

California State University, East Bay
Committee on Academic Planning & Review
Meeting Minutes
Thursday, February 2, 2012

Attending: Michael Lee (Chair), Sharon Green (Secretary), David Bowen, Luz Calvo, Dana Edwards, Caron Inouye, Amber Machamer, Sam Tran, Jiming Wu

Members Absent: Julie Beck, Donna Wiley

Guests in Attendance: Mike Mahoney, Chair of Academic Senate; Jiansheng Guo, Interim Associate Dean CLASS; Silvina Ituarte, Chair Department of Criminal Justice Administration; Eric Suess, Chair Department of Statistics and Biostatistics; Lynn Eudy, Dept. of Statistics and Biostatistics

1. Introductions
2. Chair Lee called meeting to order at 2:06 p.m. and called for approval of the agenda.
3. Approval of the Agenda (Chamberlain/Bowen).
 - a. Amendment: Five Year Review for Biological Sciences BA-BS-MA-MS and Marine Sciences MS postponed. Machamer to report on Institutional Research in its place.
4. Approval of the Minutes 12/1/11 (Green/Edwards) with one abstention (Machamer); approval of the Minutes 1/19/12 (Tran/Bowen) with change suggested by Bowen to change 'boom' to 'bust on p. 3.
5. Report of the Chair
6. Report of the Presidential Appointee
 - a. NA
7. Report of the APGS Appointee
 - a. NA
8. Old Business
 - a. Psychology Department Five-Year Review response: Lee reported that no changes were requested from the Psychology Department. Vote to approve draft recommendation as the official recommendation from CAPR to the Senate to continue the Psychology programs without modification was unanimous.

- b. Physics Department Five-Year Review response: Vote to approve draft recommendation as the official recommendation from CAPR to the Senate to continue the Physics programs without modification was unanimous.
- c. Liaison Bowen reported on the response from the International Studies Department to the CAPR response that included changing a word in the document (from 'encourage' to 'required' for international study abroad). Liaison Bowen recommended keeping the existing language. Vote to approve draft recommendation as the official recommendation from CAPR to the Senate to continue the International Studies program without modification was unanimous.
- d. Lee congratulated the Liaisons for their excellent work. Program feedback indicates that CAPR is doing a thorough job that is responsive to program needs.
- e. Lee confirmed with Senate Chair Mahoney that the request to reschedule the Educational Leadership Five-Year Review and acceptance of the Five-Year Program Reviews for Psychology BA and BS Programs, Physics BA and BS Programs, and International Studies Program would be on the February 14 Executive Committee agenda.

9. New Business

- a. Lee recommended switching the order of 8a (ILO Subcommittee Report) with 8b (Proposal for new certificate) to allow the guest from Criminal Justice Administration to present.
- b. Move to consider proposal for a new certificate in Criminal Justice Administration (Chamberlain/Jiming). Chair Lee reviewed the background and purpose of the proposed program.
- c. Chair Ituarte described the proposed five-course certificate program to meet on Saturdays, intended to provide professional development for those interested in the field of Criminal Justice Administration. The pilot program is intended to begin with outreach to veterans from Iraq, and Afghanistan through the VA. This is the target population that can be best served by the program. The proposed certificate will be offered through DCIE. Inouye: Would the instructors in the program be current faculty and adjunct lecturers? Ituarte: Yes, teaching in the proposed program would provide overload for full-time faculty. Bowen: Are the Criminal Justice Administration faculty fully apprised of the proposed certificate program? Ituarte: Yes, they are excited about the program. Chamberlain: Will completion of the certificate program courses count for credit toward regular program? Ituarte: Yes. Edwards: What is the prestige associated with having this or other similar certificates? Ituarte: Completion of the certificate will give professionals a more rounded view of the field. However, the

