

California State University, East Bay
Committee on Academic Planning & Review
Meeting Minutes
Thursday, March 15, 2012

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

Members Absent: Chris Chamberlain

Guests in Attendance: Rita Liberti, Kinesiology; Mike Mahoney, Chair of Academic Senate; Jiansheng Guo, Interim Associate Dean CLASS; Donald Gailey, Chair of Biological Sciences; Sophie Rollins, Academic Senate

1. Introductions
2. Chair Lee called the meeting to order at 2:03 p.m.
 - a. Approval of the Agenda (Tran/Calvo). Amendment: Additional of volunteer of Secretary for next quarter's CAPR meetings.
3. Approval of the Minutes of February 16, 2012
 - a. Minutes not posted, to be reviewed at next meeting.
4. Report of the Chair
 - a. Last CAPR meeting cancelled due to lack of agenda items because new work hadn't made its way through academic channels; completion of recent stage of ILO development process.
5. Report of the Presidential Appointee
 - a. N/A
6. Report of the APGS Appointee
 - a. N/A
7. Old Business
 - a. CAPR recommendations: Communication BA/MA program: e-mail to department chair regarding Communication Department 5-Year Review. Liaison Calvo's recommendation: continue without modification (note that Chair Lee had uploaded the wrong version of this document and we will revisit this item at the 4/05 meeting). The program's next review will be 2013/14. Four points to be included in memorandum to Provost and addressed at the next review. Motion to consider (Wiley/Edwards). Wiley: recommends strengthening the language about completing

assessment, explicitly stating CAPR's concern about the absence of assessment. "The committee was concerned that no actual assessment has taken place...". Liaison Calvo: Program referred to absence of support for assessment. Chair Lee: Need specific language to amend the document. Drafts of previous documents have been shared with the program and changes now raise issues with making amendments to the document accepted by the program. Liaison Calvo: Recommended language such as "Develop an assessment plan and follow through with assessment". Bowen: Add "At a minimum one learning outcome should be assessed". Moved (Calvo/Wiley) to modify language about assessment. Passed unanimously. Proposal to accept recommendation of report to ExComm: (Andrews/Bowen); passed unanimously.

- b. CAPR recommendation: Latin American Studies BA program. Prepared by Liaison Bowen. Changes to the program were predicted, but the review was made based on current status. Move to consider recommendation (Calvo/Wiley). Proposal to accept recommendation of report to Excom (Bowen, Wu); passed unanimously.

8. New Business

- a. Five Year Review: Biological Sciences BA-BS-MA-MS and Marine Sciences MS. Chair Lee introduced Chair Gailey of Biological Sciences. Former Chair Hedrick prepared the original 5-Year Review report. Biology is and will continue to be a large and popular program. Program has hired a new office manager, providing critical support for the work of the chair. Biological Sciences is benefitting from PHA program through DCIE, serving students returning to advance their education in preparation for medical school. This program provides resource support for Biological Sciences. Thanks to support from A2E2, sorely needed equipment upgrades are underway. The program is stable at 700 majors, and the program is probably working at maximum capacity. This requires hiring more lecturers. SFRs are on the rise and higher than other CSU campuses by comparison. Pre-nursing service courses as well as GE courses skew the SFRs because of the high enrollment in those courses. Chair Lee: Don't the data from the other CSUs also reflect service and GE courses? Chair Gailey: Enrollment and class sizes are up. Outside reviewer was very familiar with CSU programs and made three recommendations. First, hire new physiology faculty (under way) and 2 to 3 additional faculty (anticipated in the coming year). Second, recommended reassessing the number of options. In the past haven't been able to get the data necessary to assess the success of the options. Not sure that there is a need to reduce the numbers of options. Third, the reviewer's recommendation to

