

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, January 21, 2016
2 PM, SF 329

Members Attended: Stacey Acosta (Student), Ekin Alakent, Stephanie Alexander (Secretary), Luz Calvo, Ken Curr (Chair), James Hershey, Michele Hingst, Pat Jennings, Howard Lei, Jason Smith, Vanessa Yingling, Stacey Acosta (Student, ASI),

Absent: Christina Sanchez (Student), Donna Wiley, Meiling Wu

Guests in Attendance: Debbie Chaw, Michael Hedrick, Audrey Katzman, Anne Leung, Nancy Mangold, Lindsay McCrea, Mark Robinson, Sophie Rollins, Jim Zavagno

1. Approval of the agenda. (Jennings / Smith / Passed)
2. Approval of the 1/7/16 minutes. (Postponed)
3. Reports
 - a. *Report of Semester Conversion (Lindsay McCrea)*. Glen Perry presented overview of budget for semester conversion to the Semester Conversion Steering Committee. Executive Committee passed a motion supporting the review of the Semester Conversion Budget with COBRA. Curriculum trainings are continuing. New sessions on program proposals are available now and are posted on the Semester Conversion website.
 - b. *Report of the Chair (Curr)*. Today's CAPR meeting will center on a discussion of space allocation on campus. Future topics for upcoming CAPR meetings include discussing due dates for annual reviews and further discussion of enrollment management.
 - c. *Report of the Presidential Appointee (Hershey)*. No report.
 - d. *Report of Academic Programs and Graduate Studies (APGS)*. No report.
 - e. *Report of the ILO subcommittee (Curr)*. The ILO subcommittee will meet this Monday to begin assessing written assignments.
4. Action Items
 - a. Approval of Sandy Long, Assessment Manager from CBE as APGS replacement for Tamra Donnelly on ILO subcommittee (Calvo / Smith / Passed)
 - b. Annual Report Rubric – English (Lei)
 - i. Assessed two learning outcomes for undergraduate and masters programs, also addressed progress made on points included in five-year review. (Alakent / Calvo / Passed)
 - c. Annual Report Rubric – Health Care Administration (Lei)

- i. The committee discussed the assessment information available in the Health Care Administration Annual Report. Lei will revise the rubric feedback and will bring it back to CAPR for a second review.
 - d. CAPR liaison check-in and assignments
 - i. Committee members volunteered to complete the remaining unassigned Annual Reports and Five-Year Reviews.
- 5. Discussion Items:
 - a. Space allocation (Guests: Senate Chair Mike Hedrick; Vice President, Administration and Finance and CFO Debbie Chaw; AVP of Facilities Jim Zavagno; University Planner Anne Leung; Director, Academic Affairs Budget and Communications Audrey Katzman)
 - i. The committee discussed many items related to space allocation with the panel of guests, including: faculty input on space decisions; the Space Utilization Report for Fall 2014; how space allocation may affect the approval of new programs; the roles of the Space Advisory Committee and the Space Policy Committee and increasing faculty and student representation on those committees; as well as other space-related topics.
 - b. Accredited programs and Annual Report submission (Postponed).
- 6. Adjournment (3:57pm)