

California State University, East Bay
Committee on Academic Planning & Review
Approved Meeting Minutes
Thursday, May 17, 2012

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

New Members: Xino Rasmusson, Glen Taylor,

Members Absent: Julie Beck

Guest in Attendance: Mike Mahoney, Chair of Academic Senate; Sophie Rollins, Senate Staff; Nancy White, Hospitality, Recreation & Tourism; Jiansheng Guo, CLASS Interim Associate Dean.

1. Organizational Meeting:
 - a. Introduction of new members for 2012-2013- See above.
 - b. Election of CAPR Chair for 2012-2013 (By continuing and new members)
Sharon Green nominated Chris Chamberlain to be Chair of CAPR, Caron Inouye seconded- M/S/P. Sharon praised Michael Lee for all the hard work he put in this last year as Chair of CAPR.
 - c. Appointment of secretary for Fall 2012-13 (by continuing and new members).
Sharon Green self-nominated to be secretary for the Fall quarter, Caron Inouye volunteered to serve in Winter quarter.
 - d. Assignment of liaison duties for 2012-13 five-year reviews to incoming members from outgoing members.
 - i. Liberal Studies/Informational Literacy- Xino Rasmusson
 - ii. Human Dev.- John Eros
 - iii. Theatre Arts- Saeid Motavalli
 - iv. Option in OTL MS- Glen Taylor
2. Introductions- See above
3. Approval of the Agenda (Green/Wu) M/S/P
4. Approval of Minutes of May 3, 2012 (Green/Wiley) M/S/P
5. Report of the Chair

- a. Academic Senate voted unanimously to accept the institutional learning outcomes. It is hoped they will be signed by the President. Next phase of instituting the ILO's will start next year.
- b. Chair discussed the concern raised at the last meeting- more programs using state side classes for DCIE programs. Issue was raised for the next Ex-Com meeting.

6. Report of the Presidential appointee

- a. Amber reported that she is looking at other models for collecting data on students. It was suggested to consider Amber as a member of the ILO subcommittee when it reconstitutes in the Fall.
- b. Sent out the graduate student survey.
- c. A senior undergraduate survey is being deployed shortly for indirect measurement toward the ILO's.

7. Report of the APGS appointee

- a. Donna noted that it will be interesting to see the impact the budget has on services on campus.

8. Old Business

- a. Certificate in Recreational Therapy
 - i. REC 4919 (information only)
 - ii. REC 4602 (information only)
 - iii. REC 4604 (information only)
 - iv. REC 4605 (information only)

Nancy White presented on behalf of the chair. The chair is working on the national level to help improve the state of Recreational Therapists as the state moves toward Licensure. Nancy stated that there are a number of current recreation therapists working in the field that do not have a license and will be out of work once the licensure law is passed. Some of the classes are the same but there are new classes to tailor to the need of working professionals. The entire program is offered all online with three faculty.

A question was raised about the load of faculty. Nancy stated it would be taught with an additional load for part time lecturers.

A question was raised about the effect on current stateside students. Nancy noted that there are two different programs here. Currently students in the program would receive a higher level of training to be prepared for the coming license exam. The DCIE program is a lesser program that provides experience

and courses necessary for current working professionals to be eligible to sit for the license exam.

A question was raised about the level of supervision in the certificate internship. It is a different internship than the current degree program as students would need to do their work under a currently certified rec therapist. Nancy noted this may be the hardest part of the certificate program- finding someone to intern under that is certified.

It was noted that there might be some confusion between state side students and DCIE students. It's important to figure out a way to make the program clear to students to avoid confusion.

A question was asked how many classes are offered in person. It was noted that many, if not all, of the courses are offered online. It was asked if there were learning outcomes and an assessment plan for the program. Nancy White stated there were and she would email them to Sharon Green.

Approval: (Green/Wu) M/S/P

9. New Business:

- a. Discussion of Annual Reports (extended May 10, 2012 deadline)
Chair noted only 11 programs submitted annual reports. Sharon Green noted that a new program should be put in place next year, involving ILO's and annual assessment with the annual report. There is some talk that the ILO Sub-Committee could become more of an ILO assessment committee.

There was a lengthily discussion about the role of the annual report. It may be necessary to revisit the process given the by-laws appear to be vague about a review process and what order people see it or what actions are taken and repercussions for ineffective program evaluations or progress toward program goals.

Department of Psychology- Review by Michael Lee

No new developments in the review. Content of report provides little or no information to measure progress on strategic goals from the last five year review.

Math and Computer Science- Review of Sharon Green

Sharon noted responses in the annual review that did track with points in the five year review. Review stated little or no progress has been made toward addressing the issues noted in the 5-year review. It was noted that more reflection is really needed with this process by the department. Department concludes they need help with assessment. Demographics were lacking in review which may be a problem with getting the numbers from People Soft. There needs to be an interpretive and reflecting process. It could be that a web-based template is needed to complete so "like" data is mined correctly.

Interdisciplinary Studies- Review by Donna Wiley

It was a very short report- maybe ½ a page. There was no reference back to the five year plan. They were going to reinstitute a graduate survey but it hasn't been done yet. There didn't appear to be a problem getting faculty to volunteer to work with students in setting up a special major.

Theater and Dance- Review by David Bowen

Tenure track needs were noted. Assessment Fellows- developing annual assessment plan that appears to be in-progress and working. They will be assessing each of their program goals within the five year format.

Public Administration- Review by Sam Tran

Department has suspended two options and modified others. Student learning outcomes are being incorporated into course syllabi. The department has been working on accreditation but limited resources continue to hamper their efforts.

Criminal Justice- Review by Luz Calvo

Report was thorough. There was assessment data but no apparent reflection on the data and how it informs changes in the program.

Multimedia- Review by Jiming Wu

Trying to change the name of the program to make it more meaningful and specific – looking at merging with other departments in Communication department. Assessment improvements included clearer learning outcomes for students. There were many typo's in the review.

Philosophy- Review by Caron Inouye

Department notes they've achieved a lot since the last review. They've hired new lecturers and have increased student engagement throughout the department. The department has a development plan that includes new options and possibility a name change. Their assessment work is in progress and working on a specific plan to be implemented in the fall.

Music- Review by Dana Edwards

In a few areas, the department requested to know what data was being requested. Department has lost a faculty member who heads up one of the options.

Art- Review by Chris Chamberlain

An 8 page report. Program noted efforts to improve the program from the five year review. They had a huge loss of staff in spring 2010, but appear to making do at this point. They note no effort in moving forward with assessment efforts. They had a program that they were not satisfied with. They are working on a portfolio process.

10. Other business:

- a. CAPR 12: Institutional Learning Outcomes- action item for Excom to continue with ILO sub-committee for 2012-13 (Green/Tran) M/S/P

11. Adjournment