

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, December 1, 2016
2 PM, SF 329

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

Absent: Kenneth Curr, James Hershey

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

1. Approval of the agenda (Hingst/Wu/passed)
2. Approval of the minutes (11/17/16) (Alexander/Hingst/passed)
3. Reports
 - a. *Report of the Chair (Smith)*. The revised Five-Year Review schedule (CAPR IV - <http://www.csueastbay.edu/faculty/senate/committees/capr/16-17-capr/16-17-docs/16-17-capr-4-resumed-5yr-rvw-sched.pdf>) was approved by the Academic Senate.
 - b. *Report of the Presidential Appointee (Hershey)*. No report.
 - c. *Report of APGS (Wiley)*. No report.
 - d. *Report of Semester Conversion (McCrea)*. Time Module 3 was approved by Academic Senate, and now moves to Ex Comm. The Individualized Advisement Plan (IAP) went live on November 16, 2016. There is now a student guide to the IAP on the student page of the Semester Conversion website.
 - e. *Report of the ILO subcommittee (Smith)*. The ILO subcommittee discussed whether CAPR could include some monitoring or review of ILO assessment into our program review process. The Academic Senate passed a plan for assessing the ILOs in 2014-2016 (14-15 CAPR 14 – ILO Assessment Cycle - <http://www.csueastbay.edu/faculty/senate/files/docs/capr/14-15-capr/14-15-capr-docs/14-15-capr-14-ilo-assessment-plan.pdf>). APGS is currently working on a spreadsheet that will keep track of which programs are assessing which ILOs and when each ILO will be assessed, starting in Fall 2018. APGS is willing to take on the tracking of ILO assessment, and the ILO subcommittee will do the assessment work.
4. Annual Report liaison assignment reminder

- a. The list of Annual Report assignments has been updated to reflect current assignments (<http://www.csueastbay.edu/faculty/senate/files/docs/capr/16-17-capr/docs/liaison-reminder-12-1-16.pdf>). CAPR rubrics for assigned Annual Reports should be completed by the end of Winter Quarter. Smith will email Department Chairs for outstanding annual reports.
- b. Five year reviews: Smith will invite Engineering to present and Meiling Wu will bring the AGES report to CAPR meetings in the Winter Quarter.

5. Action Items:

- a. Academic Program Review Procedures continuance/discontinuance edits final look
 - i. Motion to approve (Wiley/Wu/passed).
 - ii. Discussion: The Committee suggested edits to the formatting of the document, and approved the document without substantive content changes.
- b. Request for discontinuance of 6 KIN options (look for the CAPR 12/1/16 agenda in Curriculog)
 - i. CAPR recommended discontinuance (Hingst/Tan/passed).
- c. CAPR Timeline (Lei)
 - i. The Committee discussed the best timing for Five-Year Review deadlines. The Committee also adjusted wording and dates for the different steps on the timeline. The plan is to make the new timeline effective Fall 2018, to coincide with semester conversion. The Committee thanked Howard Lei for his work revising the timeline.
 - ii. The committee discussed the workload for CAPR members with Five-Year Reviews and the possibility of requesting additional members for CAPR.

6. Discussion:

- a. Computing Services / Library Reports
 - i. Smith will invite Andrew Chair (Chair of ITAC) to attend an upcoming CAPR Meeting.
 - ii. Alexander met with John Wenzler (Dean of Libraries) to discuss CAPR's feedback re: a Library Services report for CAPR. Alexander will discuss CAPR's feedback with the Library Faculty at the first faculty meeting of the Winter Quarter, and then develop a revised proposal for a future CAPR meeting.

7. Adjournment 3:39pm.