

California State University, East Bay
Committee on Academic Planning & Review
Approved Meeting Minutes
Thursday, April 4, 2013

Attending: Chris Chamberlain (chair), Dana Edwards, John Eros (secretary), Caron Inouye, Saeid Motavalli, Xeno Rasmusson, Glen Taylor, Donna Wiley

Members Absent: Mavis Braxton, Sharon Green, Amber Machamer, Sue Opp

Guests: Endre Branstad (Excomm); Jiansheng Guo (Associate Dean, CLASS); Micah Frankel and Xinjan Lu (CBE); Joanna Lee (Director of Grad Studies, CBE); Lynn Van Hoffen, Nancy Hoffman, Paulina Van (Health Science); Ken Geron, Sophie Rollins

1. Approval of the Agenda (Motavalli/Edwards)
2. Approval of the Ammended Minutes
3. Report of the Chair
 - a. The president will approve CAPR 5 provided the line regarding additional resources for assessment is removed. CAPR will review this at the next meeting.
 - b. Next week we will consider a proposal to merge two programs in CLASS – anthropology and geography.
4. Report of the Presidential Appointee
 - a. None
5. Report of APGS
 - a. Just had a meeting with faculty who are looking to blackboard to make assessment and other features easier; Hopefully this will be brought out this fall. Stipends may be involved.
 - b. Several CSUEB faculty visited CSU Chico to review their ILOs, as they just received WASC approval. We were given a reference document (one page per program) that might serve as a good model for presenting our assessment.
6. Report of the ILO Subcommittee
 - a. Chamberlain met with Mitch Watnik and the provost regarding the need for a “global statement of assessment.” Discussion on this topic will continue.
7. Old Business
 - a. None

8. New Business

- a. College of Business requests, made by Dr. Micah Frankel and Associate Dean Dean Xinjian Lu
 - i. Discontinuance of M.S. in Taxation
 - ii. Discontinuance of Taxation certificate
 - i. The main reasons are low enrollment and lack of faculty. There are no longer any faculty so a teach-out will be implemented for those still in the program. No additional students were admitted as of last fall.
 - ii. A major check has been done for the remaining 25 students, and a course schedule planned, with the last course being Spring 2015. A letter has been drafted for each student. It will not impact courses taught to other students. The basic tax classes are still offered.
 - iii. Motion to discontinue was approved.
- b. Five Year Review presentation from Health Sciences (HS)
 - i. Presented by: Lynn Van Hoffen, Nancy Hoffman, Paulina Van
 - ii. The program has grown to 1100 majors. The program has been streamlined so that students are ready to take the MCAT when they graduate.
 - iii. Van: "I want to go on record and say that our dean has been unwavering in his support."
 - iv. The dean has approved giving WTU to lecturers to advise. Other challenges include opening new sections once the quarter begins as this involves finding qualified faculty at late dates. Another challenge is not having sufficient staff support (The number of support staff has not changed as the program has grown).
 - v. Dean has asked for HS courses at Concord campus. This has begun, with one class per quarter. Over the last couple of years, the pre-nursing students who don't get into nursing school typically begin the HS program. Over time, the Concord numbers have gone up, more than Hayward.
 - vi. Online program was recertified by WASC, so programs are on ground and hybrid. Each quarter, classes are offered in all modalities. Hoffman: instructor quality has been very good over the last few years.
 - vii. Descriptions of assessment devices were given, but not assessment data. This is being looked into. Wiley suggested that assessment could be used to show how the program was modified. Rasmuson: discussed strategies used in Human Development.
 - viii. Hoffman discussed high-growth areas, such as health IT and emergency management. More faculty would allow for those to be explored.
 - ix. Chamberlain: what are your needs? Van: space and faculty. Chamberlain: Will this growth continue? What is the trend? Hoffman:

I believe it will continue to grow. Rasmusson: How does it help nursing if they become PAs? Hoffman: it doesn't. Chamberlain: Do you track your students when they leave? Hoffman: when they leave, we compile some anecdotal information. Chamberlain: do you have a curriculum advisory committee? We have employers come in and say "are we teaching what you need?" It also helps develop sponsors down the road. Hoffman: Not currently but we would like to.

- x. Inouye: Regarding pre-doctoral program. If a student comes out prepared for the MCAT, they would have to take 160 units. How is it different from biology? Hoffman: it is more specialized than the hard sciences. They get more administrative experiences.
 - xi. Taylor: what would an intern be asked to do? Hoffman: A variety of duties in a variety of locations, such as various offices and schools. They all have to do an internship. Taylor: Are they spread evenly? Hoffman: Yes. Taylor: Are the internships assessed? Hoffman described the procedure. Taylor: how many faculty do you need? Hoffman: two or three. One problem is the hiring process. It is a huge constraint, with people being hired but then people leaving. Motavalli: Do you want to limit the program? Hoffman: No. Taylor recommended pointing out that small numbers of faculty can hurt the quality of the program and by extent the school. Wiley: Going back to assessment: do outside people contribute to assessment? That could be a way to get assessment recorded. Van: Sharon Green was very helpful.
 - xii. Motion to accept 5-year review (Taylor/Motavalli): Motion passed unanimously
- c. Request for postponement: GE
 - i. Motion (Motavalli/Rasmusson): Motion passed unanimously
 - d. 12-13 CAPR 19: Five-Year Program Review for History (Chamberlain)
 - i. Chamberlain: Put in the heading: "Recommend continue without modification." Wiley: we are only reviewing programs, not degrees. Motavalli: compliments for shortening. Chamberlain: Linda reviewed it and approved it.
 - ii. Motion to amend last paragraph: (Rasmusson/Motavalli). Motion passed unanimously
 - e. 12-13 CAPR 16: Temporary Suspension of the Master of Art and Master of Science in Interdisciplinary Studies
 - i. Wiley: Roseanne Harris, in APGS, retired. Perhaps in the future, when there are more TT faculty. That is why they ask for a suspension, and not a discontinuance. Motavalli: Are there any students? Wiley: There are a few students.
 - ii. Motion to approve discontinuance passed unanimously

- f. Evaluation of Program Review Calendar for alerting Deans and Chairs to reviews due in 2013-2014
 - i. Chamberlain will draft a letter from CAPR to deans and department chairs. Inouye wants 6/6 for Health Science (from Toni Fogarty). Wiley: can we get it in a spreadsheet? Dana: If the Anthropology-Environmental Science merger takes place, what happens? Guo: this is not totally finalized. Wiley: remember this is by program not department, so the schedule should stay the same.

 - g. Annual Program Report draft template
 - i. Chamberlain: This is an attempt at a template. What if there was a link to a document? There would be drop-down menus for colleges, units, academic year, etc. These are items that are part of the existing report. The roadblock is statistical data. It would be helpful to have a link to pioneer database. Chamberlain will email out for feedback. This would make it easy to assess annual reports. Chamberlain: It will need to go to the senate before it is adopted. Motavalli: we might make it optional.

 - h. Programs that need to schedule to visit CAPR in Spring 2013:
 - i. Ethnic Studies
 - ii. Health Care Admin
 - iii. Theatre Arts
 - iv. Liberal Studies
 - v. Music (?)
 - vi. Info Literacy
 - vii. We should try to do two per meeting. Human Development would like May 16. May 2 is preferred for Healthcare. Presentations should strive to be concise.

 - i. Annual Reports:
 - i. Schedule liaisons to report at upcoming meetings
9. Adjournment: Adjourned at 4:00