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APPROVED MINUTES

COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Thursday, February 21, 2019

1. Election of the Secretary (Sharon Radcliffe)
2. Approval of the agenda. Motion to approve agenda passed. (Drew/Mathew)
3. Approval of [2/7/19](#) minutes. Motion to approve passed. (Dave/Maureen)
4. Reports
  - a. Report of the Chair: Chair, Michael Lee, Jason Smith and Provost met to finalize process for 5 year review timeline; goals to invite all program heads for five year reviews with Provost coming this Spring 2019. Chair will write memo regarding approved 5 year summaries; memo goes to EXCOM, will go to Senate. Then Provost will take the 5 year review summaries, and schedule meeting with each program to plan annual reports. A 5 year plan and MOU will be created and goes back to senate as information. Reports important for example used for faculty hires, etc. Emphasizes self-study, peer review, external review, used for WASC, etc. Creates body of evidence. Chair requests that we carry this message to colleagues.
  - b. Report of the Presidential appointee. (Fanny) Spring enrollment closed. Will develop rubric for data use. Year long process. Develop ways to use data better. Incorporate data in five year reviews.  
Report of APS : EEC & All colleges (Deans) finished a draft of 5 year assessment template will be presented to CAPR. Spring 2019 report presented to WASC. Under review. Prepare 2020 mid-cycle review standards and student achievement for WASC must be directed to college assessment websites.
5. CAPR Liaison and updates
  - a. Review CAPR 5 year reviews from 2017-18 – approve and next steps: liaisons are in touch with programs under 5 year review to be sure their process is moving along.  
  
Review 5 year calendar and reports due May 2019 – connecting with your programs. Check in with 5 year reviews still needed. Human development, etc.
  - b. New agenda item added: Annual report timeline approved by CAPR today – (Feb 21, 2019). Provost devised a new annual report timeline September, 2018. Adjustments were made to allow programs to submit partial reports in the Fall of 2018. Moving forward, the new timeline should be in effect. (Old timeline, refer to CAPR policies document)  
CAPR requested to approve a new timeline:  
Proposed for approval:

1. Annual reports due by October 1, starting Fall 2019
2. Preliminary recommendations from CAPR due to Provost by November 1
3. Provost gives Deans his recommendations by December 1
4. Deans provide Provost with their recommendations by February 1
5. Provost allocates tenure-track positions by February 28

Motion to approve passed ( John/David) Memo will go to EXCOM.

- c. External reviewers and availability of liaisons – liaisons will be available to meet with external reviewers for 5 year review process. There were no questions. Any questions that arise can be directed to the CAPR chair.

6. Business Items:

a. CAPR Policies and Procedures

- i. Changes and updates –review with M. Scharberg/

Maureen took Annual program reviews report, 5 year reviews, and information about them; broke down in to 3 docs to make procedures clearer. Example of change: Academic Program review must have 5 year added to distinguish it. Cleaned up language, etc.. Reorganized information to make it clearer. Discussion of who also needs to provide input to this document? Suggestion: focus group of chairs and associate deans could review it. Noted: Annual Report procedures: some changes procedures as to what data is suggested to be included. Substance mostly unchanged. 5 year review procedures: content mostly unchanged. Added guidelines for external reviewers. Question: How detailed should section about goals and external reviewers be? Feedback about these new documents positive, but suggested that it remain mostly about procedures and not change substance. If substantive ideas come up, they could be considered later in different venue. Next steps: convene focus group, invite Maureen, have retreat and discuss. Create deliverable for CAPR.

b. Approval of 5 year reviews

- i. 18-19 CAPR10: Mathematics 5 year analysis. Motion to approve passed. (Mathew/Patricia)
- ii. 18-19 CAPR 11: Computer Science 5 year analysis Motion to approve passed. (Patricia/Lan)
- iii. 18-19 CAPR 12: Construction Management 5 year analysis Motion to approve passed (David/John)
- iv. 18-19 CAPR 13: Nursing 5 year analysis Discussion of split with Public Health; mention, language related to department/program will be added to memo. Motion to approve passed. (David/John).
- v. 18-19 CAPR 14: Biochemistry/ Chemistry 5 year analysis. Voted to amend report to state chair of chemistry plans to strengthen teaching in program over next five years. Also correction on typo in percentage increase of students in report. Motion to approve as amended & corrected passed. (Patricia/David.)
- vi. 18-19 CAPR 15: Physics 5 year analysis Motion to approve passed (John/David)

- c. Review of [18-19 CAPR 9](#): New Minor in Religious Studies –Memo to Ex Com in progress.
7. Discussion Items:
- a. [Construction Management code change](#)
    - i. (Discussion of Spreadsheet. Explanation of dropping statistics – need room for added business courses for accreditation. Better reflects what students need. Need to keep “management” in the title for recognition ease. Also added physics requirements, Motion to approve pending suggested changes passed. (David/Matthew)
  - b. Part-time MSW program in Fall 2020, CAPR requested to maintain status as 'suspended admissions.' - *no updates as of 2/21/19*
8. Adjournment: Motion adjourn (Matthew/David).