Committee on Academic Planning and Review

To: Members of the Committee on Academic Planning & Review (CAPR)
From: Michele Korb, Chair of CAPR
Subject: CAPR Meeting, Thursday, April 18, 2019, 2:00 – 4:00 PM, SF 329

Member Present: Matthew Moore, Kevin Kaatz, Maureen Scharberg, Fanny Yeung, Nidhi Khosla, Michele Korb, David Fencsik, Sharon Radcliff, John Eros, Patricia Drew

Guests: Jiansheng Guo, Michael Lee, Julie Stein, Danika LeDuc, Valerie Helgren-Lempesis

Approved Minutes

1. Election of the Secretary
   Patricia Drew serving

2. Approval of the agenda
   First Kevin, second Matthew. Passed.

3. Approval of 3/21/19 minutes
   First David, second John. Passed.

4. Reports
   a. Report of the Chair
      A new CAPR Chair will be needed for next year, as some members will rotate off. New and continuing CAPR members will vote for the new chair in the coming weeks.

   b. Report of the Presidential appointee
      Fanny Yeung: Summer goal is to take dashboard tweaks/corrections & edit by July. Tried to simplify data into more clear manner.

   c. Report of APS
      Maureen Scharberg: Along with EEC, currently working to analyze the ILO data. Also working to combine multiple rubrics into one rubric. Working with flipped model to get this information to colleges during the summer. Working towards 2019-20 ILO assessment project goals with the Associate Deans.

5. Information Item:
   a. HDEV 381 increase from 3 units to 4
i. curriculog

Jiansheng Guo: Gave explanation for unit increase. This class has too much content for 3-unit class; better to have a 4-unit class. Class content needs to be aligned with CIC needs. Also, some students wanting to take HDEV as a minor need to have 4 4-unit classes; this class might be appealing to minors content-wise; however, wouldn’t qualify toward the minor as it is currently a 3-unit class. Also, as a 4-unit class, more faculty would be available to teach. Maureen: Clarify that by doing this, students will still have free electives; students can’t go over 120. Guo: there will still be 10 – 13 free elective units.

Motion to accept as an informational item: First Dave, second Kevin. Passed.

6. Old Business Items:
   a. 18-19 CAPR 13: CAPR analysis of Nursing 5-year program review (referred back Senate 4/9)
      i. Revised Nursing 5-year review
         Michele Korb: After last meeting, found minor errors in review. Reapproving revised Nursing review.
         Motion: First Kevin, second David. Passed

   b. Expansion of number of units in Educational Leadership program
      i. CTC Program Standards
         Maureen Scharberg: Maureen has looked over unit increases with Education Leadership faculty in order to be in accordance with CTC credential. Maureen checked with Chancellor’s office & it was okayed. Will be implemented this summer.
         Motion: First John, second Kevin. Passed.

7. Business:
   a. Reinstate MS in Curriculum and Instruction:
      Michele Korb: In March there were questions about ILOs and matrices. Valerie: Took a look at document that was returned. Program was caught between semester conversion and definition of MS across campuses. Additional consideration paragraph. Original Dean’s letter is a bit unclear about timing. Newly revised letter addresses this timing issue. Spoke with APS – they are aiming for Spring or Summer 2020 start date. Assessment issues have been addressed. Valerie has had 62 student requests for the MS in Curriculum and Instruction. Michele Korb: Number of student credential candidates will benefit financially from having an MS; this is important for teachers new in their careers.
      Motion: first Kevin; second Matthew. Passed.

   b. Pass new draft of CAPR policies – Annual report is priority.

   c. Request for Extension for the Department of Psychology Five-Year Review
Danika LeDuc: By the time CEAS was able to get to work on it, it was late in academic year. Difficult to get external reviewers for many departments, including psychology. Would like to have someone who is dedicated to task & will follow through. Michele: Rather that spit out an incomplete report, would be better to turn in next year. Turn in annual report this year. Lee: ExCom might like to see reason of justification for extending this; add this information to the memo. Danika: If motion is granted, are they still on original cycle? Michele: yes. Lee: You don’t go off your cycle because there was a delay one year.

