



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

14-15 CAPR 2
Thursday, October 16, 2014

TO: The Executive Committee
FROM: The Committee on Academic Planning Review (CAPR)
SUBJECT: 14-15 CAPR 2: Committee Policies and Procedures
PURPOSE: For approval by the Executive Committee

BACKGROUND:

At their October 16, 2014 meeting, CAPR members voted to approve the addition of the Institutional Learning Outcomes (ILO) Subcommittee as a standing subcommittee of CAPR and added language to support the addition to their policies and procedures. Please find the suggested changes marked in **bold red text** in the attached draft document.

ACTION REQUESTED:

That the Executive Committee accept CAPR's suggested changes to their committee policies and procedures document.



**Committee on Academic Planning and Review Policies and Procedures
for Committee Operation**

History:

08-09 CAPR 40; approved as amended

10-11 CAPR 6; approved as amended

14-15 CAPR 2

**ARTICLE I
Preamble**

As authorized by Article XVII, Section 2 of the Bylaws of the University Faculty, the following policies and procedures for conduct of the operations of the Committee on Academic Planning & Review have been adopted by the majority vote of the members present of the Committee on Academic Planning & Review and approval by the Executive Committee of the Academic Senate. *The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in Appendix A.*

**ARTICLE II
Duties and Organization**

A. ¹The duties of the Committee shall be:

- 1) To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing social conditions;
- 2) To evaluate each existing academic program at intervals not to exceed five years, except as modified for outside accredited programs, and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;
- 3) To review Temporary Program Suspension requests and requests for Name Changes of Academic Units;

¹ Article II, Section A may not be changed without a vote of the entire faculty

- 4) To review the Academic Master Plan of the University, to consider requests for revisions of that Plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;
- 5) To coordinate long range plans for academic development with campus planning of facilities development;
- 6) To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University;
- 7) To consult with the appropriate administrators regarding academic planning and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
- 8) To coordinate long range plans for academic development with campus planning of facilities development; and
- 9) To consult, when appropriate, with other Standing Committees

B. ²The Committee shall recommend:

- 1) To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;
- 2) To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
- 3) To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

C. ³The membership of the Academic Planning and Review Committee shall be:

- 1) Eight (8) members of the Colleges of the University;
- 2) One (1) appointee of the President of the University;
- 3) One (1) representative of the Library;
The Associate Vice President, Academic Programs and Graduate Studies or designee;
- 4) One (1) representative of the Student Services Electorate; and
- 5) Two (2) members of the student body of the University.
- 6) Note that the non-voting member from Extended Education is still in the Bylaws, but has not been in the CAPR Policies since at least '92.

² Article II, Section B may not be changed without a vote of the entire faculty

³ Article II, Section C, 1-6, may not be changed without a vote of the entire faculty

D. The role of the Committee Chair is as follows:

- 1) The Committee shall elect a Chair to organize and conduct the Committee business (Article XV, Section 9). The Chair shall be a voting member.
- 2) The Chair shall have the following responsibilities:
 - a. the preparation, organization, and distribution of proposed agendas to the Committee members;
 - b. notifying persons with business before the Committee of the Committee meetings and agendas;
 - c. conducting the Committee meetings and business;
 - d. Transmitting Committee recommendations and reports to the Executive Committee;
 - e. overseeing the work of the subcommittees;
 - f. coordinating Committee activity with the work of other Standing Committees and special committees;
 - g. providing for representation of the Committee at meetings of the Executive Committee and Academic Senate when Committee recommendations or reports are on the agenda;
 - h. preparing (with the assistance of the Secretary) the annual report of the Committee (Article XV, 9);
 - i. updating the Five-Year Program Review Schedule during Spring Quarter;
 - j. notifying all programs scheduled for Five-Year Reviews during the next academic year and providing them with a copy of the most current CAPR policy document by the Winter Quarter of the year prior to their review;
 - k. providing program Chairs and school Deans with a copy of the Senate approved CAPR Response to the Five-Year Program Review; and
 - l. Updating the Five-Year program review procedures, timelines, flow diagrams, and draft liaison memos as appropriate.
- 3) In the absence of the Chair from a Committee meeting, the Secretary shall preside; in the absence of both Chair and Secretary, the Committee shall elect a Chair pro-tem for that meeting.

E. The role of the Committee Secretary is as follows:

- 1) The Committee shall elect a Secretary to prepare and maintain its records.
- 2) The Secretary shall have the following responsibilities:
 - a. the preparation, distribution and correction of the minutes of Committee meetings;
 - b. maintenance of a file of the complete agendas, with supporting materials; minutes; and records of the Committee; and

- c. assisting the Chair in the preparation of the annual report of the Committee.
- 3) In the absence of the Secretary from a Committee meeting, the Chair shall appoint a Secretary for that meeting.

