

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

Thursday, November 16, 2017 2:02 PM – 3:26 PM, SF 329

Attendees: Duke Austin, John Tan, Lana Wood, Michele Korb, Jason Smith, Cherie Randolph, Nidhi Khosla, Dawna Komorosky

Guests: Donny Wiley (in lieu of Maureen Scharberg), Eric Engdahl – Teacher Education

Academic Senate Office: Sophie Rollins

**Minutes**

1. Approval of the agenda

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

2. Approval of 11/02/17 draft minutes

Motion: Lana Wood, 2<sup>nd</sup> Duke Austin  
Correction: 6d. Library review at college level not program review (Sophie Rollins will make correction)  
Approved with correction

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

No report

d. Report of Semester Conversion

Everything going well and on schedule for Fall 2018.

4. Liaison appointment reminder

All liaisons should have reached out to assigned programs to offer assistance. Some annual reports not submitted as of date. Current rubric is not designed for nonacademic units under review. Jason Smith will research how to proceed with these departments. Donna Wiley will write up a review on data available.

5. Business:

a. Draft Program Discontinuance Policy

Missing information on policy and goals. Cherie Randolph will review and make revisions, add to current CAPR policies and procedures and consult with Donna Wiley.

6. Discussion Items:

a. Credential Programs and Program Review (*Dr. Eric Engdahl of Teacher Education, 2:05pm time certain*)

Currently not reviewed. Cohort model, one year program, but does not offer degrees for candidates. Credential program follow guidelines based on CTC. 14 FTE in Teacher Education department. Chancellors Office stipulates that program review is only required for degree programs. Currently the credential program provides annual data submission based on requirements from CTC.

Recommendation – Credential programs should be included in program review process to accommodate resources needed for the program.

b. Discussion of Annual Report Submissions

i. Liaison summaries

All programs need additional resources. Some notable summaries:

- Curriculum revisions
- Alignment with PLOs and ILOs
- Data presented correct and incorrect, misunderstanding of data, and inability to articulate need based on data
- Goals (both met and unmet) and disconnect between 5 years goals and actual

Recommendation for CAPR to provide sample annual reports (both good and bad), workshops on ways to use data for department need, and create rubrics/templates for department use. Chancellor's Office provides training for Department Chairs (make recommendation for Chairs to attend). All liaisons provide annual report feedback on spreadsheet (created by Lana Wood).

7. Adjournment

Motion: John Tan, 2<sup>nd</sup> Dawna Komorosky  
3:26 PM