

California State University, East Bay  
Committee on Academic Planning & Review  
APPROVED Meeting Minutes  
Thursday, February 19, 2015

Members Attended: Chris Chamberlain (Chair), Fanny Yeung (Presidential Appointee), Donna Wiley, Jason Smith, Ken Curr, Sylvia Head, Pat Jennings, Luz Calvo

Members Absent: Ekin Alakent, Jiannan Wang, Monique Manopoulos, Farzad Shahbodaghlu,

Guests in Attendance: Sophie Collins, Jason Singley

1. Approval of the agenda (moved/seconded/passed; Curr/Wiley/passed/ abstain Yeung)
2. Approval of 2/5/15 minutes (moved/seconded/passed; Curr/Smith/passed/abstain Jennings, Yeung)
3. Reports
  - a. Report of the Chair. WASC on the horizon, conversion is ongoing.
  - b. Report of the Presidential appointee. No report.
  - c. Report of APGS. Sue Opps is leaving. WASC is still coming. Possibly an April 8 reception with Student Success and Diversity Posters such as SOSS, Ganas, Peer Mentors, Research Centers, etc. Special invite only. Tamra is the contact person.
  - d. Report of Semester Conversion. Preparing for a referral for ExConn to review a clause. CIC to review the clause about the conversion. GE subcommittee to adopt policy about GE policies.
4. Information Item:
  - a. New links on CAPR home page for liaisons. Liaison Duties Flowchart is a new link on CAPR web site. Letter to assigned program and liaison report for 5- year is new on web site.
5. Action Items:
  - a. Draft 14-15 CAPR 14: ILO Assessment Plan. The document was reviewed with changes to oversee ILO and the process to assess ILOs. (motion to approve/ Wiley/Curr/ passed)
  - b. Suspension of Five-year Program Reviews during Semester Conversion.
    - i. 09-10 CAPR 1: 5-Year Program Review schedule shift. Cal State LA suspended the 5-year reviews for one year and extended another year. WASC acceptable if justified. A policy needs to be written. Suggestion given to substitute the 5-year review with an

assessment plan so to give collegial feedback for the revised program by approval of president. Next meeting approve this policy item.

c. Annual Report Rubrics

- i. History. Smith reported. Program has a good report stating its strengths and constraints. Assessment plan is only student self-reporting, which is an indirect assessment. Suggestion to use direct assessments such as an imbedded assignment or exit test by its next review. Accept report with the amended paragraph.  
(moved/seconded/passed; Wiley/Curr/passed)

6. Adjournment at 3:20 pm