

California State University, East Bay
Committee on Academic Planning & Review
Amended Meeting Minutes
Thursday, May 2, 2013

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

Members Absent: Mavis Braxton, Amber Machamer

Guests: Nick Bahama (Ethnic Studies), Endre Branstad, Luz Calvo (Ethnic Studies), Dennis Chester (English), Cristian Gaedicke (FDEC), Jiansheng Guo (CLASS), Sophie Rollins, Gale Young; Toni Fogarty (Health Care Administration)

1. Approval of the Agenda (Wiley/Motavalli) Passed unanimously
2. Approval of the minutes of 4/18/13 (Green/Wiley)
 - a. Amendments were made
3. Report of the Chair
 - a. Chamberlain asked if members were available on 5/30 for an additional CAPR meeting. Discussion ensued. Chamberlain made a motion for CAPR to meet on 5/30. Motion passed unanimously.
4. Report of the Presidential Appointee
 - a. None
5. Report of APGS
 - a. We have contracted with blackboard regarding assessment platform. Preparations are being made for installation, to be rolled out by the fall.
6. Report of the ILO Subcommittee
 - a. None
7. New Business
 - a. Ethnic Studies 5-Year Review Presentation (Dr. Luz Calvo)
 - i. We have five options. Many CSUs have different departments with these areas ("We are 5 for 1"). Three areas of focus have been identified for the next five years: marketing, streamlining, and the institution of service learning. Current progress was reported: Marketing: A local art collection has been commissioned and improvements have been made to the department website, blackboard, and social media. Streamlining curriculum: details were given for the new course configurations, including changes in options that will be shown in the new catalog. Service Learning: a service learning course was added and required of all. Assessment: The department has assessed one SLO per year. We discovered that our SLOs were not reflecting our degree, so we have begun assessing

new SLOs, developed last year. Have begun assessing new SLOs (developed last year). We are beginning to assess seniors using the new SLOs. Greatest strength is “commitment with diverse students.” Greatest need: to remain intact as a department. Rasmusson: does your online program use a cohort model? Calvo: No. Online has two options. Rasmusson and Wiley outlined advantages of the cohort model. Green: Have you worked on curriculum mapping, in terms of planning where SLOs are developed? Calvo: We are in process of doing this. Green: Given your strengths, what have you done and what do you plan to do in terms of outreach for junior college students and new freshmen (external outreach)? Calvo: We have tried but we do not have the time. We need release time. Bahama: web presence has helped with outreach. Chamberlain: how many majors? Calvo: A lot of our students are second majors. Chamberlain: Do you track your graduates? Calvo: We do not have a formal system. Chamberlain: You might find where your graduates are employed, and put them together into a committee to provide feedback to the department. Chamberlain: Is this a growth industry? Calvo discussed future areas of interest. Middle Eastern studies would be a new area for study. Motion to approve. Passed unanimously.

- b. Health Care Administration Five-Year Review Presentation (Dr. Toni Fogarty)
 - i. Fogarty: In our last plan, we focused on four areas. Curriculum Design: did a major revision, based on input from several sources, including Bay Area employers and our accrediting body; we now offer hybrid and online courses and we have a fully-online degree program; redesigned capstone experience, which requires seniors to work with Bay Area employers. Recruitment: efforts were discussed. Assessments: All courses have SLOs; We have a curriculum map; We do an exit survey; Capstone experience includes an essay reflecting on the program. For our next 5-year program, we would like to increase the depth of our program by increasing our options via adding certificates that might lead to options. We have moved strongly into self-support. Fogarty described plans for certificates. We are looking to further alumni relationships and we have just added a new alumni scholarship. Motavalli: How many faculty? Fogarty: 3 FT-TT, 6 lecturers. Motavalli: Do you get Health Science students as well? Inouye: What resources are needed? Do you need more faculty to qualify for accreditation? Fogarty: Yes. Inouye: Are you asking for new faculty? Fogarty: we will search for two positions next year. Motavalli: Are you impacted? Fogarty: We admit in a cohort format of 30. Wiley: Being impacted is at the undergrad level.

Rasmusson: Do you have a linkedIn group? Fogarty: yes and it is rather strong. We are able to pay for some administrative help. Question: How do you assess the number of minority students? Fogarty: We don't. The university does. Taylor: Is there a limit to how much you can grow on self-support? Fogarty: Yes. Inouye: For the TT faculty teaching self-support, is that on-load? Fogarty: not any more. Motion to approve. Passed unanimously.

- c. English Five-Year Review Presentation (Dr. Dennis Chester)
 - i. We have continued our assessment program and put it into practice. The faculty has not changed in 10 years, we have 11 TT faculty and 30 lecturers. The major has four options. We have 175 majors. Everything else is in the summary. Sharon: What are your plans for developing your coordination with the rest of the community, such as writing across the curriculum, and remediation? Chester: remediation is an appendix. We use a portfolio. We also have a sequence for non-native English speakers. We teach lots of lower-division non-major courses. A new design is being developed. Discussion of writing skills and writing requirement. Wiley: This is supposed to be program review and not degree review; you need to include discussions of all programs. Can you tell us about the grad programs? You have an MA and an MA in TESOL. Chester discussed the programs and what graduates have gone on to do. Wiley asked about outreach. Chester discussed this and discussed more of the program. Edwards: what are the faculty specialties? Chester discussed faculty specialties. We are looking to add representation of additional areas, i.e. marginalized literature. We would like a TT specialist in global literature. We applied and were denied. Edwards noted that all are senior faculty. Chester: If we do not have a new TT in the next 3 years, we may not be able to offer all of our major courses. Guo discussed CLASS's situation as a whole. Motion to approve. Passed unanimously.
 - d. Request to postpone 13-14 Five-Year Review of Anthropology, Geography, and Environmental Studies to 14-15. Motion passed.

8. Old Business

- a. Statement for ExCom/Senate regarding 12-13 CAPR 5 and President's Response. Chair Chamberlain: The President recommended striking this change, and observed that this is a resource issue that should be referred back to COBRA, noting that Colleges currently receive funding for assessment. Wiley: What is the status of the document, given that the President doesn't have a line-item veto? Chair Chamberlain: The document was passed with the suggested change. Wiley: CAPR should be concerned that departments will opt out of assessment claiming that they don't have support. But if the rest of the document has passed, can we wait

until next year to deal with the resource issue? Chair Chamberlain: We need to require annual reports at the end of Spring Quarter. Taylor: Can the Senate be asked to refer this back to COBRA? Chair Chamberlain: Send the memo back to Academic Senate to have the statement removed and refer the item about resources back to COBRA.

9. Adjournment: 4:02