

California State University, East Bay
Committee on Academic Planning & Review
APPROVED Meeting Minutes
Thursday, May 7, 2015
2 PM, LI 2250

Members Attended: Chris Chamberlain (Chair), Fanny Yeung (Presidential Appointee), Donna Wiley, Pat Jennings, Ekin Alakent, Ken Curr, Luz Calvo, Farzad Shahbodaghlou, Monique Manopoulos

Members Absent: Jason Smith, Sylvia Head, Jiannan Wang

Guests in Attendance: Jason Singley, Julie Stein (APGS)

1. Approval of the agenda. (Jennings/ Wiley/passed)
 - a. Addition of action items – Assignment of missing program reviews
2. Approval of 4/2/15 minutes. (Curr/Wiley/passed; Abstain- Calvo/Manopoulos)
3. Reports
 - a. Report of the Chair. No report.
 - a. Q: Provost wants to know how many delinquent programs who have not completed 5-year review. Missing reviews include Geology, GS (final report needed), Education and Online Education, Public Administration. No programs would have gone 7 years without a review.
 - b. Report of the Presidential appointee. No report.
 - c. Report of APGS. President has received the WASC report for factual accuracy and has mentioned that he is happy with the report. Donna is the interim AVP of APGS.
 - d. Report of Semester Conversion. The committee has reviewed the catalog software. People are content with the software but are concerned about when the program will be ready (it will not be ready this summer). Budgets were due last Friday for department funding for curricular revision and the committee hopes to have a response to proposals in a few weeks. They are working on class schedule patterns with a team on campus to help determine what would work well for CSUEB. Steering committee will aim to discuss the timeline in the next meeting (Friday, May 15th from 12-2 PM). There is concern about whether curricular revision can be completed and approved by Spring 2016.
 - e. Report of the ILO subcommittee. CAPR ILO Assessment Plan passed the Senate unanimously.
4. Consent Calendar:
 - a. Annual Report Rubrics
 - i. Early Childhood Education (Calvo)
 - ii. Educational Technology (Calvo)
 - iii. Ethnic Studies (Manopoulos)

- iv. Human Development (Smith)
- v. Political Science (Calvo)
- vi. Physics (Chamberlain)
- vii. Psychology (Chamberlain)

If program reviews are suspended during semester conversion, it is important to have strong assessment sections in program reviews. It is important to strengthen the closing the loops sections.

Each section may need to explanation (e.g., learning outcome and assessment sections) or to revise the CAPR form to clarify what this process is looking for. This could be an opportunity to build campus capacity for what learning outcomes are and what direct evidence of student learning entails. Additionally, the CAPR form and rubric should be aligned. This can be done next year, if program review processes are suspended. Additionally, CAPR can work with EEC to build capacity on program reviews, learning outcomes and assessment.

Wiley/Jennings/pass - Reports Approved.

5. Action Items:

- a. Assignment of 6 missing program reviews
 - i. Construction Management (Jennings),
 - ii. Earth and environmental science (Calvo)
 - iii. Engineering/ computer management (Chamberlain),
 - iv. Environmental Science (Manopoulos)
 - v. Geology MS (Curr)
 - vi. Geology BS (Curr)

- b. Meeting for June 4th has been placed on the calendar for any pending business.

6. Adjournment at 2:40 PM