certificate doesn't provide any special value. Rather, it will get people thinking about going back in to a full-time program. Green: Have you carried out research about your market? Ituarte: The program will be labeled for working professionals, and the target population is accessed through VA Hospitals. Tran: What impact would the certificate program have on current majors enrolled in full-time program? Ituarte: Those who complete the certificate can transfer up to 36 units in to the stateside program. This is a self-support program. DCIE has separate number for the certificate and stateside courses. Lee: There has been a comparable set of concerns discussed about the International Business program. Ituarte: Current Criminal Justice Administration students see minor in Criminal Justice as more valuable than a certificate. Lee: Are there no other certificates in the Criminal Justice program? Ituarte: No. Lee: In developing the background communication for the program, recommend addressing the concern that stateside students could want a certificate if they complete the five classes required for the certificate, but they don't want to go further and complete the minor.

- d. Vote: That the recommendation to the Academic Senate that the certificate program in Criminal Justice Administration be approved be sent to the Executive Committee. Unanimous approval, one abstention.
- e. Chair Lee confirmed modification of the agenda: removal of the Biological Sciences BA-BS-MA-MS and Marine Sciences MS review from the agenda. The review to be rescheduled to later in March.
- f. Green, Chair of the CAPR ILO Subcommittee, reported on progress in developing the proposed Institutional Learning Outcomes for the CSUEB community. Four forums were held during the weeks of January 23rd and 30th, with 145 students, administrators, faculty and staff members in attendance. Response has been generally very positive. Green described the workshops and the nature of the activities and that each of the ILOs proposed would be the focus of synthesizing work by sub-committee members to develop supporting language that captures them from this broad, diverse set of perspectives. CAPR will receive a report from the ILO sub-committee. Chair Lee indicated that this should be in the form of a recommendation to the Senate which CAPR can either vote to accept or reject and send back to the ILO sub-committee if it has major concerns, although he was confident that this is unlikely given the excellent work that has been done by Chair Green to be inclusive. Any comments made by CAPR can be included with the report as background but it should be clear that the audience for this document will be the Senate and that the purpose is a vote on the proposed ILOs.

- g. Chair Lee reported that Ann McPartland has asked to be replaced and that the candidate proposed by the ILO sub-committee to take her position as Science representative is Caron Inouye. Green/Chamberlain moved to replace McPartland with Inouye on the subcommittee. The vote was unanimous, with one abstention (Inouye). Chair Lee made a note to send the request to the Executive Committee for approval.
- h. Chair Lee introduced Amber Machamer, the AVP of Planning, Institutional Research (IR), and confirmed that he had wanted to include Institutional Research on the agenda for a some time. Machamer reported on the status of IR's current access to HR data and reported that IR data has been expanded. IR is currently working to determine which Information is of most interest to Deans and Associate Deans, simplifying reports and ensuring that the data is as valid and reliable as possible (example: variable majors, minors and options). The data may look inaccurate at the program level because data is retrospective, students don't have to declare a major/ minor/ option in advance. Faculty members have different experiences of the number of minors in their programs, for example, when talking to students. Currently using ERSS data set: Minimum data required by the Chancellor's Office. Doesn't include options, minors, or performance in student movement thorough programs, or in gateway courses. Perhaps IR would need two different data sources to meet everyone's need adequately. IR needs to talk with members of the community to determine how to best meet needs without creating confusion. IR will have to clarify the limitations of the data. Chairs Lee and Mahoney: Recommend holding a workshop with Deans and Chairs' Council. Access to all chairs could happen in four meetings. Machamer: IR will be considering different models that could be used, e.g., only internal data, both ERSS and internal data (which could create internal contradictions). The more accuracy we have the better for making internal program and funding decisions. Calvo: Pilot the process with a few programs to compare PeopleSoft data with other data sets. Pilot programs could provide feedback on which data seems more accurate and up to date. People could report from on the ground about their experience. Luz Calvo (Ethnic Studies), Dave Larson (Geography and Environmental Studies), and Melany Spielman (Hospitality, Recreation and Tourism) chair programs that would be good candidates for a pilot. Machamer: Access to data is still limited; doesn't currently have access to PeopleSoft data.
- i. Chair Lee introduced the Five-Year Review of Biostatistics MS, Statistics BS-MS and welcomed Department Chair Eric Seuss and Program Advisor Lynn Eudy. Liaison Inouye was also introduced. Report from Seuss and Eudy: Summary of last two years, including the

