

California State University East Bay  
Committee on Academic Planning and Review (CAPR)  
APPROVED Meeting Minutes  
Thursday, April 6, 2017  
2 PM, SF 329

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

Absent: Michele Hingst, James Hershey, Meiling Wu, Vanessa Yingling

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

1. Approval of the agenda (Austin/Alexander, passed)
2. Approval of the minutes (3/2/17) (Austin/Wiley, passed)
3. Reports
  - a. Report of the Chair (*Smith*). Provost Inch invited chairs of Senate Committees to a meeting of the Executive Committee to discuss the difficulties with scheduling for semesters. The Executive Committee appointed two faculty members from CAPR (Jason Smith) and COBRA (Paul Carpenter) to the Space Committee. All CAPR members should have received invitations to the Google Team Drive. CAPR needs to discuss our final draft of our Academic Program Review Procedures document as well as our reviews/rubrics of Annual Reports from campus programs at the next CAPR meeting on April 20<sup>th</sup>.
  - b. Report of the Presidential Appointee (*Hershey*). No report.
  - c. Report of APGS (*Wiley*). Donna Wiley will be retiring at the end of this academic year, and will return as part of the FERP program. There will be some reorganization in APGS. The Educational Effectiveness Council (EEC) is working hard to clean up all semester conversion assessment documents and have assessment plans operationalized. The members of EEC were reminded that Annual Reports from programs need to be submitted on time this year, and that the 5-year review cycle starts again next year (scheduled programs will start their self-studies next year).
  - d. Report of Semester Conversion (*McCrea*). The next Semester Conversion Steering Committee meeting is Friday, 4/14 from 12-2. The Steering Committee is looking at the structure of its subcommittees for the coming academic year. Work on the time modules continues; Chairs will begin to plug in their semester schedules. The Workload Taskforce has not yet made its recommendations, but any changes will need to be reflected in both campus-wide and departmental RTP documents.

- e. Report of the ILO subcommittee (*Smith/Stein*). The ILO Subcommittee is currently working on Diversity assessments, as well as working on the Quantitative Reasoning and Information Literacy rubrics.
4. Annual Reports
- a. Liaison assignment [reminder](#)
    - i. Committee members are asked to turn in their Annual Report rubrics by Friday, April 14<sup>th</sup>. Please alert Rollins if the Annual Report rubric needs to be discussed (default will be consent agenda items).
5. Business Items: (courses listed available in [Curriculog](#)):
- a. Draft ILO Written Communication Rubric (Julie Stein for Sarah Nielsen, 2:30 time certain)
    - i. Motion to approve (Curr/Alexander, passed)
      - 1. Discussion: The ILO Subcommittee is requesting university-wide adoption of the Written Communication rubric. The rubric was developed and piloted by faculty. The rubric is part of the campus' long-term assessment plan, and is aligned with our Institutional Learning Outcomes. A Faculty Learning Community (with faculty from all colleges) developed the rubric and the rubric was piloted in 2014-2015. Based on the pilot results, the ILO subcommittee made changes to the rubric and then piloted it again. The ILO subcommittee passed the rubric in Fall 2016. Upon approval, it would become a formal part of the campus assessment plan and part of the rubrics library. The ILO Subcommittee is updating the long-term assessment plan this academic year. CAPR will be reviewing/adjusting and vote to approve that plan in Fall 2017.
  - b. Discontinuance request: Interdisciplinary Language, Literature, and Writing Studies Option, English B.A.
    - i. Motion to approve (Wiley/Alexander, passed)
    - ii. Discussion: There are not many students in this option. This is different from the other discontinuance requested earlier this year.
  - c. Discussion of Theater Arts BA 2015-2016, annual report in regards to "lacking of funding" rubric (John Tan)
    - i. The committee discussed the funding issues brought up in the Theater Arts annual report. Smith suggested that CAPR invite a representative from Theater Arts to attend an upcoming CAPR meeting to discuss these issues.

- d. Discussion of CAPR policy manual revisions (Jason Smith) / Academic Program Review policy work (in Google Team Drive)
    - i. Wiley and Smith will edit the existing document and committee members will review changes prior to the CAPR meeting on April 20<sup>th</sup>.
  - e. External Reviewer Policy Discussion
    - i. The Committee discussed the need to include information about the selection, approval and payment of external reviewers in our Annual Program Review Procedures document. Wiley shared a previous document that was shared with Department Chairs regarding this process.
  - f. Data discussion
    - i. The Committee had a brief discussion about the data the Committee would like to see submitted with Annual and 5-Year reviews. Will revisit at future meeting.
6. Adjournment (Tan/Curr) 3:17 pm.