Minutes

1. Approval of the agenda
   Motion: David Fencsik, 2nd John Tan
   Removed Item 6e. Presidential appointee no longer at university
   Approved

2. Approval of 10/19/17 draft minutes
   Motion: John Tan, 2nd David Fencsik
   Approved

3. Reports
   a. Report of the Chair
      Presidential appointee no longer at university. Awaiting new committee member
      from President’s Office.
   b. Report of the Presidential appointee
      No report
   c. Report of APGS
      Maureen Scharberg is available to assist with academic program review. Working
      on gathering better data for CAPR.
   d. Report of Semester Conversion
      Summer session length approval is going through academic senate for review.
      Crosswalks available. Sent through advisor listserv and available through
      Peoplesoft

4. Liaison appointment reminder
   B.S. in Math and INTL not filing extension. Reviewed pairs/assignments
5. Business:
   a. 16-17 CAPR 17: 2015-2016 Five-Year Program Review for Industrial Engineering (referred back to CAPR by Excom on 10/17/17)
      i. CAPR liaison needed to update
         Motion: David Fencsik, 2nd John Tan
         Excomm sent back to CAPR for discussion/review. Question on why the program review was approved when lacking 5 year plan. Will change to reflect approval pending subject to five year review. Duke will work on revisions.
   b. Draft 17 – 18 CAPR 3: Programs without submitted annual report
      Motion: David Fencsik, 2nd John Tan
      Sent to Senate as an informational item. Will update list with program submissions submitted by 11/3 at 5pm
   c. Postponement of Social Work Five year Review
      i. CSW postponement letter will link
         Motion: Maureen Scharberg, 2nd Lana Wood
         Approved
   d. Draft 17-18 CAPR 4: Policy on Temporary Suspension of Academic Programs
      Motion: Lana Wood, 2nd David Fencsik
      Duke Austin and Sophie Rollins made changes to formatting and language. Minor changes needed for revision. Approved pending corrections
   e. 17-18 Program Review Calendar with added Masters programs
      Motion: Duke Austin, 2nd John Tan
      Added 3 programs to 2019-20 program review calendar: Master of Arts in TESOL, Master of Science in Early Childhood Education and Master of Science in Educational Technology
   f. Information item to Senate on Program Review
      Motion: Duke Austin, 2nd John Tan
      Write summary on annual reports as an information item and not trends/common themes
6. Discussion Items:
   a. Credential Programs and Program Review
      Currently not reviewed. Not having a reviewing excludes the program from
      annual report and obtaining additional resources. Will invite department chair to a
      CAPR meeting. Maureen Scharberg will look into other credential programs EB
      offers
   b. Discussion of Annual Report Submissions
      No rubric available. CAPR members will create a rubric in the future. Next CAPR
      meeting liaisons will summarize reports and look for the following categories:
      Reports on Data/Issues with date, any analysis of data, any assessments, Goals,
      Resources requested and/or Exemplary reviews
   c. Discussion of ILO and PLO alignment requirement
      WASC requirement. Currently not happening in departments. Need to put in
      policies and procedures to align PLO with ILO. Institution has 13 ILO that fit
      within 5 core competencies for WASC. Assessment of capstone courses need to
      meet ILO. Maureen Scharberg will work on draft calendar (through ILO
      subcommittee) of ILO assessment to be included in annual report
   d. Library services and review
      Currently reports on instruction, special projects, faculty – information literacy.
      Missing other services offered by the library. Should be offered review at the
      college level? Will go through Excomm for options on reviewing this area.
   e. Data Discussion
      Table to another meeting
   f. Program Discontinuance Policy
      No policy in place. Will review draft policy from Cherie Randolph

7. Adjournment
   Motion: John Tan, 2nd Lana Wood
   3:37 PM