

California State University East Bay
Committee on Academic Planning and Review (CAPR)
Meeting Minutes AMENDED
Thursday, October 1, 2015
2 PM, LI 2250

Members Attended: Stephanie Alexander (Secretary), Ken Curr (Chair), Michele Hingst, Pat Jennings, Howard Lei, Jason Smith, Donny Wiley, Fanny Yeung, Vanessa Yingling

Absent: Erin Alakent, Luz Calvo, Meiling Wu

Guests in Attendance: Eileen Barrett, Tamra Donnelly, Mark Robinson, Sophie Rollins, Julie Stein

1. Introductions
2. Approval of the agenda. (Wiley / Jennings / passed)
3. Reports
 - a. *Report of the Chair*. There are a couple of five year reviews that need to be finished. No new five year reviews will be coming in since they are suspended for two years. Departments are still required to complete annual reviews.
 - b. *Report of the Presidential Nominee*. Wiley emailed the President's Office to see whom the president plans to appoint this year.
 - c. *Report of Academic Programs and Graduate Studies (APGS)*. CAPR policies indicate that the AVP for APGS can either attend CAPR meetings or send a designee. Since it will be difficult for Wiley to attend all meetings, either Yeung or Donnelly will be the designee. The big item that needs to be worked on is the program review process. The document could be made more user-friendly and fillable templates could be provided.
 - d. *Report of Semester Conversion*. Semester conversion has three new executive sponsors: Interim Provost Nelson, Interim VP of Finance Chaw, and VP of Student Affairs Wong. More than 200 faculty attended semester conversion workshops over the summer. The Administration Support Subcommittee met to identify documents that need to be updated for semester conversion. Will be asking CAPR to make any substantive changes that are necessary. The GE Subcommittee is meeting every Monday to develop learning outcomes for all general education courses. A task force has been formed to plan when our classes will be offered when we convert to semesters. The CIC course number document is going to the Senate. The course submission form has been revised to allow for components (L and Y). Raphael Hernandez gave a presentation to the CLASS chairs and will be working with Jason Singley to

develop a presentation to help chairs and others keep the program semester conversion process cost neutral. Each college is convening a College Curriculum Review Committee. A checklist is being developed for the College Curriculum Committees to use. A request was made to develop a flowchart for the stages of approval in the semester conversion process.

e. *Report of the ILO subcommittee.* ILO subcommittee has not yet convened.

1. CAPR Liaison Assignments needed (see attachment)
 - a. Public Administration 5-year review assigned to Yingling.
 - b. Members of the committee will follow up with departments that did not submit a 5-year review documents. Curr will contact the chair of the Academic Senate to investigate the possibility of setting a deadline for closure on outstanding reports.
 - c. Annual Review Assignments:
 - i. Computer Science – Yingling
 - ii. English – Lei
 - iii. Health Care Administration - Lei
 - iv. Health Sciences - Yingling
 - v. International Studies - Jennings
 - vi. Physics – Curr
 - vii. Psychology - Hingst
 - viii. Public Administration - Yingling
 - ix. Sociology and social services - Hingst
 - x. Statistics - Curr
 - xi. Theater – Smith
2. Action Items:
 - a. CAPR Policies and Procedures
 - i. Additions or changes
 1. Committee voted to uphold the work of the 14-15 committee and send this document back to ExComm (Wiley / Smith / passed).
 2. Committee will review the document and take suggestions at motions at the next meeting. Note: any changes to Article II A-C need to be approved by the entire faculty.
 - ii. ILO Subcommittee membership
 1. Committee voted to appoint Sarah Nielsen to the ILO Subcommittee (passed)
 2. Committee voted to approve broader ILO subcommittee membership (passed)
 - b. Request from department to remove MA in Sociology from catalog; program under “temporary” suspension since 2010 (Jennings)
 - i. Committee will revisit once the discontinuance form has been submitted.

- c. Request for discontinuance of the BA in Sociology, Social Services Option; effective Fall 2016 but won't be reflected as such until the 17-18 catalog
 - i. Plan to teach out students currently in the option. The department is not accepting new social services students. Department name will be changed to "Sociology" with semester conversion. (Wiley / Smith / passed)
 - d. Request for approval of New Certificate: LVN Certification Program
 - i. The Committee had questions about whether students would need to be matriculated to participate in this program. Motion to approve with an explanation from Lynn VanHofwegen to ExComm (Wiley / Jennings / passed)
 - e. Request for discontinuance of the Organizational Communication Certificate
 - f. Request for discontinuance of MA in Geography
 - g. Request for discontinuance of MA in Anthropology
 - i. Motion to combine all discontinuances as one vote and vote for discontinuance of the Organizational Communication Certificate; MA in Geography and MA in Anthropology passed (Yingling / Hingst / passed; Wiley abstained)
3. 14-15 CAPR 8: Proposal to add of Diversity Rubric to the Academic Program Review Policies and Procedures approved by President; integration of rubric into Academic Program Review Procedures document needed
- a. Committee will address this as part of the review of the entire document. No action is required yet.
4. Adjournment at 3:50pm.