

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, November 19, 2015
2 PM, LI 2250

Members Attended: Stephanie Alexander (Secretary), Luz Calvo, Ken Curr (Chair), James Hershey, Michele Hingst, Pat Jennings, Janeesha Jones (Student), Howard Lei, Christina Sanchez (Student), Jason Smith, Vanessa Yingling

Absent: Erin Alakent, Donna Wiley, Meiling Wu

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

1. Approval of the agenda. (Smith / Jennings / passed)
2. Approval of the 11/5/15 minutes. (Jennings / Lei / passed)
3. Reports
 - a. *Report of the Chair (Curr)*. Jim Zavagno will be giving a presentation at the December 3rd CAPR meeting on the topic of campus space allocation. CAPR will discuss our work plan for the next two years during today's meeting.
 - b. *Report of the Presidential Appointee (Hershey)*. Hershey is looking forward to working with CAPR.
 - c. *Report of Academic Programs and Graduate Studies (APGS)*. No report (Wiley was unable to attend).
 - d. *Report of Semester Conversion (Lindsay McCrea)*. The University Town Hall meeting on Semester Conversion was held today. It provided an opportunity for faculty, staff and students to ask questions about the semester conversion process. There will be a meeting this Friday to discuss the analysis of the PeopleSoft FitGap report. The minutes from the Time Module Task Force are available on the Academic Senate webpage. The submission deadlines for GE Course Proposals remain as January 11, 2016 – May 13, 2016. If there are additional questions about the GE course submission process, committee members are encouraged to ask questions at the GE subcommittee meetings.
 - e. *Report of the ILO subcommittee (Curr)*. No report. ILO subcommittee is meeting next week. Will have a report at the next CAPR meeting.
4. Action Items
 - a. CAPR liaison check-in on assignments
 - i. A committee member needs to volunteer to liaise with General Education on their recently submitted five-year review. Curr has contacted department heads to encourage them to turn in their

annual reports. The committee discussed how CAPR might effectively encourage departments to turn in their Annual Reports and Five-Year Reviews by the deadlines. This discussion will continue with the revisions of the CAPR policies and procedures documents.

- b. Public Administration Five-year Review (2013-2014) addendum for assessment
 - i. The committee discussed the submitted addendum on assessment from the Public Administration program. Yingling will draft a report on the Public Administration Five-Year Review and bring it to CAPR for discussion.
 - c. Creation of CAPR 18-month work schedule
 - i. The committee discussed a variety of possible tasks and talked about where this work may best take place over the next eight quarters. Work items were added to the draft 18-month work schedule, which continues to be a work in progress.
 - d. Approval of questions for Debbie Chaw and Jim Zavagno
 - i. The committee reviewed the draft questions for Jim Zavagno's presentation for the 12/3 CAPR meeting (Debbie Chaw is unable to attend). A suggestion was made to share the link to the campus policy for space allocation with the members of CAPR for committee members to read prior to the meeting on 12/3. The link to the policy will be added to the agenda for the CAPR meeting on 12/3.
5. Discussion Items:
- a. Enrollment growth
 - i. The committee discussed potential avenues for learning more about the plan for enrollment management on campus.
6. Adjournment (3:47pm) – (Jennings / Smith)