

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

Thursday, November 2, 2017 2:05 PM – 3:37 PM, SF 329

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

Academic Senate Office: Sophie Rollins, Mark Robinson

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