

Amended Minutes — Committee on Academic Planning & Review (CAPR)

Thursday, September 20, 2018, 3:10 PM, SF 329

Attendees: Kevin Brown (APS, on behalf of Maureen Scharberg), John Eros, David Fencsik, Kevin Kaatz, Michelle Korb (Chair), Matthew Moore, Lan Wang, Lana Wood, Fanny Yeung (Presidential Appointee)

Academic Senate Office: Mark Robinson

1. Election of the 18-19 Secretary: Motion to have the secretary rotate with Fencsik volunteering for today's meeting. Korb/Moore/Approved
2. Approval of the agenda: Wood/Kaatz/Approved
3. Approval of [9/6/18](#) minutes: Fencsik/Kaatz/Approved
4. Reports
 - a. Report of the Chair: Korb reported that one of her main goals is to communicate the role of CAPR as peer reviewers of annual and 5-year reports.
 - b. Report of the Presidential appointee: Yeung presented the new data dashboards to report enrollment, student and faculty demographics, etc. Four are currently functional and more are planned. They are live and will be distributed to the university soon.
 - c. Report of APS: ILO and GE assessment plans are in development. The hope is to ask departments to summarize in their annual reports in the future.
5. CAPR Liaison Introduction
 - a. Discussed annual and 5-year reports: expectations of departments, role of CAPR, and role of liaisons, as well as information available to departments and to CAPR members. The deadline for submitting annual reports had been set to October 15, 2018, to give CAPR time to review and present findings to Academic Affairs so the Provost can determine 2019-2020 hires by February 2019. Many departments were surprised by the early deadline, so only the resource requests are due by October 15; the rest of the annual report is due by the end of the winter recess.
 - b. Presented liaison assignments for both annual and 5-year reports, and CAPR buddy system where an experienced CAPR member is teamed with a new CAPR member. Some liaison assignments had to be made due to new members and one member who is currently on sabbatical.
 - c. CAPR members met in their buddy groups and went through a previous annual report to discuss the contents of the reports and how we should be reviewing them.
6. Business Items:

- a. [CAPR Policies and Procedures](#) are being worked on and we will continue discussing them at future meetings.
- b. [18-19 CAPR X: WASC Spring 2019 Progress Report](#)
The progress report is still in draft form. We are being asked to review it and acknowledge that we've seen it. Motion to acknowledge our review and that we have no objections: Kaatz/Wang/Approved
- c. 18-19 CAPR X: [GE Long-term Assessment Plan](#)
Tabled because the plan is still in development by the GE office.

7. Discussion Items:

- a. Creation of a new rubric for Fall 2018 annual reports; raised by 17-18 chair and tabled in 17-18: We will continue discussing this at future meetings.
- b. Examples of Annual Reports and process for reviewing [we did this earlier in the meeting]
- c. Timelines for Annual reports and 5 year reviews: CAPR members should wait until October to reach out to their assigned departments. Korb will send out updated information soon.

8. Adjournment: Wood/Kaatz