

California State University, East Bay
Committee on Academic Planning & Review
Amended Meeting Minutes
Thursday, March 7, 2013

Attending: John Eros (Secretary), Mavis Braxton, Dana Edwards, Sharon Green (Acting Chair), Amber Machamer, Gary Manalang, Saeid Motavalli, Sue Opp, Xeno Rasmusson, Glen Taylor, Donna Wiley,

Members Absent: Caron Inouye, Chris Chamberlain

Guests: Sophie Rollins, Paulina Van (Nursing Department), Lynn Van Hofwegen (Nursing Department), Mitch Watnik (Senate Chair), Jing Wen Yang (Faculty Diversity and Equity Committee), Endre Branstad (Ass. Senate Coordinator)

Acting Chair Green called the meeting to order at 2:00 p.m.

1. Approval of the Agenda. Approval of the Agenda (Rasmusson/Edwards); passed unanimously.
 - a. Remove of 7a under old business
2. Approval of the Agenda (Rasmusson/Edwards); passed unanimously
3. Approval of the Minutes (Wiley/Edwards); passed unanimously
4. Report of the Chair
 - a. Chamberlain met with Watnik (senate) and the provost regarding a statement of purpose on assessment for the university. Any concerns should be passed on to Chamberlain. Edwards: is it a statement of the provost or the senate? Wiley: leadership should come from the top and be very visible. Green: will it be presented to the senate? Rasmusson: what is the exact purpose of the statement? Wiley: It's not just for accreditation, it's for program improvement. Rasmusson: Should it be part of how programs are assessed, as well? Machamer: Foremost should be retention and graduation rates. Green: What is the difference between student success (i.e. graduation) and student learning? Machamer: student focus is most important. Watnik: Assessment will be a big part of the five-year and annual report. Departments are looking for clarity on what they should be assessing, so this is about what CAPR is looking at and what it should be telling departments. If CAPR and the provost are in agreement then it is likely to succeed. Green: One of the concerns is always support (i.e. release time). Watnik: The senate also said that release time is needed. The provost asked for assessment coordinators at the college level. The objective of the release time is for these assessment coordinators to serve as resources. Additional discussion continued, regarding how assessment is handled in different departments.
5. Report of the Presidential Appointee
 - a. Nothing to report

6. Report of APGS
 - a. Faculty resources, i.e. Blackboard, are being reviewed. There will be more news at the next meeting.
7. Report of the ILO subcommittee
 - a. None
8. Old Business
 - a. Member updates on annual and five-year reviews
 - i. Green: Health Science is here. English has run into delays with their external reviewer, but Green has been in touch with the chair and thinks that things will be ready to go soon.
 - ii. Edwards: Nursing is presenting today
 - iii. Saeid: Assigned group will be ready soon.
 - iv. Braxton: does not have an assignment yet
 - v. Rasmusson: – is working with Early Childhood Education, Sociology, and Social Work. Rollins: How do we schedule an annual report? Do they need to come in? Sophie: contact me when you want to present an annual report
 - vi. Taylor: is working with Information Literacy.
 - vii. Eros: Human Development will be ready soon
 - viii. Green noted that assignments are posted by department
 - b. Program Review Schedule Change for Engineering
 - i. Motion to approve revised memo (Wiley/Rasmusson)
9. New Business
 - a. Faculty Diversity and Equity Committee: Jing Wen Yang (Faculty Diversity and Equity Committee): Periodically, members of FDEC will observe CAPR so they can create a rubric to assess diversity. Watnik: This is intended to give input to CAPR with respect to diversity and equity in the programs. FDEC is charged to be part of the five year review process. Kim (DELO) has been here, such as when history presented. FDEC is trying to develop a rubric that would be appended to the CAPR assessment.
 - a. Five Year Review Presentation from Nursing (Nancy Hoffman, Lynn Van Hofwegen): We opened the first 4-year program in Contra Costa County. Admissions have moved from 65 to over 130. We have partnerships with 5 community colleges to foster smooth transitions to CSUEB. New labs have been put in at both campuses. We have developed a graduate residency program, to assist in job placement. Have hired a new chair. Have received a five million dollar grant. Possible future projects include implementing a graduate program, an international program, and pursuing designation as a School of Nursing. Diversity is an issue across the whole profession. We are seeking to address the issue, especially with Hispanic and African-American populations. We have numerous levels of assessment, with the final being the external exam. Student exit surveys are conducted. Male students are 21% of the student population, which is much higher than local or national average. Space is a challenge as the

program has grown. Edwards: Last year, you hired two faculty? Van Hofwegen: yes. Braxton: new graduates are having a problem with employment, based on fewer retirements. However, there is 90% employment. Van Hofwegen: goal is to have a master's program. Program assessments have led to development of new courses.

10. Adjournment at 4:00 (Taylor/Motavalli)

Minutes Submitted:

John Eros, CAPR Secretary