

California State University East Bay
Committee on Academic Planning and Review (CAPR)
APPROVED Meeting Minutes
Thursday, May 18, 2017
2 PM, SF 329

Members in Attendance: Stephanie Alexander (Secretary), Kenneth Curr, James Hershey, Howard Lei, Jason Smith (Chair) John Tan, Rose Wong, Donna Wiley, Meiling Wu

Absent: Duke Austin, Michele Hingst, Vanessa Yingling

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

1. Approval of the agenda (Curr/Tan, approved with additions of Wu rubrics and discussion of the Annual report template)
2. Approval of the minutes (5/4/17) (Curr/Tan, approved with date correction)
3. Reports
 - a. Report of the Chair (*Smith*). The Academic Senate did not waive the first reading of CAPR 8 at their meeting on May 17th, so it will be discussed again on May 31st. CAPR will hold its organizing meeting with new and continuing members on May 25th to elect a Chair and Secretary. Smith attended a recent Space Advisory Committee meeting, and the committee began the discussion of space rebalancing and how space may be included in annual reports.
 - b. Report of the Presidential Appointee (*Hershey*). Hershey will be working with Associate Provost and CAPR members on the program review data in the summer.
 - c. Report of APGS (*Wiley*). Wiley will be working with graduate programs on their assessment processes once she enters the FERP program. Maureen Scharberg is taking over all APGS duties.
 - d. Report of Semester Conversion (*McCrea*). The Semester Conversion Steering Committee is hosting a meeting with guests from other CSU campuses on Wednesday, May 24th. There will be semester conversion activities happening over the summer including orientation for students and advising. Faculty should be prepared to send students to AACE and the College Advising Centers, so that students can get answers to their questions about semester conversion.
 - e. Report of the ILO subcommittee (*Smith*). The pilot for the Diversity Rubric is complete. The ILO Subcommittee is working on plan to assess all ILOs.
4. Business items:
 - a. Discussion of the following rubrics:

- i. 15-16 Earth & Environmental Sciences annual report and rubric in regards to missing info (Lei)
 - 1. Motion to accept (Wu/Tan, accepted)
 - ii. 15-16 MS Health Care Admin annual report and rubric in regards to missing assessment (Lei)
 - 1. Motion to accept (Wiley/Wu, accepted)
 - 2. Wiley will reach out to them to discuss their assessment plan.
 - iii. 15-16 Theater Arts BA annual report and rubric in regards to "lacking of funding" (Tan)
 - 1. Motion to accept (Tan/Curr, accepted)
 - 2. Rubric includes information regarding the invitation for the department to attend a CAPR meeting.
 - iv. Yingling rubrics
 - 1. Motion to accept [Computer Network MS, Computer Science BS, Computer Science MS, Health Sciences BS, Special Education] (Wiley/Wu, accepted)
 - 2. Motion to accept [Public Administration] (Tan/Alexander, accepted);
 - a. Wiley will reach out to Public Administration to discuss their assessment process.
 - v. Alexander rubrics:
 - 1. Motion to accept [Biological Science MS, Social Work] (Wiley/Wu, accepted with revision to Social Work)
 - vi. Wu rubrics:
 - 1. Engineering – Computer Engineering BS, Industrial Engineering BS, Engineering Management MS (accredited);
 - 2. Construction Management BS & MS
 - 3. History BA, MA
 - 4. Discussion
 - a. The rubrics need to be split apart by program; Wu will split apart and resubmit.
- b. Draft CAPR report for Industrial Engineering Five-year Review (Hingst)
 - i. Motion to accept (Curr/Alexander, accepted)
 - ii. Discussion: Recommended to continue without modification, this is an accredited program.
- c. Draft ILO Diversity Rubric (Julie Stein)
 - i. Motion to approve (Curr/Tan, approved)
 - ii. Discussion
 - 1. The Diversity Rubric development followed the same as the Written Communication Rubric. The Diversity Rubric was developed and piloted by faculty. The Rubric has been piloted and revised over the past couple of years.
- d. Annual report template

- i. The Committee discussed suggestions for revision to the Annual Report template.

5. Adjournment (4:00pm)