

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

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

Absent: James Hershey, Meiling Wu, Vanessa Yingling

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

1. Approval of the agenda (Hingst/Alexander/passed)
2. Approval of the minutes (2/16/17) (Wiley/Hingst/passed, 1 abstention)
3. Reports
 - a. Report of the Chair (*Smith*). Executive Committee has requested revisions to CAPR 5. CAPR will work to revise the entire Academic Program Review Procedures document in Spring Quarter, with each member responsible for reviewing sections (as assigned by Smith).
 - b. Report of the Presidential Appointee (*Hershey*). No report.
 - c. Report of APGS (*Wiley*). Semester conversion curriculum approval is continuing. The Educational Effectiveness Council is working with programs to refine program learning outcomes and assessment plans, as well as clarify which program learning outcomes align with our institutional learning outcomes. The ILO Committee will be discussing how to best assess our institutional learning outcomes (continuing to use Blackboard Outcomes, taking a centralized vs. decentralized approach, etc.) Wiley will discuss the various assessment options with the ILO subcommittee.
 - d. Report of Semester Conversion (*McCrea*). Faculty advisors who have not received the IAP training should contact Michelle Hingst to attend or arrange a training. IAPs aren't required but are highly recommended for students who would like to graduate in a timely fashion. The deadline to submit equivalencies and/or prerequisites is at the end of the Winter quarter (to Sarah Aubert).
 - e. Report of the ILO subcommittee (*Smith*). No report.
4. Annual Reports
 - a. Liaison assignment [reminder](#)

5. [Information Item](#)
 - a. Prefix Request for Liberal Studies
 - i. This request is going to the Senate, and was shared for our information.

6. Consent Calendar
 - a. 15-16 Criminal Justice annual report rubric (Lei)
 - b. b. 15-16 Statistics and Biostatistics annual report rubric (Tan)
 - c. c. 15-16 Sociology & Social Services annual report rubric (Tan)
 - d. d. 15-16 Multiple and Single Subject Teaching Credential Programs annual report rubric (Tan)
 - e. Motion to approve all four rubrics (Curr/Alexander, passed). No discussion.

7. Business Items: (courses listed available in [Curriculog](#)):
 - a. Department name change request:
 - i. Department of Communicative Sciences and Disorders to Department of Speech, Language, and Hearing Sciences
 - ii. Motion to approve (Wiley/Hingst/passed).
 - iii. Discussion: This department is currently titled Communicative Sciences and Disorders, but there is often confusion with the Communication Department. Full proposal is in Curriculog.

8. Discussion
 - a. Pilot program approval conversion process.
 - i. The Master of Science in Accountancy was a pilot program launched in 2013, so to continue it needs to be converted to a regular program by 2018. This will require a thorough program evaluation including an external reviewer with an on-site visit, which is similar to a CAPR program review process. The Committee discussed having the program submit what is required for a program with external accreditation plus the Chancellor's office template/report.
 - ii. Motion to accept the MS in Accountancy self-study - the format for external accreditation plus the Chancellor's office template/report (Curr/Hingst, passed).

9. Adjournment (Curr/Tan) 2:44pm.