

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

Thursday, Oct. 4, 2018 2-4 pm, SF 329

Attendees Michele Korb (Chair), John Eros, David Fencsik, Kevin Kaatz, Cherie Randolph, Fanny Yeung, Lana Wang, Lana Wood

Guests: Julie Stein for Maureen Scharberg (APS), Caron Inouye

Academic Senate Office: Mark Robinson

Minutes:

1. Election of Secretary
2. Approval of the agenda
Motion: John Eros, 2nd David Fencsik
Approved
3. Approval of Minutes
Motion: David Fencsik, 2nd John Eros
4. Reports
 - a. Report of Chair
Discussed the 5 Year Review; noted that if a 5-Year Review is to be done, no Annual Report is due. Discussed Liaisons in the 5-Year Review process and the responsibilities (review, ask, clarify, especially about resources).
Chair discussed going to the Educational Effectiveness Committee (EEC). Julie Stein suggested either Nov. 1 or Dec. 6 (10-11 am)
 - B. Presidential Appointee (Fanny Yeung)
All the dashboards are now out; discussion about the confusion between Options/Concentrations and it will be a year-long process to sort them out; discussion about how to direct people to the data quickly.
 - C. Report of APS
Discussion on the role of the EEC (Educational Effectiveness Committee): helps with WASC; it gets support from the Provost to help with refinement of curriculum plans, 5-Year assessment plans; liaisons will work with department Chairs.

It was agreed to move directly to 6.A and come back to 5

6. Business Items

- a. CAPR Policies and Procedures
 - i. Changes or Updates?

Julie Stein gave the reasons why the document needs to be updated: the current CAPR documents do not discuss the new long-term ILO Assessment Plan in that ILO reporting is needed; the language is refined; the Graduate Director (Kevin Brown) added some new information to this document; language was added with fine-tuning with WASC in closing the loop; CSU Guidelines for Academic Review also needed to be included. There was a general discussion about where the data should sit and who will manage it: APS? IR? Julie Stein

suggested that CAPR dispenses the information. It was decided that it should be discussed with Maureen Scharberg and with the ILO subcommittee.

6.B 18-19 CAPR 2: GE Long Term Assessment Plan Document

Caren Inouye: The GE Assessment Plan has been revised using language common with the ILO documents. There was a question about who is in charge of this assessment; GE will be in assessment phase for Written Communication; discussion about Assessment rubrics--1st Comp. Rubric is created; Quantitative Reasoning team is created; GE Assessment should be a sub-committee of CAPR and that assessment should be done in the same process as the ILOs; GE will keep track of the data; the GE Assessment Plan may change a bit over time; oversight of assessment should be with CAPR; Caren asked CAPR to approve the document.

There was a general discussion about the direction of approved documents (CAPR, ExComm, Senate, etc); questions were asked about when the sub-committee will meet and make-up of members; Michele Korb asked that approval be made for the document by email voting once the changes are made.

5. CAPR Liaison

a. Liaison assignment reminders

Discussion on assignments and how to examine the 5-Year Reviews (review resources; confirm/clarify items with Chairs); spreadsheets should be populated for both Annual and 5-Year Reviews; Reviews are at the Academic Senate website; Mark Robinson will email the members of CAPR when Annual Reviews arrive; work on reports at our next meeting (Oct. 18).

7. Discussion Items

a) and b) are ongoing discussions: Creation of new rubric for Fall 2018 annual reports; raised by 17-18 chair and tabled in 17-18; and Timelines for Annual reports and 5 year reviews

8. Adjournment

Motion: David Fencsik, 2nd Lana Wood