

California State University, East Bay  
**Committee on Academic Planning & Review**  
AMENDED Meeting Minutes  
Thursday, January 17, 2013

Attending: Chris Chamberlain (Chair), John Eros (Secretary), Dana Edwards, Sharon Green, Caron Inouye, Amber Machamer, Saeid Motavalli, Sue Opp, Glen Taylor, Donna Wiley

Members Absent: Gary Manalang, Xeno Rasmusson

Guests in Attendance: Tamra Donnelly (Academic Programs and Accreditation Specialist), David Garcia, Jiansheng Guo (Associate Dean, CLASS), Julie Marty-Pearson, Sophie Rollins (Academic Senate), James Zarrillo (Associate Dean, CEAS)

1. Chair Chamberlain called the meeting to order at 2:00 p.m. and called for Approval of the Agenda. Approval of the Agenda (XXX/XXX); passed unanimously.
2. Approval of the Minutes from 12/6/12 (XXX/XXX); passed unanimously.
3. Report of the Chair
  - a. Chair Chamberlain reported that three items had been sent to the Academic Senate. 1) Retooled language for the math/science five-year review. 2) Changes were passed in the bylaws regarding the usage of term "designee" vs. "appointee." 3) A change to procedures was added, a fifth item (added to the four points); programs would take these actions if sufficient funds were available. This will become "Standard 5." This document will now go to the president. Note that the president is a WASC commissioner. Green does not believe that he will support it. The question was asked: should we ask the provost or the deans to come to a CAPR meeting?
4. Report of the Presidential Appointee.
  - a. No report.
5. Report of APGS.
  - a. Wiley: met with Taylor regarding self-support. A lot of current focus is on the curriculum process, and the approval process for programs planning to go self-support. Raised the question of the university's larger strategy for self-support. Perhaps CAPR is the right place for the Provost to come and discuss this.
6. Report of the ILO Subcommittee

- a. Green: will meet on Friday.

## 7. New Business

- a. Teacher Education discontinuance requests: Associate Dean Zarrillo. Request for discontinuance of Teacher Education Certificate Program: Cross-Cultural, Language, and Academic Development. Request for discontinuance of Teacher Education Certificate Program: Children's Literature. Wiley: Move to bundle these as one item and discontinue. (XXX/XXX): passed unanimously.
- b. Kinesiology: Edwards presented the self-study. Chamberlain noted that demographics will become increasingly important in these reports. FDEC will take a more active role in the process by reviewing the documents. A representative from FDEC will join us next month for History's presentation. Zarillo: an exit survey used by Kinesiology has been quite helpful. Move to accept (Green/Motavalli): passed unanimously. Green suggested that we might take a couple of exemplary reports and post them on the CAPR website as templates.
- c. Pioneer Data Warehouse demo: Chamberlain: there are difficulties in getting data, such as polling data from other campuses. Amber Machamer: APR is on the IR website. Currently we use official data from the chancellor's office. Files are prepared by PEMSA. Machamer offered to work with departments. Motavalli: How up to date is the data? Machamer: In January, we get Fall '12 data (it has to first go to the Chancellor's office). Data is presented in either pdf or excel. Currently, College of Science is done. Garcia: this is mainly aggregate data and can be reached via faculty page. If you have not done a SARF, you will only get enrollment resources. Machamer: there is a data course steering committee. Chamberlain: is it possible to create a link from an annual report to this? Machamer: Not at this time. Chamberlain: a goal for the end of the year is to have an online reporting system. Garcia: Program Review Active Majors (total number of programs) is in progress. Machamer: Currently, Planning for Distinction is taking most of the focus.
- d. Engineering: Motavalli proposed coinciding all Engineering 5-year Reviews with the next accreditation visit in 2015-16. Move to accept (Taylor/Wiley): passed unanimously

## 8. Other Business:

## 9. From the Floor:

## 10. Adjourned. Move to adjourn at 3:55 (XXX/XXX).

Minutes submitted:  
John Eros, CAPR Secretary