



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Thursday, October 11, 2018

TO: Members of the Committee on Academic Planning & Review (CAPR)
FROM: Michele Korb, Chair of CAPR
SUBJECT: CAPR Meeting, Thursday, October 18, 2018, 2:00 – 4:00 PM., SF 329

APPROVED MINUTES

In Attendance: David Fencsik, Caron Inouye(guest), Kevin Kaatz, Michele Korb, Cherie Randolph, Mark Robinson(guest), Maureen Scharberg, Lan Wang, Lana Wood, Fanny Yeung

1. Election of the Secretary
 - a. Eros will serve
2. Approval of the agenda
 - a. MSP (Kaatz, Wood)
3. Approval of [10/4/18](#) minutes
 - a. MSP (Fencsik, Randolph)
4. Reports
 - a. Report of the Chair
 - i. Chair attended ExCom. Excom suggested that CAPR form a subcommittee, start date TBD; Committee. approved Fall 2019; Innouye: feedback on Long Term Assessment Plan; The statement that “assessment should never be punitive” drew criticism; clarification will be made; suggestion: “it won’t affect RTP,” rather than it will not be punitive; Fencsik: should it be stated in the RTP document that the results of assessment would not reflect negatively on instructor? Innouye: it won’t be associated with a particular instructor; Innouye will bring document back to CAPR after changes are made; Korb: Do we vote? Consensus is no.
 - ii. CAPR policies need to reflect Diversity ILO; Korb will investigate with Scharberg

- iii. When we are out in colleges, solicit feedback on assessment document and ask departments to write it down and send to Korb or Scharberg; Korb will go to EEC on 11/1 to get more information; Encourage people for thoughts on CAPR process, particularly units that are externally accredited
 - iv. Our charge is: changes to policies. APS is starting. What the annual report template looks like, how do we use the data; Hopefully by the end of the AY we will have something for the senate
 - b. Report of the Presidential appointee
 - i. Yeung: feedback received on data coding and accessibility; Questions received: what should go in annual reviews?
 - ii. Korb: at ExCom: will instructors be identifiable?
 - iii. Yeung: Faculty names not listed. Faculty information, technically, is not protected and could go in data. People could figure out who taught a course.
 - iv. Korb: consider what the templates will look for with annual review and 5-yr reviews
 - v. Piloting a new name: Institutional Effectiveness and Research, instead of IR
 - c. Report of APS
 - i. Scharberg: ILO subcommittee report: approved sustainability ILO rubric for spring semester; educational effectiveness committee worked on completing training on curricular maps; 11/7 will update 5-yr assessment plans; Korb will attend November EEC meeting
 - ii. Bay Advisor: we can pull data for how many went to SCAA, etc.
 - iii. WST: 21% no-show; September was 30%.
 - iv. If it is a student's absolute last thing to graduate and they want to graduate in the spring, they still can. Should contact APS to make arrangements; The department advisors know; graduation won't be postponed. Contact Scharberg in these cases; APS is looking for funding for a boot camp during winter intercession for the WST; Tell departments that if there are special circumstances with passing WST, contact Scharberg.

5. CAPR Liaison

- a. [Liaison assignment](#) reminder
 - i. Folks have started to populate the spreadsheet; If you have questions, clarify with department, i.e. resource requests; Due date is as soon as possible; Provost wants a report by 11/1
 - ii. Question: What do we write in Data Reported/Concerns column?
Korb: FTES, resources

- iii. If it is incomplete, that can be mentioned. Mark is creating a way to remind departments that full report is due.
- iv. Kaatz - how detailed should we be, such as “a PLO is unclear.”
Scharberg: provide feedback if it seems necessary; Korb: for example if only a chart is presented, with no narrative; Some units are still doing semester conversion, so that is causing delays
- v. Kaatz - what about the reviews that have not been submitted?
Scharberg: Check to see if they did a 5-year last year. Korb: email Korb or Robinson if something is missing. Provost will be notified soon. If there is a difficulty, CAPR should know.
- vi. This impacts hires, not staffing or other resources. Or does it? What are resources?
- vii. Fencsik: What do people get out of this? Korb: Travel. Korb: We are currently reading last year’s 5-yrs. Pay attention for resource requests; Discussion of accreditation and external reviews.
- viii. Korb: For spring 5-yrs, reach out in mid-November.

6. Business Items:

a. [CAPR Policies and Procedures](#)

i. Changes or updates?

- 1. CAPR policies will be revised this year; MS: everyone should go in, look at it, and make changes; Potential problem: if a lot of changes are made, it will need to go through senate. Korb: perhaps not make a lot of changes here. Perhaps look into it next year.
- 2. Korb: next meeting: Let’s be ready to walk through document (CAPR policies and procedures) on 11/1. Kaatz: Can we leave comments? Korb: Yes. We will also spend time this semester on rubrics.

7. Discussion Items:

- a. Creation of a new rubric for Fall 2018 annual reports; raised by 17-18 chair and tabled in 17-18
- b. Timelines for Annual reports and 5 year reviews – ideas for clarity on website

8. Adjournment

- a. 3:02 PM MSP (Fencsik, Kaatz)