

APPROVED Minutes – Committee on Academic Planning and Review (CAPR)

Thursday, September 6, 2018 2:06 PM – 3:17 PM, SF 329

Attendees: Lana Wood, Michele Korb, Cherie Randolph, David Fencsik, Fanny Yeung, Lan Wang

Guests: Sarah Aubert for Maureen Scharberg (APS), Caron Inouye

Academic Senate Office: Mark Robinson

Minutes

1. Introductions
2. Election of the 18-19 Secretary
Table the vote to next meeting on September 20th. Cherie Randolph agreed to take minutes for meeting.
3. Approval of the agenda
Motion: Lana Wood, 2nd David Fencsik
Approved
4. Reports
 - a. Report of the Chair
 - i. 17-18 Annual Chair's Report
Reviewed role of CAPR: Assist with accreditation for departments/programs, provide peer review of annual / five year plans; and assess programs
 - b. Report of the Presidential appointee
Waiting on approval from the President's Office for Fanny Yeung to be the representative. The role of the Presidential appointee: facilitate data discussion and outline ways that departments can collect data; will provide demonstration at next CAPR meeting
 - c. Report of APS
Attended Chair of Education Effectiveness Council meeting. Reviewed priorities for the year – five year assessment plans; need to determine dates when annual reports are due
5. Appointments
 - a. ILO Subcommittee
 - i. CAPR member to serve (*not including chair, CSCI if possible*)
Confirmed via email. Michele Korb will serve and need to select one other CAPR member
6. CAPR Liaison Introduction

- a. Liaison report resources
- b. [Liaison assignments](#) for 5 years/annual reports and the buddy system chart
- c. Review role of CAPR members

CAPR members serve as a liaison to departments. Upcoming task for CAPR members is to review 17-18 reports. Michele Korb will find out next steps and deadline on reviewing 5 year reviews. 2018-19 annual reviews due in May. Liaisons will reach out to assigned departments later in the semester. Reviewed buddy system pairs (need to find replacements for Donna (this term) and Lana – (next term)). Next meeting will focus more on duties of CAPR member/liaison and review 5 year/annual review documents. Provide an example of an annual report at next meeting.

7. Business Items:

- a. [CAPR Policies and Procedures](#)
 - i. Changes or updates?
Need to make changes to reflect semester term. Julie Stein and Maureen Scharberg have started the review and making updates
- b. [18-19 CAPR X](#): WASC Spring 2019 Progress Report
Michele Korb will check with Julie Stein and Maureen Scharberg on document and next steps. Table to next meeting. All CAPR members review prior to next meeting.
- c. 18-19 CAPR X: [GE Long-term Assessment Plan](#)
Still in draft form. 7 year plan that will assess all areas of GE. Goal is to create a subcommittee from CAPR / CIC to assist with assessment in the future. Subcommittee might receive a stipend. Review draft from by next CAPR meeting. Send questions or comments to Caron Inouye before meeting.

8. Discussion Items:

- a. Creation of a new rubric for Fall 2018 annual reports; raised by 17-18 chair and tabled in 17-18
CAPR will update rubric and template. Consult with Julie Stein and Maureen Scharberg.

9. Adjournment

Motion: David Fencsik, 2nd Lan Wang
3:17 PM