

California State University, East Bay
Committee on Academic Planning & Review
Amended Meeting Minutes
Thursday, April 18, 2013

Members Present: Chris Chamberlain (chair), John Eros (secretary), Sharon Green, Amber Machamer, Saeid Motavalli, Xeno Rasmuson, Donna Wiley

Members Absent: Mavis Braxton, Glen Taylor, Dana Edwards

Guests: Thomas Hird (Theater and Dance), Sophie Rollins, Gale Young

1. Approval of the agenda (Green/Eros) Passed Unanimously
2. Approval of the minutes (Rasmuson/Motavalli) Passed unanimously
3. Report of the Chair
4. Academic Senate Chair has asked that CAPR review Planning for Distinction (PFD) documents. Chamberlain noted that we have only two more meetings remaining, and a number of five-year reviews to be presented, and that therefore time is an issue.
5. Report of the Presidential appointee
None.
6. Report of APGS
7. Wiley: Several faculty went to the WASC conference last week and received a great deal of information. Handouts will be sent out, as well as websites. Many programs require departments to do action plans at the end of the process. Many campuses couple assessment and program review closely. A full-time person does it.
8. Report of the ILO subcommittee:
 - a. Machamer: we are looking at conducting a senior survey
9. Old Business
 - a. President's reponse:
The president prefers to strike the amendment that was added in, but will approve everything else. This impacts when annual reports will be turned in. There is now funding for programs coming up for five-year review. It is related to assessment. Chamberlain: CAPR should go back to the senate. Green: CAPR should compile the resources and support that the university is providing. Hird: should we ask that this year's annual report be the same as the PFD report? Inouye: For five

year reviews also? Chamberlain: No, because 5-year reviews are ongoing. Hird: It is the equivalent of an annual review. Chamberlain: No, it is deeper than that. CAPR will propose the following:

Send president's memo back to the senate with CAPR 5a list of resources available for assessment outcomes. Forgo this year's annual report in favor of the PFD report.

Passed unanimously

- b. User-friendly CAPR documents: APR docs from Amber Machamer
 - i. Headcount Enrollment By Major Profile, Fall 2007 to 2011
 - ii. Degrees Conferred Profile By Major Profile, CY2007-08 to 2011-12
 - iii. Degrees Conferred Profile By College, CY2007-08 to 2011-12
 - iv. Student Faculty Ratios By Discipline, Fall 2008 to 2012
 - v. Student Faculty Ratios By Department, Fall 2008 to 2012
 - vi. Student Faculty Ratios By College, Fall 2008 to 2012
 - vii. Course Section and Enrollment History by Discipline, Summer 2007 to Spring 2012
 - viii. Academic Program Review Summary Data, College Years 2007 to 2011
 - ix. Chris: is there a way to go to one place where these could be integrated into one place? Amber: the footprint is too large.
 - x. Discussion ensued. This will be tabled for now.

10. New Business

- a. Theater Arts Five-year Review presentation (Thomas Hird)
 - i. Hird: department had its 50th anniversary. Have written a diversity statement. We have a mission to teach majors and non-majors. We participate in a number of clusters. We teach at Concord (upper division GE). We teach in PACE. Those courses are taught by lecturers. We have no staff in the theater. We have an 8/10 person. Motavalli: how did you get that position? Hird: amount of time during the day. We have been hiring more student assistants, and outside professionals. A2E2 has been helpful. All of the faculty are tenured as of this year. We are examining options that do not have a lot of majors. We have submitted paperwork to discontinue minor in children's theater and two other options. We are revising the directing option based on student interest. Musical theater is struggling and may need to be discontinued. Our program took a big hit in SCU as a result of the 17-unit limit. This impacts financial aid, because students must be in a class to participate in a show. Motavalli: talk about your assessment. Hird: I serve as the assessment coordinator. I propose that we could do our advising at the same time as we do assessment. But faculty and students don't have time. All of our courses are aligned with

our SLOs. We are working on how to align those with the ILOs. We have reported annually on assessment for the last five years. We have reduced our SLOs down to five. We may have to adjust to different ILOs. Instruments created this year will conform to an SLO. We will always be able to report on assessment. Motavalli: I read the outside reviewer comments. He mentioned safety concerns, related to production. This was mentioned by our accreditation. Hird: The roof has been replaced. There have been safety concerns that we have not addressed yet. We believe it will be easier if we have tenure-track production faculty to address these safety concerns. Motavalli: Talk about accreditation. Hird: We have never been accredited. Former deans in CLASS have made us responsible for what an accrediting body would do. The accreditation system for arts is "rinky dink." Green: Could you give us a status report on SAMS? Hird: The school is approved. A committee is in the process of choosing a director. The chairs have met on the issue of how we will roll out the school. Green: How will being involved in this school support your goals, i.e. more tenure-track faculty? Hird: We have a retreat every year and we asked other faculty to join us (from SAMS chairs) to brainstorm projects. Green: in terms of what the departments need, is synergy a possibility? Hird: We need to talk about the best position to have. Ideas will be creative.

- b. FDEC: Young: Can you talk about the multicultural learning that the students get in theater? You mentioned international travel, but your outcomes don't refer to multicultural learning. Hird: I will refer you to one of our reports. It is not in the 5-year. I think that the outcomes don't show everything. Young: How are multicultural issues explored? Hird: Multicultural issues are human issues. I think we address it in a production every year. Young: Can you imagine in a 5-year review explaining the issues of diversity as they are addressed in theater? It doesn't show up here. Is that something you can attend to? Hird: I'm not sure where the data is, but yes. Young: You do have a student body that is small but diverse. Have you done anything to show that diversity is valued? Hird: No. We are not collecting this in a formal way. Chamberlain: motion to accept (Wiley/Machamer). Passed unanimously.
- c. Anthropology and Geography and Environmental Studies merger
 - i. Merger request to APGS
 - ii. Example of previous merger
 - iii. It has already been approved by several parties, including the provost. Wiley: is there a physical move involved? Chamberlain: everything is moving but they are leaving the museum. Wiley: are they keeping the majors intact?

Chamberlain: yes. Motion to accept (Motavalli/Rasmusson).
Passed unanimously.

- d. Schedule of Five-year reviews:
 - i. 5/2 Ethnic Studies, Luz Calvo
 - ii. 5/2 Health Care Administration, Toni Fogarty
 - iii. 5/16, Patricia Guthrie, Steven Borish

11. Adjournment