declare impact in the major doesn't seem necessary under present circumstances. The outside reviewer also recommended more faculty meetings and more activities to get the faculty of twelve working together for the success of the department. The program is intent on assessing the success of the options with a focus on assessing enrollments and curriculum. Former Chair Hedrick proposed cohort analysis to follow incoming students and graduates. Chair Gailey recommends the ETS Field Test in Biology to assess outcomes. The problem with running the examination will be who will administer it. Liaison Wu: The program's 5-Year Report is well structured. However, Student Learning Outcomes are not presented for the Marine Sciences MS degree. Chair Gailey: Moss Landing Laboratories was designed as a consortium of a number of CSU campuses. Most of the degree requirements are completed at CSUEB, and upper-division courses are taken at the Laboratories (challenges: geographically difficult to get to, run on the semester system). It's important to maintain a link with the ocean and the research center. Closing the door to the consortium would be a mistake; new faculty may want to reinvigorate focus on Marine Sciences and collaborations with Moss Landing. Wiley: Should the program be maintained? Is it deceptive to keep it in the catalogue? Chair Gailey: Keep it. Liaison Wu: Please discuss the offerings of the nursing programs out at Concord and on-line. Chair Gailey: Pre-nursing program cohorts are running well on the Concord campus. Biology successfully supports the nursing program. Liaison Wu: What students are you targeting for the Biotechnology certificate program? Chair Gailey: Ours is one of the premier biotechnology certificate programs in the CSU system. The program was founded 25 years ago as a post-bac program, requires the expertise of tenure track faculty. The program has to be run stateside to support the specialized focus and laboratory intensive requirements. Students get jobs in the biotech industry. Bowen: Curious about impact of Mike Hedrick leaving with rights to return after up to two years of leave. Chair Gailey: There could be a negative impact because he is still on the books and could request a second year. The program has not experienced any positive outcomes. Chair Lee: If the outside reviewer recommends hiring another two full-time faculty, how does the absence of Mike Hedrick influence your needs, and how should that be reflected in CAPR recommendations? Resource needs should be very carefully articulated. Inouye: Still need more faculty, with loss of Sue Opp and FIRPing faculty. Chair Gailey: The College of Science Dean has set projections for new hires. But with consideration of the absence of Mike Hedrick, the program needs one additional faculty member. Chair Lee: Are only lecturers expected to teach large classes? Chair Gailey: Large enrollment courses receive a 4 WTU

bonus so it can be advantageous for lecturers, but large enrollment classes are often taught by tenure-track faculty. Inouye: It would be nice for TT faculty to be teaching large nursing classes. Wiley: Admission to nursing is very competitive, and one bad grade can be devastating to students desiring to get in to nursing programs. Chair Gailey: Large service courses do require careful control if lecturers are teaching them. Wiley: Enrollment data in the 5-Year Review is very different from IR data. Can you comment on which is more accurate. Graduate numbers are quite different. Chair Gailey: Numbers in the 5-Year Review reflect the combination of post-bacs and MAs. Wiley: There is a decline in enrollment in MA programs. What do you think is going on? Chair Gailey: There has been a decline in the number of seasoned faculty to mentor graduate students. Full-time enrollment would be a year of course work and a year of thesis work. Chair Lee: Updated enrollment numbers can be included in report. Wiley: Are you admitting MA students? Chair Gailey: There is resistance among faculty to the MA program having to do with award of time. A major component of the MA is the exam, and there is a big investment of time in writing and scoring the exam. Supervisory time courses don't get WTU credits. Working with MA students essentially involves volunteerism. Inouye: Confirmed that working with MA students has not been supported with time or resources. Chair Lee: There should be acknowledgement of this in the final report. Wiley: The report indicates that assessment of the MS degree is defined by whether students pass the thesis review; if they have, they have mastered the SLOs. Chair Gailey: Each thesis goes through a thorough committee review. Each student and the content of each thesis is unique. Inouye: There is movement for the curriculum committee to develop methods to review learning outcomes. Chair Lee: Our recommendation needs to include acknowledgement that assessment of MS SLOs is critical. Does maintenance of relationship with the Moss Landing consortium cost the University any money? Can a recommendation be made that the program should review continuation of Marine Sciences MS and commitment of resources to the program since it hasn't had students? Should CAPR recommend continuation without modifications? The Biological Sciences program should make recommendations about how to make better use of the Moss Landing relationship and support possible involvement of students in the program.

- b. Institutional Learning Outcomes: Report from Green about development of ILOs and outcomes. Green, Chair of the ILO Subcommittee, distributed the latest draft of the ILO statements that includes a Preamble and supporting descriptions of the ILOs with bullet points. Green reviewed the history of the development

of the ILOs, beginning in April 2011, emphasizing the inclusive and participative nature of the process and the evidence-based evolution of the six outcomes that are presented to CAPR. Beck: Overall positive response to the ILOs. Any possibility of emphasizing equity and social justice language? Green: All feedback is welcome at this point, will be considered by Excom before moving the document to the Senate. Acknowledged the inclusive process and the hard work of all ILO Subcommittee members. Chair Lee called for a motion to send the ILO draft document to Excom for consideration. Moved to recommend that the final draft ILOs be forward to Excom with the recommendation that the final Draft ILOs be forwarded to the Senate for adoption by the university (Beck/Andrews); Guo: Concern about particular focus on skills rather than knowledge. Should there be an ILO that specifically addresses knowledge across broad areas as defined in the LEAP outcomes. Green: Question will be given consideration. Passed unanimously.

- c. Moved to table B.S. Kinesiology discussion until next meeting (Wiley/Inouye).

9. Secretary for the Spring: Duty assignment left for next meeting

10. No other business

11. Adjournment (Wiley/Inouye) 4:05

Minutes submitted:

Sharon Green, CAPR Secretary