

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, November 17, 2016
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, Kenneth Curr, Michele Hingst, Howard Lei, Jason Smith (Chair), John Tan, Rose Wong

Absent: James Hershey, Donna Wiley, Meiling Wu, Vanessa Yingling

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

1. Approval of the agenda (Hingst/Austin/passed)
2. Approval of the minutes (11/3/16) (Curr/Hingst/passed)
3. Reports
 - a. *Report of the Chair (Smith)*. Smith met with Provost Inch to discuss program review, CAPR and tenure-track hiring, as well as campus initiatives for improving graduation rates and reducing the achievement gap on campus. The Provost will be sharing the criteria for future tenure track faculty searches with CAPR for feedback.
 - b. *Report of the Presidential Appointee (Hershey)*. No report.
 - c. *Report of APGS (Wiley)*. No report.
 - d. *Report of Semester Conversion (McCrea)*. Individual Advising Plans (IAP) are now live, and Degree Audit Reports (DAR) are available for the majority of undergraduate programs. Deadlines are approaching for General Education overlays (proposals need to be out of departments by 12/2 and to APGS by 2/10). The liaisons to the Educational Effectiveness Committee will be working with departments to potentially revise Program Learning Outcomes.
 - 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. CAPR rubrics for assigned Annual Reports should be completed by the end of Winter Quarter. Smith will follow-up with programs that did not submit Annual Reports last year.
5. Action Items:
 - a. Draft proposal for modification guidelines for programs; Edits to Academic Program Review Procedures

- i. Committee reviewed the draft language for the criteria for the CAPR program review manual, including some revisions and additional information about addressing graduation rates and achievement gaps. Rollins will convert the draft into a formal CAPR document for committee approval at a future CAPR meeting.

6. Discussion:

a. CAPR timeline (Lei)

- i. Lei presented a draft revision to the CAPR timeline. The timeline assumes handling five-year reviews in the fall and annual reports in the spring. It accounts for the time needed to consult with the external reviewer. The committee discussed revising the deadline for five-year review submissions, but the final decision was to leave the May deadline. The committee discussed adding a mid-year check-in with programs that are expected to complete 5-year reviews that year. Lei will revise the draft timeline and Rollins will convert the revised draft into a formal CAPR document for committee approval at a future CAPR meeting.

b. Computing Services / Library Reports (Alexander)

- i. Computing Services Report: Smith will invite the ITAC Chair to a future CAPR meeting to discuss a CAPR Computing Services report.
- ii. Library report: Alexander presented a draft outline for a CAPR Library Report. The Committee discussed the type of information it would like to see from the Library, including details on how the Library adjusts to changing demand for instruction/programs on campus; how its spending matches demands for growth, new enrollment, etc. Alexander will discuss this with the Library faculty and Dean and present a revised proposal at a future CAPR meeting.

c. Program Review criteria

- i. The committee plans to vote to approve program criteria at the next CAPR meeting, and tackle data after the winter break.

7. Adjournment (Austin/Curr) 3:44pm.