

California State University East Bay
Committee on Academic Planning and Review (CAPR)
Meeting APPROVED Minutes
Thursday, April 21, 2016
2 PM, SF 329

Members in Attendance: Ekin Alakent, Stephanie Alexander (Secretary), Luz Calvo, Ken Curr (Chair), Michele Hingst, Pat Jennings, Howard Lei, Donna Wiley

Absent: Stacey Acosta (Student), James Hershey, Christina Sanchez (Student), Jason Smith, Meiling Wu, Vanessa Yingling

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

1. Approval of the agenda. (Jennings / Wiley / passed)
2. Approval of the April 7, 2016 minutes. (Jennings / Lei / passed, 1 abstention)
3. Reports
 - a. *Report of the Chair (Curr)*. Curr provided an update on the MLL 5-Year Review.
 - b. *Report of the Presidential Appointee (Hershey)*. No report.
 - c. *Report of APGS*. Wiley and Stein attended the WASC conference and attended sessions on program review and other topics. Quantitative Reasoning is going to be the next assessment project. Faculty will discuss and develop a rubric, along with other tasks.
 - d. *Report of Semester Conversion (McCrea)*. The deadline for curriculum submission is May 13th. The Academic Senate will be discussing the Overlay Outcomes at their next meeting. The survey about the potential University Hour survey is out.
 - e. *Report of the ILO subcommittee (Stein)*. The ILO subcommittee is discussing a potential process for fine-tuning some aspects of the ILO rubrics.
4. Action Items
 - a. Reorganization of Five-year Review submission schedule (to begin in AY 17-18)
 - i. The committee continued its discussion of whether or not to evaluate at the program or department level. Prior to reorganizing the submission schedule, Wiley will check on WASC requirements regarding evaluation level, and Curr will look at the previous Annual Reviews of programs to determine how CAPR may want to shift the Five-Year review submission schedule. The committee discussed moving all programs currently in 17/18, 18/19, and 19/20 out two years and then fill in the postponed programs for

the 17/18 and 18/19 review cycle, with the goal of having a balanced number of programs to review each year.

- b. Draft 15-16 CAPR 11: Approval of Option Elevation for Master's of Arts in Teaching English to Speakers of Other Languages (TESOL)
 - i. Discussion: The committee revisited its discussion of option elevation for the Master's of Arts in TESOL. Many CSUs have stand-alone TESOL degrees, and this change should not require any additional resources.
 - ii. Motion to approve (Wiley / Jennings / passed)
 - c. Request for discontinuance of Computer Networks M.S.
 - i. Discussion: This change is being suggested because it will be more efficient to have Computer Networks as a concentration in the Computer Science M.S. program. It will be implemented with semester conversion.
 - ii. Motion to approve (Wiley / Calvo / passed)
 - d. CAPR liaison check-in and assignments
5. Discussion Items:
- a. CAPR required program review data (Section VI., p. 30)
 - i. The committee discussed additional data that may be useful to include in program review documents, including: more than one year's worth of data (with trend lines); data that represents unmet demands; data that represents program bottlenecks; waitlist data; successful course completion rates; as well as graduation timelines and how those relate to course bottlenecks. A smaller subcommittee (led by Wiley) will work on revising the data requirements.
 - b. Discontinuance policy needed from CIC/CAPR
 - i. Wiley volunteered to prepare a draft discontinuance policy document. Currently a discontinuance procedure, but not policy, exists. The draft document will be brought to CAPR next academic year.
6. Adjournment (Wiley / Alakent / 3:03pm)