ARTICLE III
Committee Procedures

- A. The regular meeting of the Committee shall be the first and third Thursdays of each month during the academic year, and at such other times as a majority of the Committee shall decide.
- B. A quorum for formal action by the Committee shall consist of a majority of the members serving, provided that in no case shall it be fewer than five.
- C. The agenda for each meeting shall be prepared by the Chair and sent, with pertinent supporting materials, to members of the Committee sufficiently in advance of the meeting to allow for careful preparation for Committee action. As a rule, the agenda should reach Committee members at least three academic days before each meeting. The meeting agenda may be reordered or added to by a majority vote of members present.
- D. The order of business at regular meetings of the Committee shall be as follows:
 - 1. Approval of the agenda
 - 2. Approval of the minutes
 - 3. Report of the Chair
 - 4. Report of the Presidential appointee
 - 5. Report of the Subcommittees
 - 6. Other items of business
 - 7. Adjournment
- E. Committee business may be conducted informally, consistent with basic principles of parliamentary procedure for committees. Formal actions by the Committee require a vote in which the number of Yes votes, No votes, and abstentions is recorded.
- F. Committee minutes shall identify the topic of discussion; summarize discussions of the Committee; and record all motions with the name of the maker, the actual motion, the action on the motion, and the vote on the motion (including any count required under Section III.E above).

ARTICLE IV
Subcommittees

- A. ⁴The committee may establish special subcommittees as it deems necessary to expedite its business.

⁴ Article IV, Section A may not be changed without a vote of the entire faculty

B. ⁵Members of Subcommittees shall be appointed by the Chair subject to approval by the Committee. The membership of each Subcommittee shall include at least one member of CAPR in addition to the Chair of CAPR, who shall be a member ex officio of each subcommittee.

C. ⁶Membership of all Subcommittees shall be submitted to the Executive Committee of the Academic Senate for approval.

D. Regular Subcommittees: Regular subcommittees are those deemed necessary to study and make recommendations to the parent committee on matters which are the responsibility of the Committee on Academic Program Review and which require continual study from year to year. These committees shall be maintained on a continuing basis.

1. Subcommittee on Institutional Learning Outcomes (ILOs) (members expected to serve two consecutive one-year terms)

a. Membership (10 members): 1 CLASS, 1 CBE, 1 CEAS, 1 CSCI, 1 LIB, CAPR Chair, 1 APGS representative, 1 GE representative, 2 representatives from co-curricular programs (such as Advising, Student Life & Leadership, Athletics etc.), Instructional Design Specialist

b. Responsibilities: The ILO subcommittee will coordinate the development and implementation of an assessment plan for the university's institutional learning outcomes, coordinate ILO assessment with other campus assessment activities, and advise CAPR regarding ILO assessment.

ARTICLE V Special Procedures

Provisions of 80-81 CAPP 1, for placement of a new program on the University Academic Master Plan, provisions of CAPP 6 as amended by 93-94 CIC 5, for discontinuance of an existing program, and 71-72 CAPP 1-B, for consideration of new and separate documents, continue in effect.

ARTICLE VI Protocols for CAPR Reviews

The committee will use the attached protocols (CAPR Five-Year Review Protocol, CAPR Evaluation Response Form, and CAPR Format for Response to Five-Year Reviews) to guide its review process.

ARTICLE VII

⁵ Article IV, Section B may not be changed without a vote of the entire faculty

⁶ Article IV, Section C may not be changed without a vote of the entire faculty

Adoption and Amendment of Procedures

Adoption of new policies and procedures, or amendment of these procedures, shall be by majority vote of the Committee, subject to approval by the Executive Committee of the Academic Senate.

ARTICLE VIII Parliamentary Authority

Any questions of order or procedures not covered by the Policies and Procedures shall be dealt with according to the latest edition of *Robert's Rules of Order, Newly Revised*.

Please also read the Constitution and Bylaws, Articles XVI and XVII for information relevant to CAPR policies and procedures.

DRAFT

CAPR FIVE-YEAR REVIEW PROTOCOL FOR REVIEW MEETING AND PREPARATION OF RECOMMENDATIONS

This protocol addresses the process for reviewing, discussing, and evaluating the Program's Five-Year Review, once submitted to CAPR and placed on the agenda of a regularly scheduled CAPR meeting.

