

California State University East Bay  
Committee on Academic Planning and Review (CAPR)  
APPROVED Meeting Minutes  
Thursday, November 3, 2016  
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, James Hershey, Howard Lei, Jason Smith (Chair), John Tan, Donna Wiley, Meiling Wu, Vanessa Yingling

Absent: Kenneth Curr, Michele Hingst, Rose Wong

Guests in Attendance: Lindsay McCrea, Mark Robinson

1. Approval of the agenda (Wiley/Alexander/passed)
2. Approval of the minutes (10/20/16) (Austin/Tan/1 abstention/passed)
3. Reports
  - a. *Report of the Chair (Smith)*. No report.
  - b. *Report of the Presidential Appointee (Hershey)*. No report.
  - c. *Report of APGS (Wiley)*. This year, the Educational Effectiveness Council will be focused on working with Colleges and Departments to refine the curriculum documents and assessment plans submitted as part of the Semester Conversion process.
  - d. *Report of Semester Conversion (McCrea)*. The time module proposals went to the Academic Senate last week for discussion. The Individual Assessment Plans (IAP) should be going live later this month. Degree Audit Reports (DAR) for programs that service 83% of undergrads are now available. The DARs will inform the IAPs to help students through the transition to semesters.
  - e. *Report of the ILO subcommittee (Smith)*. Patrick Wong has agreed to serve on the ILO subcommittee as the liaison from the College of Science.
4. Annual Report liaison assignment reminder
  - a. The list of Annual Report assignments has been updated to reflect current assignments. New CAPR members were paired with returning CAPR members to address any questions or issues that arise as part of the Annual Report review. CAPR rubrics for assigned Annual Reports should be completed by the end of Winter Quarter.
5. Action Items:
  - a. Draft 16-17 CAPR X: Resumed Five-year Review Schedule, 2017-2022
    - i. The revised Five-Year Review Schedule lists programs separately, as each degree should have its own learning outcomes and

assessment process. The committee discussed whether or not to include minors, certificates and major options, as well as academic resources that are not degree-granting (Library Services, Computing Services/Online Campus, GE, Athletics, etc.)

- ii. The Committee moved to approve the revised schedule with possible modifications based on accreditation cycles for some programs (Curr/Yingling/passed).
  - b. Draft proposal for modification guidelines for programs
    - i. The Committee discussed the addition of language to the Committee manual regarding CAPR decisions on five-year review (Continuation without Modification; Continuation with specified modifications, etc.).
6. Discussion:
- a. Annual report templates, Five-year review templates and Timelines for submission
    - i. The Committee reviewed proposed CAPR timelines for submission of Five Year Reviews; the draft document will be revised to address semester timelines (Lei). The committee discussed revising the timeline for submission of Annual Reports. At the next CAPR meeting, Alexander will propose content for potential reports from the Library and Computing Services, and Rose/Wiley will share updates/revisions to the templates.
7. Adjournment (Curr/Austin) 3:44pm.