

California State University East Bay  
Committee on Academic Planning and Review (CAPR)  
AMENDED Meeting Minutes  
Thursday, February 4, 2016  
2 PM, SF 329

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

Absent: Ekin Alakent, Michele Hingst, Meiling Wu

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

1. Approval of the agenda. (Jennings / Lei / Passed)
2. Approval of the 1/7/16 and 1/21/16 minutes. (Wiley / Yingling / Passed, 2 abstentions)
3. Reports
  - a. *Report of the Chair (Curr)*. The Academic Senate continues to discuss the GE Learning Outcomes proposal. Annual reports continue to come in.
  - b. *Report of the Presidential Appointee (Hershey)*. No report.
  - c. *Report of Academic Programs and Graduate Studies (APGS)*. Curriculog training continues. The Educational Effectiveness Council continues to work on preparing assessment documents for semester conversion.
  - d. *Report of Semester Conversion (Lindsay McCrea)*. Mitch Watnik
  - e. k will present the first report of the time module task force to the Semester Conversion Steering Committee at their next meeting. The Semester Conversion Directors are working through the GE budget proposals, and recommendations for funding requests go to the Provost.
  - f. *Report of the ILO subcommittee (Curr)*. The ILO subcommittee is in the middle of the assessment process as several departments have submitted essays for the group to review.
4. Action Items
  - a. 2013-2014 GE Five-year Review presentation (GE Director Dr. Nancy Thompson; Dr. Howard Lei as CAPR liaison)
    - i. GE Director Nancy Thompson presented the General Education Five-Year Review. Discussed the faculty for GS courses (some core lecturers, as well as Graduate Teaching Assistants (GTAs). Thompson is working on an assessment for student outcomes (retention, graduation, GPAs) based on GS courses. The GE Subcommittee is tasked with the assessment of the GE learning outcomes. Discussion of the diversity of the lecturers and GTAs in

GS, as well as the possibility of including a recommendation from CAPR for hiring tenure-line faculty in GS in the five-year review report.

- b. Request for suspension of admissions to Interdisciplinary Studies Master's Degree (Wiley / Jennings / Passed)
    - i. Proposal to suspend the program until after semester conversion. CAPR will revisit in three years.
  - c. Annual Report Rubrics
    - i. CAPR liaison Dr. Lei annual report rubric for 14-15 Health Care Administration
      - 1. Committee discussed revisions to the rubric since last meeting.
    - ii. CAPR liaison Dr. Jennings annual report rubric for 14-15 Construction Management
      - 1. Fulfilled requirements. Discussion regarding the inclusion of program demographic information in Annual Reports. Need to update link for demographic information on CAPR page.
    - iii. CAPR liaison Dr. Calvo annual report rubric for 14-15 Environmental Science
      - 1. Report was complete.
    - iv. CAPR liaison Dr. Calvo annual report rubric for 14-15 Kinesiology annual report submission
      - 1. Report was complete.
    - v. Motion to approve all presented annual report rubrics [Health Care Administration, Construction Management, Environmental Science, Kinesiology] (Smith / Jennings / Passed)
  - d. CAPR liaison check-in and assignments
    - i. Postponed until next CAPR meeting
5. Discussion Items:
- a. Re-organization of Five-year Review Schedule document
    - i. Committee discussed rebalancing the due dates for five year reviews so that they even for each year. Accredited programs were flagged on the document. Sophie will note the programs that already asked for postponement and CAPR will revisit at next meeting.
    - ii. Committee discussed tardy five-year reviews; Chair of CAPR will request status updates from the programs with tardy reports.
  - b. Accredited programs and Annual Report submission
    - i. Committee discussed the exemption from annual reports for accredited programs. Motion to strike the second sentence from the top of Section D in the Academic Program Review Procedures document was approved (Smith / Wiley / Passed).

- c. End-of-year reporting to Excom/Senate/Provost on Annual Report/Five-year/review submissions
  - i. Committee continued discussion of the action mechanism for departments who do not turn in Annual Reports or Five Year Reviews. Discussion will continue at a future meeting.
- 6. Adjournment (3:58pm)