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; Inouye: 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? Inouye: it won’t be associated with a particular instructor; Inouye 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. Pilot 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)