

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, January 19, 2017
2 PM, SF 329

Members in Attendance: Duke Austin, Kenneth Curr, James Hershey, Michele Hingst, Howard Lei, Jason Smith (Chair), Donna Wiley, Rose Wong, Meiling Wu, Vanessa Yingling

Absent: Stephanie Alexander, Joe Brandao (ASI), John Tan

Guest in Attendance: Sophie Rollins

1. Approval of the agenda (Curr/Hingst/passed)
2. Approval of the minutes (1/12/17) (Curr/Wong/passed)
3. Reports
 - a. Report of the Chair (*Smith*).
 - i. Nothing to report
 - b. Report of the Presidential Appointee (*Hershey*).
 - i. Nothing to report
 - c. Report of APGS (*Wiley*).
 - i. There was a question about whether new options should come through CAPR. APGS decided to move an option forward without CAPR because it was impossible to program the route of a new program through Curriculog. Should APGS do something differently? CAPR agreed to continue as is given the amount of resources it would take to change, but he requests that CAPR be notified if when anything seems odd when the report is run.
 - d. Report of Semester Conversion (*McCrea*).
 - i. First steering committee on Friday, at which the Provost gave an update. Stephanie was there representing CAPR.
 - ii. There is a 3/3/1 idea that is being floated by the provost. Faculty would work 3 courses per semester with the option of taking 1 course release for those who apply for scholarly activities.
 - iii. Student advisement IAPs are available for “special” seniors (those with a lot of credits). We hope these students will be able to graduate before conversion. Please sign up for the advisor listserve if you are an advisor.
 - iv. Faculty Conversion Workshop: Feb 8, 12:00-1:15 in SF 328. This will help faculty develop syllabi for a 15-week term.
 - v. Deans and Chairs have been informed that they should construct mock schedules using the new curriculum so that the mock

schedules can be run by Lucero Wallis to see how it will work. Please pass this on to your colleges and departments. We are focused on this spring because things will have to go live long before we are in semesters.

- e. Report of the ILO subcommittee (*Smith*).
 - i. ILO is starting to evaluate the Diversity ILO assignment. Patrick Wong represents Science in that committee.

4. Annual Reports

- a. Liaison assignment [reminder](#)
 - i. Ensure that everyone has been assigned as a liaison.
- b. MLL [15-16 Annual Report](#): CAPR liaison [rubric](#) (Curr)
 - i. Approval of Curr's report (Curr/Yingling/approved)

5. Action Items:

- a. Draft [16-17 CAPR 7](#): Suggested changes to submission timelines in the Academic Program Review Procedures document
- b. Draft of program data requirements (Director of Institutional Research, James Hershey)
 - i. In what format does CAPR expect to receive the data report?
Several options were given. CAPR requested that data be presented by program and department together. CAPR requested that there be data sets AND reports and that the definitions of the categories would be easily accessible. Due to restrictions data needs to come first, then the visual reports.
 - ii. Rough version of data should be ready for next CAPR meeting.
 - iii. CAPR requested to take out grad rate at the program level because it is difficult to draw conclusions given transfer students, time off, dual degrees, etc.
 - iv. CAPR requested that Hershey look at minutes from 1/12/17 and add those categories.
- c. Timeline reminder from Chair Smith:
 - i. We are behind in our proposed timeline.
- d. CAPR would like to look at high fail rates, achievement gaps. Could we add some narrative to the review templates that the programs contain that information?

6. Adjournment (Curr/Hingst/approved) 3:13pm time.