

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, February 16, 2017
2 PM, SF 329

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

Absent: Jason Smith, James Hershey, Lindsey McCrae, Kenneth Curr, Joe Brandao (ASI)

Guests in Attendance: Mark Robinson, Sophie Rollins

1. Approval of the agenda (Wu/Hingst/passed)
2. Approval of the minutes (2/2/17) (Wu/Tan/passed)
Discussion: Approval with correction(s).
3. Reports
 - a. Report of the Chair (*Smith*). No report.
Discussion: Review Academic Programs and Procedures document in advance of next meeting.
 - b. Report of the Presidential Appointee (*Hershey*). No Report
 - c. Report of APGS (*Wiley*). No Report
 - d. Report of Semester Conversion (*McCrea*). No Report
 - e. Report of the ILO subcommittee (*Smith*). No Report
4. Annual Reports
 - a. Liaison assignment [reminder](#)
Liaisons encouraged to submit rubrics as soon as possible. Submit three business days before CAPR meeting in order to have it placed on the agenda. Rubrics can be submitted as consent-agenda items, unless if there is something CAPR liaison wants to discuss in regards to the rubric. Let Sophie Rollins know if rubric should be a consent-agenda item, or if discussion is needed during CAPR meetings. There will be a redistribution of liaison assignments so that all degree programs for the Business department can be assigned to a single liaison.
5. Business Items: (courses listed available in [Curriculog](#)):
 - a. Discontinuance request: Geography, B.A.
Approval of discontinuance request (Wu/Tan/passed)
Discussion: Nine students currently in the B.A. program. Current students will be able to finish with Geography B.A. No new students admitted to Geography B.A. program.

- b. Discontinuance request: Interdisciplinary Language, Literature, and Writing Studies Option, English, B.A.
Postponement of discontinuance request (Wu/Austin/passed)
Discussion: 12 students in the option. Program will accommodate students in the option. Affects interdisciplinary collaboration with MLL department. Would like additional time to determine the extent of the affect.
- c. [Computer](#) and [Industrial](#) Engineering 15-16 Five Year Review CAPR visit (Dr. Saeid Motavalli, 2:45pm time certain)

Computer engineering: Achieved 1st-time external accreditation (from ABET) until September 30th, 2022. One concern from ABET was for potential lack of sufficient faculty numbers. Program received new lab space, called "Electronics Lab". Minimum of 180-unit requirement can not be met due to accreditation requirements for minimum numbers of math and science units. Assessment of program based on 11 learning outcomes specified by ABET. These learning outcomes are the same for every engineering program. Rubrics address every statement in the outcome. Corrective actions taken for outcomes where students do not meet threshold. Direct and indirect assessment instruments used. Discrepancy between number of units in catalogues due to difficulty in unit counting due to double-counting of courses for major and GE requirements. Plans to grow program: ENGR 1011 used as a recruitment tool, and visits to community colleges.

Industrial engineering: Achieved external accreditation (from ABET) until September 30th, 2018. A request to initiate a reaccreditation report evaluation has been submitted, and a report describing actions to correct weakness involving senior design projects to be submitted by June 30th, 2017. Minimum of 180-unit requirement can not be met due to accreditation requirements for minimum numbers of math and science units. Assessment of program based on the 11 learning outcomes specified by ABET. Direct and indirect assessment instruments used. Industrial engineering curriculum will be improved through semester conversion. Renovation of SC-S247 lab to accommodate more students and foster better working environment. Plans to grow program: Recruitment via connections with community colleges.

Discussion of review and plan:

Better way to support students who have difficulty with math requirements? Ideal for students to be calculus-ready by the time they enter their freshman year, so that they can graduate in a timely manner. Better advising needed for incoming freshman students, so that the courses/units they take during freshman year are more aligned with

requirements of engineering programs. Otherwise, students in danger of having to take extra courses beyond unit requirements. Having additional faculty would be helpful to supplement expertise of current faculty, and in the event of any retirements of current faculty. CAPR liason requesting additional information from engineering programs.

6. Discussion
 - a. Data possibilities. No discussion.
7. Adjournment (Yingling/Tan) time.