

CAPR AMENDED Minutes, Thursday, January 16, 2014

Members Absent: Sylvia Head, Jiannan Wang

Attending: Chris Chamberlain (Chair), Ken Curr, John Eros, Amber Machamer, Saeid Motavalli, Xeno Rasmusson, Donna Wiley, Monique Manopoulos, Claudia Sandoval (student representative), Kathleen Halpin (student representative)

Guest: Endre Branstad, Jiansheng Guo, Sophie Rollins, Mitch Watnik

#### AMENDED AGENDA

1. Agenda approved, Curr/ Motavalli /passed.
2. Approval of the minutes of 12/5/13 could not occur due to minutes not being prepared in time
3. Report of the Chair: Chris Chamberlain anticipates a busy Spring due to backlog of 5 year reports to clear CAPR. Encouraged members to move forward on reports for 5 year reviews and schedule visits from those departments. Also, update on the faculty grievance regarding the PFD process is that it was rejected by the President and the case is on it's way to arbitration.
4. Report of the Presidential appointee
  - i. Amber Machamer presented a live demonstration of queries on the data dashboard. Showed retention, graduation, etc. for sample program. Visualizing data queries was useful, revealed some limits to current programming. Amber will use this info to request revisions to some of the programming. Will demo again with updates in the future.
5. Report of APGS, Donna Wiley representing Sue Opp, expressed concern for the rate at which CAPR is clearing our reports on program reviews.
6. No report of the ILO subcommittee due to not having finalized membership, see item 8e.
7. Old Business
  - a. Referral on Planning for Distinction
    - i. Draft Policy statement – “agreed not to revert to to 05-06 language”
  - b. 12-13 CAPR 5: Program Report template

i. Accepted revisions to Program Report rubric/template/instructions creating a finalized template for use when drafting CAPR reports for Program Annual Reports.  
Wiley/Rasmusson/Passed

8. New Business:

a. Add Dean's response to the Human Development 5 Year Review;  
Rasmusson/Curr/Passed

b. CAPR Chair Chamberlain will draft CAPR WASC report with Sue Opp's input, present to CAPR for review, discussion and revision.

c. Accept Music Department's proposal for a Subject Matter Preparation Program (John Eros). Presentation of detailed program to meet CTCC standards for a waiver for CSET exam for music educators (K-12). Program involves a core program and additional experiences relevant for instruction and is somewhat longer than the programs for BA in music. The prior subject matter prep program had lapsed and this request represents a revised and updated program to meet current CCTC standards.  
Wiley/Rasmusson/Passed.

d. Referral regarding Formation, Dissolution, Merger, or Name change of Academic Units. No action taken on this item as a meeting is being planned to discuss/draft a policy using the current documents guiding curriculum changes as a model. One goal is to involve APGS more and earlier in the process. Meeting will include representatives from CAPR, CIC and FAC.

e. ILO Subcommittee:

i. Approved Vish Hegde representing CBE; Wiley/Curr/Passed

ii. CSCI seat still vacant, will move forward with subcommittee even if short.

f. 12-13 CAPR 4: Interpretation of CSUEB Bylaws regarding CAPR membership. After reviewing and discussing that document, was moved to revise membership guidelines to call for APGS Associate Vice President OR their representative as a standing rule rather than the temporary allowance reflected in prior document.  
Rasmusson/ Motavalli/Passed

9. Meeting adjourned at 3:45 pm