

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

Thursday, October 12, 2017 2:00 PM – 3:30 PM, SF 328

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

Note: Donna Wiley (in lieu of Maureen Scharberg)

Guest: Julie Stein, Academic Programs and Services

**Minutes**

1. Introductions
2. Approval of the agenda  
Motion: Duke Austin, 2<sup>nd</sup> David Fencsik  
Approved
3. Reports
  - a. Report of the Chair  
Review the purpose of the committee – review academic programs and assess resources available
  - b. Report of the Presidential appointee  
No report
  - c. Report of APS  
No report
  - d. Report of Semester Conversion  
No report
4. Appointments
  - a. ILO Subcommittee
    - i. Balaraman Rajan, CBE (17-18)
    - ii. Sarah Nielsen, CLASS (17-18)
    - iii. Martin Castillo, Co-Curricular Program
    - iv. Patrick Huang, CSCI (17-18)
    - v. Caron Inouye, GE (17-18)
    - vi. Sandy Luong, CBE (17-18)
    - vii. Sharon Radcliff, LIB (17-18)
    - viii. Jason Smith, CAPR Chair (17-18)

- ix. Julie Stein, Educational Effectiveness Project Manager
- x. Nancy White, CEAS (17-18)
- xi. Jen Nguyen (SCAA)

Purpose of the committee is to provide learning outcome pilot tests to measure and feedback on program assessment; outlines how university is doing in respective programs.

Motion: Duke Austin, 2<sup>nd</sup> Lana Wood  
Approved

#### 5. CAPR Liaison Introduction

- a. Liaison report resources
- b. Buddy system (one second year CAPR member paired to a first year)
- c. Assignments needed

Reviewed homepage - Documents for CAPR Liaison Use

<http://www.csueastbay.edu/faculty/senate/committees/capr/index-capr.html>

Jason/Sophie will assign new/old CAPR members for buddy system; upon assignment the pairs will review/complete liaison reports and report back to CAPR committee

#### 6. Action Items:

- a. [16-17 CAPR 16](#): AGES merger/new unit request

Motion: Lana Wood, 2<sup>nd</sup> Donna Komorosky  
Approved

- b. Nursing and Health Sciences (*in [Curriculog](#); 3:00pm time certain; reviewed and accepted as information by CIC on 10/2/17*):

- i. Dissolution of the Department of Nursing and Health Sciences
- ii. Formation of the Department of Nursing
- iii. Formation of the Department of Health Sciences

Motion: Lana Wood, 2<sup>nd</sup> David Fencsik  
Approved

- c. [16-17 CAPR 16](#): AGES merger/new unit request (*reviewed and accepted as information by CIC on 10/2/17*)  
Duplicate to Agenda Item 6a
  - d. [16-17 CAPR 17](#): 2015-2016 Five-Year Program Review for Industrial Engineering  
Motion: John Tan, 2<sup>nd</sup> Duke Austin  
Approved
  - e. [16-17 CAPR 18](#): Request for University Adoption of Institutional Learning Outcome (ILO) Diversity Measurement Rubric  
Motion: John Tan, 2<sup>nd</sup> Lana Wood  
Approved
  - f. Department Name Change: Department of Philosophy and Religious Studies (*in [Curriculog](#); reviewed and accepted as information by CIC on 10/2/17*)  
Motion: David Fencsik, 2<sup>nd</sup> John Tan  
Approved
  - g. Five year review [schedule](#) (review and approve)  
Table to next meeting
7. Discussion Items:
- a. CAPR Policies and Procedures [document](#); changes or updates?  
Incorrect title for Dean of Academic Programs and Services; document needs to be updated; CAPR committee will review
  - b. Nursing 5-year review scheduled review date  
Table to next meeting
  - c. Temporary Suspension [Policy](#) (needs updating for semesters)  
Assigned to Duke for updates
  - d. Program Discontinuance Policy; CAPR or CIC needs to develop  
Assigned to Cherie for updates
  - e. Five-year Program Review Flowchart for CAPR Liaisons [document](#) (needs updating for semesters)

Assigned to Jason for updates

f. Data Discussion (Added to agenda)

Data for program reports missing most recent numbers; not reflective of individual programs within a department; liaisons need to encourage departments to outline needs in department narratives; need a better breakdown of student demographics; include data for part-time students

8. Adjournment

Motion: David Fencsik, 2<sup>nd</sup> Donna Komorosky  
3:30 PM