer labs. There has been no strategy or timeline in place for working with IT remove this problem. It would be good to outline a plan to address this issue.

It would be helpful to outline and highlight a vision for the department along with the need for new faculty, including the diversity, for the types of hires the department wants and strategies for attracting them. It would also be helpful to prioritize the things that are doable without extra funds along with the items, in order, when funding comes along to show internal progress where the department can.

    d. School of Arts and Media (SAM) Proposal (added by Senate Office)

        There was a positive vote to combine departments into the School of Arts and Media from the concerned faculty and Council of Chairs. The Chairs presented FAQ's as posed in the formal Change of Status form. The document appeared to be in order and well presented. Wiley moved to approve the change of academic status, Bowen seconded. Motion carried.

        Chair requested that future department program annual reviews note how the process of this new school is working, once the new school is created. It was noted that this proposal for a new "school" would be the only one on campus. It was noted that being a part of the school of arts and media might help create a better identity for students, which may lead to developing more creative degree options. It could be a step to forming a new College.

9. Other business (moved to 7A)
    a. Request for delay in submission of Educational Leadership Five-Year Review: Dr. Lopez was present to address the memo sent to Chair Lee. Program was developed in 2008 and the request was to extend the

review to ensure the program has five years of operating data and two graduating classes. Assessment is ongoing each year but given the program has WASC and NCATE responsibilities they'd like to request the delay. Department Liaison, Sharon Green, supports this request and acknowledged the hard work the program is doing.

Proposed to delay the five-year program review to coincide with WASC review for accreditation in Fall 2013 and CAPR review in 2013/2014. (Green, Chamberlain) M/S/C.

10. Adjournment- 4:00 p.m.