process of starting the review two years ago and postponing it in order to improve the curriculum, meet student needs, and strengthen resources. General impression of Chair Sues: the Five-Year Review is a very useful process because it directs attention of the department to look at things more closely. The new Five-Year Review process is better than it was before recent changes were made. This is the third review in a row that the same external reviewer has come to campus (16 year relationship). The external reviewer is a former chair of the Statistics Department at New University, former President of the American Statistical Association. She gave good advice for development of CSUEB's program. Statistics is a job title and not just a discipline. The Statistics Department expanded their program following the external reviewer's directions; at the time the program had 24 students and they now have over 80 students, more graduate programs and a certificate program. The department started a successful Science Masters program. CSUEB has the second biggest program nationwide for enrollment in the Masters program. They offer a lot of courses and a variety of options. It is the only program on the west coast that offers actuarial science. The program has a fifty-year history of stand alone department (not included in the Math Department). They offer broad service courses (e.g., Stat 1000) that serve the entire university. It is hard to teach stat courses to large groups of students. Stat isn't easily remembered; students have to be reminded regularly. The program provides the best introduction to the field that is possible in large courses. The program is in the same place resource-wise, if not lower, than it was where the external reviewer saw them 15 years ago. It has grown in the number of students but hasn't increased in resources or faculty. In the current report on page 45, 3.7 Priorities for the Next Five Years, there is reference to maintaining staff (there is currently 1 staff member who is close to retirement). This is a huge concern for program. The program is looking forward to the future and the staffing of the department will be handled. Maintaining faculty: the program has been successful at hiring new faculty, but they have lost one faculty member from their most recent hires. Maintaining faculty is critical for success of program. The department is made up of two programs: statistics and biostatistics. Faculty members teach in both programs. The department has opened opportunities for growth in both areas, but faculty members are also stretched very thin. Recruiting in the Bay Area is a challenge. The new term for statistics is analytics, which acknowledges the growth of so much new data, and that the capacity to store, access and analyze data has become overwhelming. This kind of work is huge in Silicon Valley, the next area for big job growth. The program needs to support graduate advising and refine the

curriculum. Data analytics and data visualization all need to be developed. Inouye: The internal self-study is in alignment with the external reviewer's comments. The review provides a good presentation of needs, but should state more specifically what the program requires. Seuss: need five new faculty members, but know that making that request is completely unrealistic. See 3:8 in the report. Inouye: In summary, the program is doing an amazing job with what they have. They have communicated a realistic request. Chair Lee: Encourage Statistics faculty to be as specific as possible about real needs, include more information about background of needs. Inouye: Real needs should still be included. Suess: We are still teaching classes with 50 students, classes need to be 35 students. Teaching load of students in classes is too high. Need to decrease class sizes to be in alignment with the University's needs. Graders are available, but don't hire TAs to teach classes. Calvo: Encourage faculty to speak honestly and put in the record what the reality of the situation is and what the real needs are. Suess: have tried before to make requests, but nothing has changed. Inouye: The lack of resources constrains potential growth of the important Masters level program. Seuss: We have made huge steps forward with use of the cloud, but have lost access to computers. Student needs have changed, and students bring their own computers. Inouye: Faculty need new computers, and that needs to be highlighted. Need a lot of temporary faculty members/lecturers. Suess: We are limited by university policies in how advertising can be done, limits on recruiting efforts for adjunct faculty. It's hard to staff classes in the Bay Area. Chair Lee: Statistics is a very important service function. Addendums or further information the program you'd like to add should be forwarded to Liaison Inouye.

10. No other business

11. Adjournment

- a. Meeting was adjourned at 4:00 p.m. (Tran/ Inouye).

Minutes submitted:

Sharon Green, CAPR Secretary