

California State University East Bay  
Committee on Academic Planning and Review (CAPR)  
Meeting APPROVED Minutes  
Thursday, May 5, 2016  
2 PM, SF 329

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

Absent: Stacey Acosta (Student), Christina Sanchez (Student), Jason Smith, Vanessa Yingling

Guests in Attendance: Mark Robinson

1. Approval of the agenda. (Jennings / Wiley / passed)
2. Approval of the April 21, 2016 minutes. (Jennings / Wiley / passed)
3. Reports
  - a. *Report of the Chair (Curr)*. Curr sent an initial draft of the five-year review schedule to the committee. Committee members should send any comments to Curr before the May 19, 2016 CAPR meeting.
  - b. *Report of the Presidential Appointee (Hershey)*. Hershey will be working on the summer data project discussed at the previous CAPR meeting with Wiley and Smith.
  - c. *Report of APGS and Semester Conversion (Wiley)*. The curriculum review process is full steam ahead. The goal is to get all programs reviewed by CIC in the fall.
  - d. *Report of the ILO subcommittee (Stein)*. The ILO Subcommittee finished their diversity assessment review, and is starting to compile data. The Subcommittee will be starting to present data at their next meeting.
4. Information Items
  - a. CIC approved the following program prefix changes on 5/2/16:
    - i. Business Analytics – BAN
    - ii. Criminal Justice – CRJ
  - b. Motion to accept the information items (Wu / Wiley / passed)
5. Action Items
  - a. Draft 15-16 CAPR 9: 2014-2015 Five-Year Program Review for Master in Public Administration – Yingling
    - i. The committee reviewed the draft document and suggested a few minor revisions.
    - ii. Motion to approve with revisions (Jennings / Wu / passed)

- b. Draft 15-16 CAPR 13: 2014-2015 Five-Year Program Review for Criminal Justice Administration – Jennings
    - i. The committee discussed CJA’s faculty recruitment and departmental assessment efforts.
    - ii. Motion to approve (Wu / Alexander / passed)
  - c. CAPR liaison Howard Lei rubric for Music
    - i. The committee discussed the assessment findings and recommended some minor changes to the rubric.
    - ii. Motion to approve with changes (Wu / Wiley / passed)
  - d. CAPR liaison Michele Hingst rubric for 14-15 Sociology
    - i. The committee discussed Sociology’s participation in an ILO assessment effort that wasn’t completed during 14-15. Hingst will note that participation in the rubric.
    - ii. Motion to approve with changes (Calvo / Wu / passed)
  - e. CAPR liaison Stephanie Alexander rubric for 14-15 Ethnic Studies
    - i. The committee suggested adding a comment about the need to include student demographic information to the rubric.
    - ii. Motion to approve with changes (Wu / Lei / passed)
  - f. Reorganization of Five-year Review submission schedule (to begin in AY 17-18)
    - i. Discussed during the Chair’s Report.
  - g. Department Name Change Request (from the Marketing and Entrepreneurship to the Marketing Department) (Department Chair Dr. Joanna Lee; 2:20 pm time certain)
    - i. Dr. Joanna Lee presented a request to change the name of the Marketing and Entrepreneurship Department to the Marketing Department. Dr. Lee shared information on the history of the Department. The College of Business will now be overseeing Entrepreneurship education, rather than just the Marketing Department. Other CSUs and other institutions usually have a standalone Department of Marketing. The College Dean is supportive of this change.
    - ii. Motion to approve (Wiley / Wu / passed)
6. Discussion Items:
- a. Review Programs or Departments?
    - i. The Chancellor’s Office and WASC require a review of each degree program. In the reports, some of the data between programs and departments may be intermingled, but there should be evidence of each program assessing its PLOs. WASC also wants retention and graduation data included in reviews, which the CAPR data group will discuss this summer.
  - b. CAPR required program review data (Section VI., p. 30)
    - i. This was discussed last meeting. If members have ideas for additional data requirements, get in touch with Wiley.

- c. Discontinuance policy needed from CIC/CAPR
    - i. Hingst volunteered to review other CSU policies to help inform a local draft discontinuance policy.
- 7. Adjournment (Wu / Hershey / 3:16pm)