

California State University, East Bay
Committee on Academic Planning & Review
Approved Meeting Minutes
Thursday, October 3, 2013

Attending: Chris Chamberlain (Chair), John Eros, Saeid Motavalli, Xeno Rasmusson, Monique Manopoulos, Sylvia Head, Farzad Shahbodaghlou, Donna Wiley

Members Absent: Ken Curr, Glen Taylor, Jiannan Wang

Guests in Attendance: Endre Branstad, Jiansheng Guo, Associate Dean CLASS, Sue Opp, Phil Hoffstetter, Gwyan Rhabyt, Tamra Donnelly

1. Introductions
2. Appointment of Secretary- By acclimation, everyone thought John Eros should continue. Unfortunately, John is unable to continue in that role.
3. Chair Chamberlain called the meeting to order at 2:05 p.m.
 - a. Approval of the Agenda (Wiley/Rasmusson).
4. Approval of the minutes of 6/6/13 (Wiley/Rasmusson)
5. Report of the Chair
 - a. 2012-2013 CAPR Annual Report
 - b. Chair Chamberlain briefly reviewed the annual report and discussed items CAPR has been asked to look at this year including the rubric proposed by FDEC for use in five year reviews and changes to the annual report to address updates on program MOU status.
6. Report of the Presidential Appointee
 - a. No Presidential Appointee present.
7. Report of the APGS Representative
 - a. Donna Wiley talked about the upcoming WASC accreditation process with our report due in Spring 2014, and off-site visit in 2014 and an onsite visit in Fall 2015.
 - b. Blackboard Outcomes was installed and the pilots are being worked on.
 - c. It was suggested we invite Sue Opp to a future meeting to discuss the WASC process and CAPR's role in it.
8. New Business
 - a. MOU referral. This item was held until Sue Opp arrived. It's been recommended that a line of text be added to Annual Reports that

allows for programs to update on any progress made on the MOU from their last 5-year review.

- b. CBE Five-year review. CBE has asked for a CAPR liaison to be assigned and that they begin the five year review this year. Chris Chamberlain will check back with the CBE Dean on that.
- c. 13-14 Program Review Calendar. Discussed by not officially approved.
- d. Art and Multimedia request. Dr. Hoffstetter and Dr. Rhabyt discussed the history of the Multimedia program and the recommendation that it be moved under the Art Department. The recommendation passed (Wiley/Rasmusson).
- e. CAPR Policies & Procedures for 13-14
 - i. CAPR requirement of Tenured Faculty only referral. Sue Opp gave some insight as to how that came about with respect to the Planning for Distinction process.
 - ii. Revisit CAPR 05-06. Donna Wiley, Sue Opp and Chris Chamberlain will take a stab at rewriting a policy statement that makes sense for possible inclusion in our policies.
- f. ILO Sub-committee membership. Membership slate passed with the need of two more members (Wiley, Manopoulos).
- g. The Five-Year Review Calendar was considered and assignments were made:
 - i. Communication- (Replacement needed for Glen Taylor)
 - ii. Modern Languages- (John Eros)
 - iii. Public Administration- (Xeno Rasmusson)
 - iv. Hospitality, Recreation & Tourism (Saeid Motavalli)
 - v. Kinesiology (Ken Kerr)
 - vi. Athletics (Chris Chamberlain)
 - vii. General Education (Open)
 - viii. CBE (Open)

9. Meeting adjourned at 3:50

Minutes submitted:
Chris Chamberlain, CAPR Chair