

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, November 5, 2015
2 PM, LI 2250

Members Attended: Stephanie Alexander (Secretary), Luz Calvo, Ken Curr (Chair), Michele Hingst, Pat Jennings, Howard Lei, Jason Smith, Donna Wiley, Meiling Wu, Vanessa Yingling

Absent: Erin Alakent, James Hershey, Janeesha Jones (Student), Christina Sanchez (Student)

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

1. Approval of the agenda. (Jennings / Yingling / passed)
2. Approval of the 10/15/15 minutes. (Calvo / Smith / passed with 1 abstention)
3. Reports
 - a. *Report of the Chair (Curr)*. Curr spoke with Jim Zavagno and Debbie Chaw, inviting them to attend a future meeting of CAPR to discuss CAPR's consultative role in space and facilities planning. Curr has begun to reach out to department chairs with overdue annual reports.
 - b. *Report of the Presidential Appointee (Rollins, for Hershey)*. The Presidential Appointee to CAPR is James Hershey. Hershey is at an assessment conference today and is unable to attend, but will be at CAPR's next meeting.
 - c. *Report of Academic Programs and Graduate Studies (APGS) (Wiley)*. Wiley will remain the APGS representative for the time being. Pleased with progress on semester conversion plans.
 - d. *Report of Semester Conversion (Lindsay McCrea)*. The Semester Conversion Steering Committee meeting is tomorrow (Friday, 11/6) and it is an open meeting. The Time Module Taskforce convened. Mitch Watnick is the chair of the Task Force and it has representatives from a variety of faculty groups. The Task Force is currently gathering data from other CSU campuses regarding their time modules. The GE Funding and Conversion budget documents are on the Semester Conversion website. Budget plans are due from chairs to the deans on December 1st. Jason Singley is available by email to answer questions.
 - e. *Report of the ILO subcommittee (Curr)*. The ILO subcommittee met and had an organizational meeting to discuss the work that will happen over the next several meetings, include the ILO rubric development and the piloting of the ILO rubrics.

4. Action Items

- a. Public Administration Five-year Review (2013-2014) presentation.
 - i. Chair Jay Umeh presented. The 2004-2008 five year review was discussed briefly, including the improvement areas identified (curriculum development, enrollment planning, community partnership and development and internships for pre-service students). The department streamlined available options, and developed a degree completion plan and a road map. The 2009-2013 five year review discusses the following goals: curriculum development, networking for job/internship opportunities, program assessment and improvement, fundraising and grant writing and faculty resources. A new faculty member started this fall and two faculty searches are in progress. Progress has been made in curriculum development and on building more partnerships with alumni. The program is currently assessing the five PLOs in the capstone course. The program has appointed a graduate coordinator and increased staffing levels. The program has worked to strengthen the MPA advisory board, and provide a manager-in-residence as a resource for students.
 - ii. At the conclusion of Dr. Umeh's presentation, the committee requested supplementary material that includes data from the assessment of the program learning outcomes. The committee voted to set a deadline of November 15, 2015 for receipt of the supplemental information (Calvo / Jennings / passed).
- b. Academic Program Review Procedures document
 - i. Discrepancies in document regarding reference to reports/reviews due in May/Spring
 1. The committee voted to change the language in the Academic Program Review Procedures document to reflect that the annual reviews are due the last day of the spring quarter. (Wu / Jennings / passed)
 - ii. Diversity Rubric incorporation
 1. This discussion was tabled until the committee completes its 18 month work plan.
- c. CAPR Policies and Procedures
 - i. This discussion was tabled until the committee completes its 18 month work plan.
- d. Creation of CAPR work schedule
 - i. 18 month calendar
 1. The committee discussed work to be completed by the committee during the hiatus for five-year reviews. All committee members should send suggestions for what should be accomplished during the next 8 quarters to Sophie for discussion at the next CAPR meeting.

5. Discussion Items:
 - a. Enrollment growth – this discussion was tabled, due to time constraints.
6. Adjournment (Jennings / Wu) 4:01pm