

California State University East Bay
Committee on Academic Planning and Review (CAPR)
Meeting APPROVED Minutes
Thursday, October 15, 2015
2 PM, LI 2250

Members Attended: Stephanie Alexander (Secretary), Luz Calvo, Ken Curr (Chair), Michele Hingst, Janeesha Jones (Student) Howard Lei, Christina Sanchez (Student), Jason Smith, Donna Wiley, Meiling Wu, Fanny Yeung

Absent: Erin Alakent, Pat Jennings, Vanessa Yingling

Guests in Attendance: Tamra Donnelly, Lindsay McCrea, Mark Robinson, Sophie Rollins

1. Approval of the agenda. (Calvo / Wiley / passed)
2. Approval of the 10/1/15 minutes. (Wu / Wiley / passed)
3. Reports
 - a. *Report of the Chair (Curr)*. Curr consulted with Interim Provost Nelson and Academic Senate Chair Hedrick about the due date for annual reports. The committee discussed sending reminders to departments whose Annual Reports are overdue, as well as sending out periodic due date reminders for this year's reports before they are due in the spring quarter. A discrepancy was discovered with the due dates for Annual Reports in the Academic Program Review Procedures and the Annual Report instruction documents. Wiley moved to place a discussion of syncing of the documents on the next meeting's agenda. (Wiley / Wu / passed)
 - b. *Report of the Presidential Appointee (Yeung)*. Yeung visited CSU Long Beach and met with their Program Review Council. They have a training protocol for new members and will be sending information regarding their training procedures to Yeung, who will share with the group.
 - c. *Report of Academic Programs and Graduate Studies (APGS) (Wiley)*. The committee discussed CAPR and COBRA's role with space and facilities planning on campus. A motion was made to invite individuals involved in space and facilities planning to a CAPR meeting to discuss a process for input on planning (Calvo / Wiley / passed). Committee members will send suggested discussion questions to Curr and this item will be revisited at CAPR's next meeting.
 - d. *Report of Semester Conversion (Lindsay McCrea)*. The Semester Conversion Steering Committee has five substantial subcommittees who are doing significant work. The Faculty Development subcommittee has hosted workshops and has five scheduled for upcoming week. The

Administrative Support Subcommittee is working with consultants on a fitgap analysis. The campus received a communique from Interim Provost Nelson regarding a three-unit model for undergraduate degree programs on semester. The GE funding model was approved last week. A request was made for a presentation to CAPR regarding the GE funding model; McCrea will ask Jason Singley if he is available to present.

- e. *Report of the ILO subcommittee (Curr)*. The ILO subcommittee is in the process of selecting a date to meet. It is already working on the Written Communication Outcomes.

4. Action Items

a. CAPR Policies and Procedures

- i. Motion was made to review the CAPR Procedures (Smith / Wu / passed). The committee discussed CAPR and COBRA's roles with enrollment management on campus. This topic will be discussed further at the next meeting of CAPR. Committee members will send discussion questions to Curr. Curr will prepare a draft calendar for the work of CAPR for the academic year to discuss at the next meeting.
- ii. Motion was made to discuss CAPR's work timeline and questions regarding space and enrollment at the next CAPR meeting (Smith / Wu / passed).
- iii. Motion was made to postpone the broad review of CAPR Policies and Procedures (Wu / Calvo / passed).
- iv. Motion was made to discuss clarifying Article II, section A.2 as well as adding a provision to Article II, section A, that CAPR serve in a consultative role, when appropriate, on enrollment management (Smith / Calvo / passed).

b. Deadline for Annual Report submissions (APR procedures states the actual deadline is the last day of May, each year)

- i. Discussion regarding this item took place during the Report of the Chair.

5. Adjournment 3:25pm.