Motion to accept, with additional information regarding need for external reviewer. First Kevin; second Maureen. Passed.

d. Amendment to the agenda: Initiate Program Discontinuation Proceedings for MA and MS in Interdisciplinary Studies.

Maureen Scharberg: MA / MS interdisciplinary studies. No students in these programs and no faculty associated with it. Has been suspended for three years. Lee: What does Ex Com do to initiate discontinuation? Maureen: Not sure. Lee: We’ll figure out what to do (NOTE: Michael Lee sent the pathways for discontinuing programs via email to Chair Korb. Maureen Scharberg updated the discontinuance request in curriculog. CIC should review next and pass along to Ex Com). Motion to accept request to discontinue: First Maureen, second Kevin. Passed.

8. CAPR Liaison and updates:
Michele Korb: When new CAPR members are elected on committee, people will be paired up and assignments will be made for 2019-20 reviews.

9. Discussion Items:
a. CAPR Policies and Procedures
i. Changes and updates – review with all – changes to document
Michele Korb: Document has been broken into annual report and 5-year sections. Already approved timeline for annual reports; would be nice to have template approve, too. Plans to highlight information from original document to show where pieces of information have gone. Cleaning up document so that it is cleaner buckets. Additions include EEC accepted ILO / PLO grid; GE overlay language. Julie: Separate policies for ILO / GE overlay. Are those things as appropriate? Lee: One way to do it is take existing doc and delete / move information. If any changes affect language in By-Laws, than need approval for that. Michele: No such changes to By-Laws. Maureen: Intent is to make it easier and not intermixed. Michele: Michele, Kevin, & Lee looked at it, Lee suggested page limitations. (General discussion about wordsmithing, formatting & adding in more specified deadlines). Julie: Is there a way to eventually tear down & rebuild to be more effective for faculty. Michele: This will be for next year & CAPR will think about if this can be simplified.

Michele Korb: Annual Program Report moved from larger doc to current form. Moving items around & putting page limits on things. Appendix items were added to actual document. Have not yet added EEC document the 5-year Curriculum Assessment Plan; may be appropriate to add to or link to refer to
college annual assessment plan. We will see if this makes sense to people next year, as they complete the form. Further revisions to the document will be made as needed next year.

5-year program review. David: Wording about assessment is a bit confusing for 5-year report; do departments need to include current year assessment in 5-year review? Maureen: Let’s say most recent 5 years. Kevin: Question about when things are starting & when they end. Would extension shape calendar? Answer: no. Kevin: Is Jan. 31 deadline different? Michele: January deadline seems unnecessary. Just need to schedule external review to meet regular deadline. Kevin: Question about requesting earlier review. Maureen: There could be situation where they were up for review but would suspend / discontinue academic program. Or programs that are accredited might want to move up their timeline to be in accordance with accrediting agency. Michele: If external reviewer report was incomplete, then report would be incomplete. Kevin: Would they then be reviewed in May? Maureen: Some might be ready quite a bit earlier, and then they can go through relatively quickly. Michele: What would be recourse if people don’t finish up their reports? Kevin: You certainly don’t have control over external reviewer’s report, so it seems unfair to be held hostage to that. Also, discontinuance seems pretty harsh if they have an incomplete plan on 5/15. Lee: Clearly CAPR would inform Academic Affairs and Senate. Also, they aren’t going to get resources, such as tenure track requests until their 5-year review is accepted. Michele: Agreed. Kevin: Documents are to be returned to the Senate office. Lee: This language refers to the years when information was in hard copy. Michele: I will transform to returned to archived to reflect this. Michele: In Appendix B, this is really a checklist & will be used as a summary. Appendix C is something to look at next year. Appendix D is format to write a summary to depts from CAPR for each 5-year review. MOU statement was discussed with Provost office. Lee: As it goes to ExCom & not Senate, no need to approve right now. Michele can clean up and circulate final version for email vote. Kevin: But this will go to faculty? Lee: Normally policies and procedures will govern what CAPR does. It will help CAPR and also will give people information about how CAPR will evaluate departments. If you were to change something that had been previously voted on by the senate, then you need senate approval. Michele: Great. We’ll look at making the corrections.

10. Adjournment