COMMITTEE ON ACADEMIC PLANNING AND REVIEW

17-18 CAPR 6
May 17, 2018

TO:	The Academic Senate
FROM:	Jason Smith, Chair of the Committee on Academic Planning Review (CAPR)
SUBJECT:	17-18 CAPR 6: Summary of Program Annual Report Findings
PURPOSE:	For information to the Academic Senate
ACTION REQUESTED:	That the Academic Senate review CAPR's findings and make recommendations as suggested in the document

BACKGROUND INFORMATION:

Given the importance of the annual reports, CAPR is providing this overview of the submitted reports. Below, find a description of our findings and analysis of what makes an effective report.

Summary of Annual Reports

Programs raised concerns about the quality and type of data available for their use. These concerns included missing program data, missing FERP data, etc. It is clear that on-going issues with data are of concern for the programs at Cal State East Bay.

Overall, most programs submitted strong annual reports with no major issues in program assessment. A strong annual report is one that provides well-supported responses to the Annual Report questions that are linked to resource requests and that demonstrate a robust assessment process integrated into the programs' management. Rigor of analysis and a connection to the programs' five year plans are particularly indicative of strong reports.

Strong annual reports also make evidence-based claims and requests understandable in an academic context. These requests are linked to program goals and to the effectiveness of the program. Additionally, strong annual reports are substantive and clearly written, supporting the overall request made by the program. These reports are able to provide a thorough and nuanced analysis of data and their limitations.

CAPR also notes that the current annual report rubric has not been updated and encourages CAPR to do so in the next academic year.

CAPR also recommends that Cal State East Bay employ a train-the-trainer model or Chair mentorship program in addition to sending Chairs to the annual Chancellor's Office training.

CAPR also recommends that the future CAPR emphasize the role of department liaisons and in supporting Department Chairs in writing these reports and that these liaisons be appropriately trained by CAPR.

Programs requested 35 tenure track faculty for the next hiring cycle. In addition to the tenure-track hiring requests, programs most often requested additional tenure-track office space, flexible classrooms, and lab facilities. These were the most common requests.[1]

Programs are required to report their GE assessment activities. There were no GE assessment activities reported by programs.

Recommendations

1. That the Senate continue to monitor the offices providing data and ensure that on-going data improvements continue.
2. That the Senate recommend that a comprehensive audit of office space in the colleges, academic affairs, and other divisions be undertaken by March 1, 2019 and that office spaces be adjusted if necessary to ensure sufficient offices for tenure-track faculty by the end of the Spring 2019 term.
3. That the Senate recommend additional training for department chairs to support their work.
4. That the Faculty Affairs Committee be tasked with reviewing Senate policies, e.g. RTP and Periodic Review of Temporary Faculty, for the possibility of including participation in assessment work as a particular and important type of university service.

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[1] Refer to submitted program reports for detail.