COMMITTEE ON ACADEMIC PLANNING AND REVIEW  
Thursday, February 01, 2018, 2:00 – 4:00 PM., SF 329

APPROVED Minutes

Attendees: John Tan, Lana Wood, Nidhi Khosla, Dawna Komorosky, Maureen Scharberg, David Fencsik, Michele Korb, Rose Wong  
Guests: Lindsay McCrea, Julie Stein

1. Approval of the agenda  
   John / David / approved

2. Approval of 1/18/18 draft minutes  
   Dawna / John / approved

3. Reports
   a. Report of the Chair
      • N/A
   b. Report of the Presidential appointee
      • Position Vacant
   c. Report of APS
      • Trying to confirm external reviewer for math and computer sciences
      • Diversity ILO rubric passed Academic Senate last week
      • Educational Effectiveness Council – in conversation about how to better partner with faculty development and address faculty concerns
   d. Report of Semester Conversion
      • Steering committee met and approved recommendations about university hours; forwarded to ExCom
      • Certificate program – introduced for faculty who complete 4 faculty development workshops this academic year (timeframe: Back to the Bay 2017 – June, 2018)
      • Consultants will be leaving Semester Conversion committee in April; need to continue to support students in making good choices
      • Semester Conversion will be getting a report on the budget by Debbie Chaw – will be an open meeting

4. Liaison appointment reminder
   • Reminder to continue to be in touch with your liaison assignments for the Five-Year Program Review

5. Business:
   a. 16-17 CAPR 17: 2015-2016 Five-Year Program Review for Industrial Engineering
      i. Referred back to CAPR by Excom on 1/16/18
         • Excom is requesting further changes to document; tabled for next meeting following conversations between Chair Karplus & Chair Smith
   b. DRAFT 17-18 CAPR 5 Program Discontinuance Policy
      • Document changed to move up CAPR Recommendations to their own section; addition of the discontinuance policy to the document
      • Sophie will distribute a marked-up version of the document with CAPR members via email; will conduct a vote via email
   c. DRAFT 17-18 CAPR 7 Cal State East Bay Assessment Framework
• Intention of document is to have a unified plan for academic assessment at East Bay
• Discussion of CAPR providing a more robust template and rubric for departmental assessments (annual reports; 5 year plans)
• Discussion of whether connections with accrediting bodies (esp. WASC) should be made more explicit in this document
• Document will be further edited and a revised draft will be brought back to the next meeting
d. DRAFT 17-18 CAPR 8 Institutional Learning Objectives Assessment Plan
• Document discussed with addition/edits/suggestions, including:
  o Add examples and clarity of the faculty workload and work responsibilities by faculty and staff
  o Add language for how / when the plan will be reviewed prior to when it will sunset
  o Include and clarify acronyms, e.g. EEC
• Edits will be made and document will be brought back to the next CAPR meeting
e. Discontinuance requests for Fall 2018:
  i. BS Mathematics (Applied Mathematics Option, Mathematics Teaching Option, Pure Mathematics Option)
     • Michele / Lana / approved
  ii. MS Mathematics (Applied Mathematics Option, Mathematics Teaching Option, Pure Mathematics Option)
     • Maureen / John / approved

Motion to adjourn Michele / Lana / approved

Meeting adjourned at 3:43pm