

California State University East Bay
Committee on Academic Planning and Review (CAPR)
AMENDED Meeting Minutes
Thursday, May 4, 2017
2 PM, SF 329

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

Absent: James Hershey, Vanessa Yingling

Guests in Attendance: Dennis Chester, Lindsay McCrea, Mark Robinson, Sophie Rollins, Andrew Wong

1. Approval of the agenda (Hingst/Austin, passed as amended)
2. Approval of the minutes ([4/20/17](#)) (Hingst/Wu, passed, 1 abstention)
3. Reports
 - a. Report of the Chair (*Smith + Guest: Provost Inch*).
 - i. Smith updated the committee on the potential expansion of CAPR membership; a subcommittee can be appointed without having to do a bylaw revision. The committee will discuss this possibility at the next CAPR meeting. Smith presented the committee's work revising the program review process.
 - ii. Provost Inch discussed shifts in decision making within the CSU. In the past, the goal has been growth, but that is changing. Focus is now on increasing student success through a variety of measures, including (but not limited to): hiring tenure-line faculty, increasing class offerings to reduce bottlenecks, and supporting interventions in advising and supplemental instruction. The campus is working to figure out the most transparent process for allocating resources. The Academic Affairs Budget Advisory Committee is charged with maintaining consistency in allocating resources. This past year, the data that was used to inform faculty and space assignments was: examining the areas that needed investment (growing majors, high FTE demands, student/faculty ratios), assessing how resources were used to retain students (example: High Impact Practices like student research, service learning), and how programs performed in terms of retaining/graduating students.
 - iii. The committee discussed a variety of topics with Provost Inch, including: impaction, program data, how student success is

defined by program, and external reviewers for program reviews.

The committee thanked Provost Inch for attending.

- b. Report of the Presidential Appointee (*Hershey*). No report.
 - c. Report of APGS (*Wiley*). The goal is to finish with the Semester Conversion Curriculum changes by the end of this quarter.
 - d. Report of Semester Conversion (*McCrea*). There will be a Semester Conversion event held on May 24 between 12-4. Three visitors will come from CSULA to share their experience with their first year on semesters. This meeting will be open to all faculty and advisors. A formal announcement with location information is forthcoming. The Semester Conversion Steering Committee meeting next Friday, 12-2.
 - e. Report of the ILO subcommittee (*Smith*). The subcommittee met last week and discussed the results of the Diversity rubric pilot. The Written Communication rubric went to the Senate for approval. The subcommittee is working on a five-year assessment plan for all ILOs.
4. Consent Calendar: Motion to approve (Alexander/Wu, passed)
- a. 15-16 Physics rubric (Austin)
 - b. 15-16 Psychology rubric (Austin)
 - c. 15-16 Liberal Studies rubric (Austin)
 - d. 15-16 International Studies rubric (Austin)
 - e. 15-16 Teacher Ed Curric & ECE rubric (Austin)
5. Annual Reports:
- a. Liaison assignment reminder
6. Business items (courses listed available in Curriculog):
- a. International Studies (Dept of AGES) new unit request (Guests: Dr. Andrew Wong/Dr. Dennis Chester)
 - i. The committee discussed the questions raised at the last CAPR meeting regarding the request to move International Studies to AGES. International Studies is currently in AGES (and has been for the last three years). It has not been formally separated from Political Science. The desire is to have International Studies formally housed in AGES so that it can use the administrative support available from AGES.
 - ii. Motion to approve request (Wu/Curr, passed).
 - b. Academic Program Review Procedures latest edits
 - i. Motion to accept all suggested changes (Hingst/Wiley, passed)
 1. The Committee read through and suggested changes to the document.
 - c. Discussion of the following rubrics:
 - i. 15-16 Theater Arts BA annual report and rubric in regards to "lacking of funding" (Tan)
 1. Tabled until next CAPR meeting
 - ii. 15-16 Earth & Environmental Sciences annual report and rubric in regards to missing info (Lei)

1. Tabled until next CAPR meeting
 - iii. 15-16 MS Health Care Admin annual report and rubric in regards to missing assessment (Lei)
 1. Tabled until next CAPR meeting
 - d. Data discussion
 - i. Tabled until next CAPR meeting
7. Adjournment (Hingst/Curr) 3:52pm