



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Thursday, October 25, 2018

TO: Members of the Committee on Academic Planning & Review (CAPR)
FROM: Michele Korb, Chair of CAPR
SUBJECT: CAPR Meeting, Thursday, November 01, 2018, 2:00 – 4:00 PM., SF 329

APPROVED MINUTES

In Attendance: Michele Korb (chair), Mark Robinson (guest), Lana Wood, Fanny Yeung, Maureen Scharberg, Kevin Kaatz, Matthew Moore, John Eros, David Fencsik, Nidhi Khosla, Karen Inouye (guest).

1. Election of the Secretary
 - a. Wood volunteered to serve.
2. Approval of the agenda
 - a. MSP (Kaatz, Moore)
3. Approval of [10/18/18](#) minutes
 - a. MSP (Wood, Fencsik)
4. Reports
 - a. Report of the Chair
 - i. Korb attended the Educational Effectiveness Committee (EEC) and members commented on the process, purpose, and timeline for the CAPR annual reports and 5-Year Reviews. EEC discussed need for continuity around directions for both documents, a need for training for chairs around writing reports and accessing data, clarification for how the annual report intersects with the 5-Year Review, and re-evaluating the rubric so it's used as a benchmark. CAPR needs to clarify how to handle departments that are externally accredited, and whether and what they need to submit to CAPR.

-Suggestion from Robinson to ask departments that submitted incomplete reports to combine what they submitted earlier with their new submissions.

-Suggestion from Korb that we review next year's submission timeline at next CAPR meeting.

Korb and Scharberg created a streamlined spreadsheet based on our liaison reviews of annual reports; Korb will share with CAPR. This was sent to Provost Inch, who will next share with College Deans. There were a total of 46 TT-hire requests for approximately 30 spots.

- b. Report of the Presidential appointee
 - i. Campus still needs broader awareness about the Pioneer Insights Dashboard. IR is troubleshooting the program name changes to match them with existing data; is seeking feedback on where to find / house this information.
- c. Report of APS
 - i. Echoed Korb's report about EEC and getting the CAPR summary report to the Provost.

5. CAPR Liaison

- a. [Liaison assignment](#) reminder
 - i. 5-Year Review submission timeline is available in the [Academic Program Review Procedures](#) document. Departments that submitted 5-Year Reviews last year did not have to submit annual reports; their liaisons mined the documents to get the information needed for the Provost. Discussion of CAPR protocol for review and recommendation of 5-Year Reviews. Previously, CAPR requested that department chairs come to CAPR to discuss their 5-Year Reviews, however this process was put on hold during semester conversion. 5-Year liaisons were reassigned and liaisons will review the 5-Year Reviews prior to the Dec. CAPR meeting; Korb will invite half of the departments to attend that meeting and half to attend the first meeting of Spring 2019.
 - Kaatz suggests that future 5-Year Reviews include filling out the CAPR summary sheet with their submissions
 - Korb suggests that we shorten the CAPR Guidelines for CAPR Liaisons: Summary / Analysis of a Program's Five-Year Review; this will be used as an executive summary for the Provost. Korb will

follow-up on what is needed in this report and who will be attending the December CAPR meeting regarding their Five-Year Reviews.

6. Business Items:

- a. [CAPR Policies and Procedures](#)
 - i. Changes or updates?
 - 1. Tabled.

7. Discussion Items:

- a. Creation of a new rubric for Fall 2018 annual reports; raised by 17-18 chair and tabled in 17-18
 - i. We reviewed the Annual Program Report document and accompanying rubric; the rubric is for the old CAPR annual report form. Discussion of how these relate to the ILO rubrics, overlays, and other assessments. Korb, Inouye, and Scharberg will review the documents and bring back to CAPR in Spring 2019.
 - Korb suggests collapsing the documents into one document and the liaisons continue to do the review in the shared spreadsheet.
 - Inouye suggests explicitly including GE assessment into the CAPR annual report template and rubric.
- b. Timelines for Annual reports and 5 year reviews – ideas for clarity on website
 - i. Tabled.

8. Adjournment

- a. 3:57pm MSP (Katz, Fencsik)