



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Thursday, March 21, 2019

DRAFT MINUTES

Member Present: Lan Wang, Kevin Kaatz, Maureen Scharberg, Fanny Yeung, Nidhi Khosla, Michele Korb, David Fencsik, Sharon Radcliff, John Eros

Guests: Eric Fricke, Kyzyl Fenno-Smith, Stephanie Alexander, Michael Lee, Meiling Wu, Dawn Komorosky, Julie Stein, Danika LeDuc

1. Election of the Secretary
Lan and Kevin co-serving
2. Approval of the agenda
First Kevin, second David, passed
3. Approval of [3/7/19](#) minutes
First Kevin, second Maureen, passed
4. Reports
 - a. Report of the Chair
Annual report time line is passed; ILOs passed; April 18 will be the very last CAPR meeting.
 - b. Report of the Presidential appointee
Fanny shared her work for the summer. She will compile the feedback from this year. There is no major change for now.

Meiling asked if there is anyway we can have similar kind of data, for minors.
Answer is: we don't have anything for minors at this point.

- c. Report of APS
Maureen shared the response to progress report from WASC. The results show it is all good: impact of conversation on institution (commended for doing it in thoughtful manner); Data (all good); Planning for distinction (no longer key avenue but now is more useful by CAPR and EEC...We will post this into our website.

Julie shared her thoughts regarding integrating the goals of CAPR into the WASC report – that it was helpful.

5. Business Items:

- a. [18-19 CAPR 19](#): New Minor in Japanese Language and Culture (2:15/2:30 pm time certain)

Meiling Wu shared information about this minor. It has been 96 students over the years taking the classes. We have been offering the course for more than 20 years. The students who took this year are supposed to get a minor. That's why they didn't request additional resources. She also thanked Maureen's office - the students have different scenarios, and office is able to help them. This new minor will start this coming fall. Now to ExCom and then to Senate.

Comments from attendees.

David: for those the students already took the classes, what did they get.

Wu: we gave them recognition from our department.

First Kevin, second David, passed.

- b. 18-19 CAPR 20: [Request to add Human Resource Management and Organizational Behavior Concentration to the existing self-support BSBA Online Program](#) (2:45 pm time certain)

Eric shared information about this new concentration: The HR faculty they said they are interested to develop their own concentration. The key issue is the resources and adequate number of faculties. That's assuming that we don't hire any external resources to teach the classes. This program will give more access to students to media how to work in this area. This online program was more interesting to potential students; faculty supports it. Cannibalization is not an issue; a number of student here are interested in it. Online program is highly rated; all transfer and junior/senior student; the collage work on getting more international students. 100 degrees given last year online across multiple concentrations. In addition to concentration, there are number of General Business students who would potentially interested be in this HR concentration.

Michael Lee answered question from Michele on material within documents that should be mentioned and that the annual and 5 year reviews should reflect attention to tracking data on state-side versus self-support numbers and whether or not state-side FTEs have been impacted; Erick: online program costs more than on-ground program (state-side) tuition. Also mentioned that this program has been under development since 2009 and that all faculty were aware, involved and in favor of the self-support program. Regular faculty will be covering the teaching of the self-support courses and will consider outside instructors as needed. The suggestion of monitoring enrollment versus FTEs will be included in the memo that moves to ExCom and Senate. Michele also mentioned that the BSBA in Accounting memo will reflect the same requests.

First Kevin. Second Lan. Passed.

- c. 18-19 CAPR 22: Proposed Five year Curriculum Assessment Plan – Julie Stein [template](#) (3:00 pm time certain w/ Danika LeDuc, Erik Fricke & Julie Stein)

Julie firstly suggested all attendees to review the document. She mentioned that the way to collect ILOs is not that efficient because there are so many forms during the semester conversion. Each college has its own assessment plans, and they also have other companion to CAPR site.

Danika took over to share more by going through the document. All of the program should have an assessment. What is changed: chancellor's office changed their expectation. It is now a workable document. We took the elements from the Chancellor's office. Each column (items) in the table are explained in below in the document. Then she talked the rationale of arranging the columns. The value in this process is that after a year or two, to revisit the ideas. These are the minimum elements to be included in 5-year review.

Lindsay McCrea added: Any program that has a transferred syllabus, will find these elements useful.

Comments from other attendees: Michele asked why library is not in this form? Answer was: because library doesn't have program and this form is for programs.

First John. Second David. Passed.

6. CAPR Liaison and updates

- a. May 5 year reviews – check emails from me past April CAPR meeting

7. Discussion Items:

- a. Expansion of number of units in programs –Maureen Scharberg
Maureen Scharberg, Peg Winklmen and Ardella Daly contributed in discussion. For the Administrative Credential Program, they need 90 hours/year but current program documents stated 40 hours (currently 1 unit per semester) for students – the 90 hours translates into 3 units/semester). The requirements changed in July 2018; just in professional learning outcomes. Question on faculty load—one faculty will go from 1 to 3 units; Maureen asked how other CSUs did this. Peg responded: East Bay was one of the first to do this; only CSU that offers this option because of flexible faculty and that faculty have these credentials; needs to start in the Fall. Maureen had questions about whether this is possible; now Peg and Ardella will send more information and meet with Maureen to create a proposal for the April 18 CAPR meeting.

b. [CAPR Policies and Procedures](#)

- i. Changes and updates – [review](#) with M. Scharberg
- ii. Guests invited for discussion of revisions to CAPR reports (CLASS and LIB)

Michele invited different representatives to contribute in the current structure for annual report and 5-year review. It has clearly procedures and checkbox at each stage.

Question from Kyzyl: what are the major changes? Our program can assist with faculties across the campus.

Maureen: there is no major change. One recommendation is, there is no guideline for external reviewers, in terms of what to expect, what to put, how to work with the department.

Stephanie also contributed to this discussion.

Julie mentioned the potentiality to work with Stephanie to have an assessment site.

Kevin provided some comments on the report. The rubric in Appendix B of 5-year review - If we can switch the two columns. Appendix D: the statement on Program Review Overview 2018 should be put into that too. Should there be maximum pages for the 5-year report.

Michael suggested having limit on pages but opening the door for supporting documents.

8. Adjournment 3:52 pm
First Kevin. Second Lan.