

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, February 18, 2016
2 PM, SF 329

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

Absent: Ekin Alakent, Meiling Wu

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

1. Approval of the agenda. (Smith / Lei / passed)
2. Approval of the 2/4/16 minutes, as amended. (Jennings / Smith / passed)
3. Reports
 - a. *Report of the Chair (Curr)*. Curr spoke with the chairs of MLL and AGES regarding their five-year review documentation. MLL has an external reviewer and is waiting for their report. AGES is in the process of lining up external reviewers. Both MLL and AGES anticipate they will turn in their five-year review documentation by the end of this academic year. The committee discussed how liaisons could take a more proactive role in keeping in touch with their departments and relaying information to CAPR. All new members of CAPR should review the [Liaison Duties Flowchart](#) (on the CAPR website).
 - b. *Report of the Presidential Appointee (Hershey)*. The [Academic Program Review Standard Data](#) is available on the IRADS webpage. If there are additional data that need to be added, IRADS will address those needs.
 - c. *Report of APGS*. Masters programs are starting to come in through Curriculog.
 - d. *Report of Semester Conversion (Lindsay McCrea)*. Effective 2/15 Jason Singley is no longer co-director of Semester Conversion and the Provost will be working with ExCom to find a replacement. All GE Funding proposals have been processed, and money should be moving to the programs. Mitchell Watnik presented four models for time modules for feedback to the Steering Committee last Friday. The Time Module Task Force plans additional presentations to the university community (and all standing committees) over the next few weeks and months before any recommendations will be made. The PDF document of the presentation is available on the Semester Conversion website. The GE Subcommittee is moving ahead with the Student Learning Outcome Overlays for GE. They

are hosting listening sessions over the next three Mondays focused on diversity, social justice, and sustainability.

- e. *Report of the ILO subcommittee (Curr)*. The subcommittee is working on the assessment of the written communication ILO. The committee is finishing up its assessment this month.

4. Action Items

- a. CAPR liaison Dr. Jennings rubric for 14-15 International Studies annual report submission
 - i. The report was thorough and included a lot of assessment data.
- b. CAPR liaison Dr. Curr rubric for 14-15 Physics annual report submission
 - i. Physics did both internal and national assessment, and are using assessment data to determine how to improve the program. They addressed almost all concerns from the last five-year review.
- c. Motion to approve the International Studies and Physics Annual report rubrics (Calvo / Jennings / passed)
- d. Draft 15-16 CAPR 9: CAPR report of Five-Year Program Review for Master in Public Administration
 - i. The committee discussed what recommendations to include in the CAPR report of the Five-Year Program Review for Master in Public Administration. The report will be revised and presented at a future CAPR meeting.
- e. CAPR liaison check-in and assignments
 - i. Three annual reports are still outstanding: Athletics (Hingst), GE and HRT.

5. Discussion Items:

- a. Re-organization of Five-year Review Schedule document
 - i. Only MLL has asked for a postponement, and externally accredited programs are represented on the document in green. The committee discussed how to rebalance the reviews. The schedule document will be modified to list individual programs, not departments, and will be discussed again at a future CAPR meeting.
- b. End-of-year reporting to Excom/Senate/Provost on Annual Report/Five-year
 - i. Discussed during the Chair's Report.

6. Adjournment (Jennings / Hershey / 3:58pm)