It is intended to supplement rather than replace existing Policies and Procedures for Five-Year Reviews and Plans.

1. An electronic copy of the Five Year Review and Plan is made available to CAPR members at least six (6) working days prior to the scheduled meeting. Two print copies are retained in the office of the Academic Senate, one for archival purposes and one to be used by CAPR members if an electronic copy is difficult to read.
2. A CAPR member is designated as liaison to a program. This person will take notes during the meeting, along with the CAPR secretary in order to assist in the preparation of CAPR's recommendations.
3. All CAPR members are requested to read the Review and Plan presented, and to develop appropriate questions for the CAPR meeting.
4. The Program Director is invited to attend and bring any other Program Unit Faculty or Academic Administrators they wish.
5. A TIME CERTAIN is included on the CAPR Agenda for the Review.
6. At the appointed time, the program director is invited to make an oral presentation of the Five-Year Program Review and Plan. The oral presentation may provide an overview and highlights, and may include a brief presentation of any new information the Director wishes CAPR to consider as part of the review. This oral presentation shall not exceed fifteen (15) minutes.
7. Any new information provided at this time should be printed, with sufficient copies (~ 12) available to distribute to CAPR members. An electronic version should be provided to append to the e-version of the CAPR report.
8. CAPR members are then invited to ask questions of clarification of the Program Director and/or other program representatives present. The designated liaison begins the questioning. The Q&A session will take approximately fifteen (15) to thirty (30) minutes.
9. With the close of the Q&A session, CAPR members begin their discussion and evaluation of the Review and Plan. Program representatives are welcome to stay or leave at this time as they choose. This discussion should continue until CAPR members are satisfied that all important questions and issues have been addressed, but it is recommended that this discussion not exceed thirty (30) minutes.
10. Before the close of the meeting, CAPR members will decide if they have enough information to make a recommendation; if not a request for additional information is composed to be sent to the Program Director with a due date.
11. If CAPR members conclude they have enough information, the designated liaison will draft CAPR's Report to the Senate and circulate to CAPR members within six (6) working days of the Review meeting.

12. Clarification and revision of the draft report will take place by email in time to be presented and distributed to CAPR members at least 6 days prior to the next available CAPR meeting.
13. At the next available CAPR meeting, CAPR members will briefly review the penultimate draft report and vote on a recommendation to the Senate.
14. The liaison will make any required final edits to the report and send to the CAPR Chair.
15. The CAPR Chair will provide a copy of the final report to ExCom for approval.

DRAFT

CAPR FORMAT FOR RESPONSE TO FIVE-YEAR PROGRAM REVIEWS

Approved on November 1, 2001

(approved by CAPR on 11/1/2001 but not on a CAPR document for ExCom approval)

DATE:

TO:

FROM:

RE:

ACTION REQUESTED:

BACKGROUND:

- Overview description of the program
- Overview of the documents submitted to CAPR

FIVE-YEAR PROGRAM REVIEW/SELF-STUDY (including dates)

- Summary of specific areas of the Self-Study
- Summary of supporting data

OUTSIDE REVIEWER'S COMMENTS & THE DEPARTMENT'S RESPONSE

PROGRAM'S FIVE-YEAR STRATEGIC PLAN (including dates)

CAPR ANALYSIS OF THE PROGRAM'S FIVE-YEAR REVIEW

- Program
- Resources

CAPR RECOMMENDATION FOR CONTINUATION OF THE PROGRAM

DATE OF THE PROGRAM'S NEXT FIVE-YEAR REVIEW

POLICY AND PROCEDURES ON REQUESTS FOR DELAYS FOR ACADEMIC PROGRAM REVIEWS TO CAPR

History:

04-05 Executive Committee approval as an appendix, not an area that quotes the bylaws: 11-9-04

BACKGROUND:

CAPR 2004-05 believes that formal procedures would serve the University in meeting required review schedules and maintaining a clear path for programs to follow during their delayed year so that they do not start from zero in the actual review year. Additionally such procedures will allow CAPR to better schedule its workload. This action was approved unanimously by CAPR at its meeting on November 4, 2004.

POLICY:

Requests for delays in review for programs which are not outside accredited should include a detailed, clear explanation of the extraordinary circumstances demanding an extension and should be addressed to the Chair of CAPR via the Dean of the program's college. If a delay is granted, programs delaying a review must submit a progress report by March 1 of the delayed year indicating the state of data collection for the upcoming review and a scheduled date in November or January at the latest of the following year when CAPR will receive the completed program review. Outside reviews should be scheduled to take place during the Fall Quarter of the delayed year at the latest.