

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, April 20, 2017
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Duke Austin, Kenneth Curr, Michele Hingst, Jason Smith (Chair) John Tan, Rose Wong, Meiling Wu

Absent: James Hershey, Howard Lei, Donna Wiley, Vanessa Yingling

Guests in Attendance: Eric Fricke, Lindsay McCrea, Mark Robinson, Sophie Rollins, Julie Stein

1. Approval of the agenda (Alexander/Hingst, passed)
2. Approval of the minutes (4/6/17) (Tan/Austin, passed)
3. Reports
 - a. Report of the Chair (*Smith*). Smith met with Provost Inch about the Provost's visit to a future CAPR meeting. They discussed revisions to our Program Review Procedures document. The plan is to work towards merging the program review and tenure track hiring requests processes. The data requests for each process are very similar. There are plans to create program "factbooks" like those that are available at Sacramento State ([link](#)).
 - b. Report of the Presidential Appointee (*Hershey*). No report.
 - c. Report of APGS (*Wiley*). No report.
 - d. Report of Semester Conversion (*McCrea*). The Semester Conversion Steering Committee met last week, and is looking over the charges of all subcommittees. Summer Chairs will be receiving information about advising. All departments should get trained on IAPs.
 - e. Report of the ILO subcommittee (*Smith/Stein*). The ILO Subcommittee is currently working on assessing student work with the pilot Diversity rubric, as well as creating a five-year plan for institutional-level assessment. The ILO Subcommittee is discussing what information might be included in Annual Reports and Five Year Reviews related to ILO assessment; as well as where the ILO assessment work will happen (in the ILO subcommittee, CAPR, programs, etc.)
4. Consent Calendar – Motion to Accept (Wu/Hingst, passed)
 - a. Wong:
 - i. 15-16 BSBA rubric
 - ii. 15-16 MBA rubric
 - iii. 15-16 MS Analytics rubric

- iv. 15-16 MS Accountancy rubric
 - v. 15-16 Econ BA rubric
 - vi. 15-16 Econ MA rubric
 - b. Lei:
 - i. 15-16 Chem-Biochem rubric
 - ii. 15-16 MS Reading rubric
 - c. Alexander:
 - i. 15-16 Biological Sciences rubric
 - ii. 15-16 Ethnic Studies rubric
- 5. Annual Reports
 - a. Liaison assignment [reminder](#)
 - i. Alexander volunteered to serve as the liaison to Social Work
- 6. Business Items: (courses listed available in Curriculog):
 - a. BS in Health Science Option B - (Curr/Hingst, passed)
 - i. The Committee discussed the request to discontinue Option 5 (the pre-clinical option). With the move to semesters, students will have a core set of courses with electives.
 - b. BS in Health Science Option D – Environmental Health (Curr/Wu, passed)
 - i. This option currently has 15-20 majors. It is being moved to a concentration in Earth and Environmental Science, with Health Science providing some of the classes. This was already approved as part of the semester curriculum.
 - c. International Studies (Dept of AGES) new unit request
 - i. Motion to approve (Curr/Tan)
 - 1. The Committee discussed the proposal to move this unit to AGES.
 - ii. Motion to postpone (Wu/Hingst, passed)
 - 1. The Committee would like the Chair of AGES to visit CAPR to discuss this request. Rollins will ask Andrew Wong and David Larson to attend a future meeting of CAPR.
 - d. Discussion of the following rubrics:
 - i. 15-16 Theater Arts BA annual report and rubric in regards to "lacking of funding" (Tan)
 - 1. This rubric discussion was tabled until the next CAPR meeting.
 - ii. 15-16 Earth & Environmental Sciences annual report and rubric in regards to missing info (Lei)
 - 1. This rubric discussion was tabled until the next CAPR meeting.
 - iii. 15-16 MS Health Care Admin annual report and rubric in regards to missing assessment (Lei)
 - 1. This rubric discussion was tabled until the next CAPR meeting.

- iv. MS in Biological Science rubric (Alexander)
 - 1. The Annual Report for the MS in Biological Science does not include assessment results. The committee discussed appropriate language to include in the evaluation rubric.
- v. Communication rubric (Alexander)
 - 1. Alexander will ask the Chair of Communication to clarify the information provided about the program's five year plan.
- vi. MS in Education, Educational Technology rubric (Alexander)
 - 1. Alexander will ask the program to resubmit their Annual Report with APR data included.
- vii. EdD in Educational Leadership rubric (Alexander)
 - 1. Alexander will contact the chair for clarification regarding the program's plan for producing assessment results.
- e. MS Accountancy, Nancy Mangold, Chair of Accounting
 - i. Motion to approve the pilot conversion request (Curr/Hingst, passed)
 - 1. Discussion: Accounting was approved as a pilot program, the only pilot program ever at Cal State East Bay. The program has invited an external reviewer to campus (from CSU Fullerton), and will receive the reviewers report shortly after her visit. Two documents were submitted to CAPR – the Chancellor's Office report as well as the five-year review document. The five-year review document includes the program's new assessment plan.
 - ii. Motion to approve the program's Five Year Review (Austin/Tan, passed)
 - 1. Discussion: The program wasn't included in the College of Business and Economics last five-year review because the program was new.
- f. Academic Program Review policy in Google Team Drive
 - i. The committee discussed revisions to the Academic Program Review Procedures document, including: making changes to require each program to submit the "factbook" data that is being developed, moving the submission date and review for the Annual Reports so that all evaluation is done during the fall quarter, and what to do with non-degree resources. The document templates will be revised and the memos and flowcharts in the document will be removed to streamline the document on the essentials of what needs to be done for Annual Reports and Five-Year Program Reviews.
- g. Data discussion

7. Adjournment 3:55pm