California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, January 5, 2017
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, Joe Brandao (ASI), Kenneth Curr, James Hershey, Michele Hingst, Howard Lei, Jason Smith (Chair), John Tan, Rose Wong, Meiling Wu, Vanessa Yingling

Absent: Donna Wiley

Guests in Attendance: Mark Robinson, Sophie Rollins

1. Approval of the agenda (Curr/Hingst/passed)

2. Approval of the minutes (12/1/16) (Curr/Hingst/passed)

3. Reports
    a. *Report of the Chair (Smith).* Smith extended an invitation to attend a CAPR meeting to Provost Inch. The topic of discussion for that meeting will be CAPR's role in hiring and resource allocation.
    b. *Report of the Presidential Appointee (Hershey)*. IRADS will be working with committee members to revise the Academic Program Review Standard Data requirements for Annual and Five-Year Program Reviews.
    c. *Report of APGS (Wiley).* No report.
    d. *Report of Semester Conversion (Smith/Hingst).* Individuals should be receiving email invitations for training on IAP. Training sessions will be held in January and February.
    e. *Report of the ILO subcommittee (Smith)*. No report.

4. Annual Report liaison assignment reminder
    a. The list of Annual Report assignments has been updated to reflect current assignments.
    b. The CAPR Liaison Annual Report Rubric can be found at the bottom of the CAPR homepage, under "Documents for CAPR Liaison Use."

5. Action Items:
    a. Request for discontinuance of Sociology MA. (Wu/Curr/passed)
    b. Draft 16-17 CAPR 7: Suggested changes to submission timelines in the Academic Program Review Procedures document
        i. This action item was postponed until the 1/19/17 CAPR meeting.

6. Discussion:

a. Data requirements (Academic Program Review Standard Data)
    i. The committee discussed data requirements for programs for Annual and Five-Year Reviews. The discussion generated a wish list for additional information (listed below):
        1. Student data: add age demographic data; full time and part time students (already represented by unit load); first-time freshmen and transfer students.
        2. Faculty data: add level of tenure track faculty (assistant, associate, full); faculty turnover information.
        3. Course data: include number and percent of enrollment of sections by major (discussion of including GE, minor and option information); waitlist size for courses.
        4. Major data: information that reflects students starting in one major but graduating in another; achievement gap data (include GPA and DFW information); achievement gap data for first-time college students; Entry and cumulative GPA data.
        5. Degree data: include information about double majors and minors; time to degree.

7. Adjournment (Curr/Tan) 3:11pm.