

California State University, East Bay  
**Committee on Academic Planning & Review**  
Amended Meeting Minutes  
Thursday, October 4, 2012

Attending: Chris Chamberlain (Chair), Sharon Green (Secretary), Dana Edwards, John Eros, Caron Inouye, Saeid Motavalli, Sue Opp, Xeno Rasmusson, Sophie Rollins, Glen Taylor

Members Absent: Julie Beck

Guests in Attendance: Jiansheng Guo, Associate Dean CLASS

1. Introductions
2. Chair Chamberlain called the meeting to order at 2:08 p.m.
  - a. Approval of the Agenda (Inouye/Edwards).
3. Report of the Chair
  - a. Chair Chamberlain reported on meetings with Green and Wiley during the Summer Quarter to review CAPR processes and procedures. The work was focused on making CAPR processes and procedures user friendly and aligned with accreditation expectations.
4. Report of the Presidential Appointee
  - a. No Presidential Appointee present.
  - b. AVP Opp recommended requesting appointment.
5. Report of the APGS Representative
  - a. AVP Opp introduced the role of program review in WASC accreditation and reviewed the schedule for WASC's visit to CSUEB. The WASC Evaluation Team will be on campus in Spring 2015. CSUEB is in the first group of campuses to go through the process under requirements in the new Handbook of Accreditation. A workshop for representatives from the CSUEB campus will be scheduled for early 2013. CSUEB will potentially have an impact on the process of accreditation under the newly revised WASC standards.
6. Report of the ILO Subcommittee
  - a. Report from Past Chair Green. ILO's developed with wide participation from students, administrators, faculty and staff members was unanimously adopted by the Senate and approved by President Morishita in Spring 2012. During the Summer Quarter, members of the 2011/12 ILO Subcommittee, including

Green, Murphy and Wiley, met to plan for an annual ILO focus. Many of the Programmatic Excellence and Innovation in Learning (PEIL) Projects begun during the summer are focused on developing campus-wide learning initiatives for a number of the ILOs. At this time, CAPR needs to approve reinstatement of the ILO Subcommittee with the charge to continuing definition of the ILOs and developing an assessment plan for the ILOs.

- b. Rasmusson/Motavalli moved and seconded that CAPR approve reinstatement of the ILO Subcommittee with the charge of continuing definition of the ILOs and developing a plan for assessing the ILOs.

## 7. Old Business

- a. Chair Chamberlain summarized the Five-Year Review Process. Liaisons review the documents provided by their appointed programs and apply the rubric in evaluating the document. Representatives from the programs come to CAPR meetings to represent the program and answer questions about the Five-Year Review document. Chair Chamberlain would like to streamline the Five-Year Review process. He noted that a relatively small number of programs submitted Annual Reviews last year, and that the submission rate needs to be increased significantly in the future. One way to ensure that this happens is to make it easier for programs to complete the Annual Report. It will also be important to make the required data more accessible to programs. AVP Opp reported on the status of the Pioneer Data Warehouse, and on-going efforts to develop more accurate local data and increase user friendliness for reporting. Rasmusson asked about the need for authentication to get in to the Data Warehouse. AVP Opp responded that there is work being done to address that issue.
- b. Green reviewed WASC expectations for program review, including consideration of the WASC rubrics for Program Learning Outcomes and Program Review. Green emphasized that during its next visit WASC will expect to see progress in the Criteria for Review since the last reaccreditation, which means movement from 'Initial' and 'Emerging' to 'Developed'.
- c. Chair Chamberlain reviewed the status of Five-Year Reviews pending approval. Music has been delayed. The Math and Computer Science report was submitted to Past Chair Lee in May by Green. Chair Chamberlain requested that CAPR members review the Math and Computer Science Liaison Report before the next meeting. Unsure of status of the Ethnic Studies report. History report assigned to Chamberlain. Information Literacy report assigned to Rasmussen. MSHCA report doesn't appear to be complete. Nursing report assigned to Edwards. Stat/BioStat report assigned to Inouye. Inouye asked how long the response of

