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 to 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