

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

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

Absent: Joe Brandao (ASI), Donna Wiley

Guests in Attendance: Mark Robinson, Sophie Rollins

1. Approval of the agenda (Curr/Alexander/passed)
2. Approval of the minutes (1/19/17) (Curr/Wu/passed)
3. Reports
 - a. Report of the Chair (*Smith*). The Executive Committee referred CAPR V back to CAPR. Smith will make the suggested revisions. Smith requested that all committee members review the Academic Program Review document prior to the first CAPR meeting in March to identify additional revisions.
 - b. Report of the Presidential Appointee (*Hershey*). The Chancellor's Office sent information about requirements for program majors, minors and concentrations, which was shared with Smith. IRADS is currently working on data for tenure-track hiring requests that is similar to the data CAPR is developing for program review.
 - c. Report of APGS (*Wiley*). No report.
 - d. Report of Semester Conversion (*Smith*). The Faculty Development Subcommittee will be hosting a training session next week titled "Teach Smarter, Not Harder." It will cover topics such as time management and how to design classes for 15 weeks. The next Semester Conversion Steering Committee meeting is February 10th.
 - e. Report of the ILO subcommittee (*Smith*). No report.
4. Annual Reports
 - a. Liaison assignment reminder
 - i. Smith asked committee members to begin submitting annual report rubrics.
5. Action Items:

- a. Draft [16-17 CAPR 7](#): Suggested changes to submission timelines in the Academic Program Review Procedures document. Motion to approve with discussed revisions (Curr/Wu/passed).

6. Discussion

- a. Data

- i. The committee discussed the draft program course data and APR summary data reports. Questions arose about the race/ethnicity and non-resident alien categories. The Committee also discussed disaggregating race/ethnicity data, first language reporting, and gender categories. The Committee requested FTEF information for tenure track faculty and lecturers, as well as faculty headcount by classification.

- b. 16-17 CAPR V: Referred back to the committee by ExComm

- i. The Committee discussed this item as part of the Chair's report.

7. Adjournment (Curr/Austin) time. 3:30pm.