

APPROVED Minutes – Committee on Academic Planning and Review (CAPR)

Thursday, January 4, 2018 2:05 PM – 3:32 PM, SF 329

Attendees: Duke Austin, John Tan, Lana Wood, Michele Korb, Jason Smith, Cherie Randolph, Dawna Komorosky, Maureen Scharberg, David Fencsik, Rose Wong

Guests: Donny Wiley, Julie Stein, Caron Inouye,

Academic Senate Office: Sophie Rollins, Mark Robinson

Minutes

1. Approval of the agenda

Motion: David Fencsik, 2nd Dawna Komorosky
Approved

2. Approval of 11/16/17 draft minutes

Motion: Dawna Komorosky, 2nd Michele Korb
Approved

3. Reports

a. Report of the Chair

Awaiting Presidential appointee committee member from President's Office.

b. Report of the Presidential appointee

No report

c. Report of APGS

Reviewed 5 year external review paperwork for all departments except computer science and math. Compensation approved for up to \$1000 of travel costs and \$1000 stipend. Add Masters in Interdisciplinary Studies and Academic Program review procedures on 1/19/18 CAPR meeting agenda

d. Report of Semester Conversion

Everything going well and on schedule for Fall 2018. All can attend Academic Senate meeting on January 12th at 12pm in UU for an update.

4. Liaison appointment reminder

All liaisons should have reached out to assigned programs to offer assistance. Inquire on status of self-study and notify departments that you are point of contact.

5. Business:

- a. Draft 17-18 CAPR 5 Program Discontinuance Policy

Postpone to next meeting.

- b. 17-18 CAPR 6 CAPR Summary of Program Annual Report Findings

Goal: Look for trends; summarize and send to Executive Committee and Academic Senate. Notable trends identified: data (missing and/or misinterpreted), self support data missing, focus on training department chairs. Need to create a rubric/guidelines for analysis of annual reports. TT Hires is for 18-19 academic year (some departments might not have identified this need in report). Jason and Maureen will draft summary report of findings for submission.

- c. DRAFT 17-18 CAPR 7 Cal State East Bay Assessment Framework

- i. 17-18 CAPR 8 Institutional Learning Objectives Assessment Plan
ii. 17-18 CAPR 9 General Education Assessment Plan

Need to draft a document with framework on how assessment takes place at East Bay. Many departments do not assess GE courses in annual/program reviews. Need to create goals for assessment: inform practice, student success, areas of improvement in departments/programs. PLO and ILO need to be included in syllabi and program management. Make a recommendation to Academic Senate to put in RTP? Michele Korb and Julie Stein will make revisions to this policy. CAPR members review 17 – 18 CAPR 8 prior to next meeting for discussion. Caron Inouye working on draft for 17-18 CAPR 9.

- d. 16-17 CAPR 17: 2015-2016 Five Year Program Review for Industrial Engineering

Findings: Continue on probation until 2021 at which time a 5 year plan is due.

- e. 17-18 CIC 26: Request for New Undergraduate Concentrations in the BS Hospitality and Tourism

Motion: David Fencsik, 2nd Michele Korb
Reviewed and approved.

6. Adjournment

Motion: Dawna Komorosky, 2nd John Tan
3:32 PM