the liaison should be. AVP Opp responded that the intention of the Senate was to have the program write the summary, then the review would move forward with the recommendation from CAPR. Green recommended that CAPR develop a rubric for liaisons to apply during the review of the Five-Year Review documents, and provide a summary response based on the rubric. Chair Chamberlain reviewed CAPR's role in providing feedback. He indicated that program reviews would also play a role in Program Prioritization. Inouye asked whether we should be using the current rubric in our review. AVP Opp responded that programs should be held accountable now for being in compliance with the rubric provided in the CAPR documents. Both the Chancellor's Office and WASC expect information about programs' assessment processes and steps taken in closing the loop. Programs need to show evidence that students are achieving the stated learning outcomes. Chair Chamberlain confirmed that programs must be held accountable for assessment according to the rubric. He restated that WASC is looking for evidence of improvement. Edwards commented that last year we did include feedback about assessment. AVP Opp stated that she has to report to the Chancellor's Office when no assessment was done. Edwards commented that mechanisms need to be in place to support the process of assessment and closing the loop. He went on to ask whether CAPR will play a role in Program Prioritization. AVP Opp responded that committees forming right now will be determining the criteria for distinguishing quality programs. It will be hard for programs to support their claims of distinction if they don't have evidence to support the claims. Taylor observed that assessment is hard to do and confusing for a lot of faculty. Faculty members don't know what assessment means, what it looks like, or how to do it. The campus needs to build a culture of assessment. We need to move away from judging toward a culture of support for assessment. AVP Opp stated that academic program review is about assessment, and programs need to understand that. Chair Chamberlain confirmed that each program needs to include statements about assessment in their reviews, and if they don't, they need to submit an amendment. Status of the Music program's review? Edwards said that last year CAPR agreed to wait until external accreditation for Music is completed. Nursing was assigned to Edwards. Theatre Arts was assigned to Motavalli.

## 8. New Business

- a. Chair Chamberlain recommended that the first several months of CAPR meetings be devoted to working on CAPR Policies and Procedures. Green followed with a recommendation that the committee develop job descriptions for CAPR liaisons, and training

and orientation for department chairs. Rasmusson suggested that there should be annual report feedback to the programs.

Associate Dean Guo said that chairs don't know how to do Five-Year Reviews and asked whether there is a plan to present a workshop for chairs on how to write Five-Year Reviews. Chair Chamberlain responded that arrangements would be made for that and that templates could be developed to support chairs in writing and submitting reviews. Inouye asked that a template for writing up the reviews also be developed. Chair Chamberlain confirmed that this is a big year for reviews. Soon we will be scheduling visits.

- b. Chair Chamberlain announced that there are documents to read, including the current CAPR policies and procedures, and there will be decisions to be made about CAPR's representation in the Constitutions and Bylaws.
- c. The Five-Year Review Calendar was considered and assignments were made:
  - i. English: Green
  - ii. Env Studies/Geog: Chamberlain
  - iii. Ethnic Studies: Beck
  - iv. HCAdmin: Inouye
  - v. History: Chamberlain
  - vi. Human Development: Eros
  - vii. Liberal Studies: Rasmusson
  - viii. Music: Edwards
  - ix. Nursing: Edwards
  - x. Philosophy: Taylor
  - xi. Sociology BA: Motavalli
  - xii. Speech Pathology: Rasmusson
  - xiii. Theatre ARTs: Motavalli
  - xiv. Bus Ad Econ, Taxation:
  - xv. Online Ed: Taylor
  - xvi. Biochem/Chem: Inouye
  - xvii. Health Sciences: Green
  - xviii. General Education: Chamberlain & Inouye
- d. Discontinuance of the CEAS Option in Urban Teacher Leadership. Green/Inouye moved to approve the discontinuance of the option. Chair Chamberlain acknowledged that continuing students will be supported in completing their degrees.
- e. CAPR 2012/13 Concord Campus Advisory Council Liaison position to be filled by Rasmusson.
- f. CAPR 2012/13 Library Advisory Council Liaison position to be filled by Motavalli.

## 9. Other business

- a. Sophie Rollins will e-mail full CAPR Policy & Procedure document committee Members.
- b. Chair Chamberlain confirmed that CAPR will play an instrumental role in the changes developing at the University this year.

10. Meeting adjourned at 3:50 (Inouye/Motavalli).

Minutes submitted:  
Sharon Green, CAPR Secretary