

California State University, East Bay  
**Committee on Academic Planning & Review**  
Amended Meeting Minutes  
Thursday, May 16, 2013

Members Present: John Eros (secretary), Sharon Green (acting chair), Caron Inouye, Saeid Motavalli, Xeno Rasmussen, Glen Taylor, Donna Wiley

Members Absent: Mavis Braxton, Chris Chamberlain, Dana Edwards, Amber Machamer

Guests: Endre Branstad; Pat Guthrie, Steven Borish, Patricia Drew, and Keri O'Neal (Human Development); Sophie Rollins, Jiansheng Guo, Mitch Watnik

1. Approval of the Agenda
  - a. Rasmusson/Wiley. Passed unanimously
2. Approval of the minutes of 5/2/13
  - a. Minutes ammended
  - b. Taylor/Rasmussen
3. Report of the Chair
  - a. No report
4. Report of the Presidential Appointee
  - a. No report
5. Report of APGS
  - a. Wiley: A consultant is coming the week of June 3 to demonstrate advanced blackboard. We would like to have CAPR and the ILO subcommittee to meet with the consultant. Student work from any class will still be accessible. Rasmussen: Are we definitely getting this new platform this summer? Wiley: yes.
6. Report of the ILO Subcommittee
  - a. No report
7. Old Business
  - a. May 2013 Annual Report template draft as downloadable Word document
    - i. Wiley: We will send it out as soon as we approve the form. Green went over the form. Discussion ensued.
    - ii. Rasumsson: I move that we table this for now, since we have another item. Passed.
    - iii. This was reopened at 3:15. Green: I think holding accountable is the traditional function. One function this can serve on an annual basis is for programs to state what their 5-year goals are, something that is basically cut and pasted, and then state the progress that has been made towards implementation of those goals.
    - iv. Discussion continued

- v. Rollins will finalize the formatting and send the form out to CAPR for an email vote.

8. New Business

- a. Human Development Five-year Review presentation (Dr. Steve Borish and Dr. Pat Guthrie, 2:30pm time certain)
  - i. Guthrie: We have 465 majors. We have 8 faculty, 2 are ferping. One new faculty this year. In HDEV we have five options. Our students take a core foundation group of classes and then they choose one of the five options. We are proposing a new major: early childhood development. Preschool teachers are going to have to have a degree, which is why we are beginning it. We have 30-year history of being a distance-learning program (before online). We offer classes in all modes of delivery (hybrid, online). We were one of the first to get an all-online degree. This is a cohort format. We offer a degree in Women Studies, but this review is only for HDEV. The growth has happened largely because of federal and state regulations but, and this isn't reflected in 5-year, but we are not servicing all of our students. Because of all of budget restraints in CLASS, we are not able to offer all of the classes necessary to meet the needs of our students. Wiley: we could approve graduation by approving more sections. Guthrie: The reviewer was not optimistic about resources, but we will have a new hire next year, in childhood cognitive. The document discusses new courses being revised and things that we would like to revise. We would like to explore social media, especially as a way to keep in touch with alumni. Social media is going to be a big push over the next five years. Green: Can you talk about your outside reviewer's recommendation? Guthrie: the main thing is that we need more help. He is interested in service learning. He talked about the importance of service learning, and how we should look at a way to incorporate it into our degree. We have a required class that has service learning in it. We are thinking about adding a 2<sup>nd</sup> or 3<sup>rd</sup> class. Another concern was that, because 50% of our classes are taught by lecturers, the standard of the classes need to be same as they are for TT faculty. I said that they are doing a good job. Two of them have been here 20 years. They are committed. Periodically, we have in-house workshops. Another thing that we have done is that for every class we have a sample syllabus and course guidelines, so when we hire someone we have a syllabus and guidelines with suggestions. We do peer observation for lecturers and TT. So I took issue with the reviewer when he challenged the commitment by the lecturers. As far as the student body goes, the average age is 37, and they are basically all working. So our department is for older working adults. A small number are preschool teachers, but mostly are working in another field. We used to do classes by tape, and then the students would come to

campus on Tuesday night for a discussion. It was a “tape program.” Assessment is written here. The department is very active. We have the hardest working department in show business. There is a good climate. We have grown in assessment. Wiley: Talk about the ways that you have grown in assessment. Guthrie: We all got together and everyone read a sample of papers for an examination of critical thinking. We have been a real supporter of the assessment process. Wiley: we are getting new functionality for blackboard. We contacted the faculty and got their permission, and then we looked at the papers. Green: we are very interested in diversity of students. What have you been doing to increase diversity among faculty and students? Borish: Our diversity plan was complimented by the campus diversity officer. One of our three finalists reflected diverse communities. Guthrie: the university stats show that we are highly diverse. One had to leave the country, actually. We have taken a couple of hits in that diverse faculty have left (one departed and one is in administration). Our students are overwhelmingly women. We really try to nurture diverse students. Green: FDEC is going to be playing a more formal role in 5-year reviews, to see what programs are doing proactively to address diversity. Guthrie: We are aware of that because our department has a permanent seat on FDEC. Wiley: What is going to happen at Concord? Guthrie: We had not thought about anything with Concord. We would not mind teaching a class with lower enrolled numbers, but we are not getting the seats out there. They used to ask for specific times when classes would fill. But currently we are not allowed to, with the lower figures. Taylor: You have 8 faculty, 2 are ferping. And you have 5 options. As you look forward, you have as many options as faculty. Where do you see the program in 5 years? Borish: Our external reviewer said that he was impressed that ours was “truly interdisciplinary,” and that this was one of our significant strengths. The largest number of our majors are in early childhood and childhood. We are looking to maintain our ability. I think we should increase our focus in early childhood, and that is where I search is for next year. Guthrie: I wonder what will happen with Planning for Distinction and what that will mean for resources. Motavalli: How big are online classes? Guthrie: it depends on the content. Some are limited to 25, some cap at 40. Green: In meeting with the provost, what are your needs moving forward? Guthrie: Faculty. Help in the office. We’ve gone from 2 to 1 in the office. Review approved (Inouye/Wiley)

9. Adjournment at 4:00