

California State University, East Bay
Committee on Academic Planning & Review
Meeting Minutes
Thursday, December 1, 2011

Attending: Michael Lee (Chair), Chris Chamberlain (Secretary), David Bowen, Luz Calvo, Dana Edwards, Sharon Green, Donna Wiley, Julie Beck

Members Absent: Amber Machamer, Sam Tran, Jiming Wu, Caron Inouye

Guest in Attendance: Mike Mahoney, Chair of Academic Senate, Jeanette Bicais, Dept. of Teacher Ed. Gale Young, Chair of Communications, Grant Kien, Dept. of Communications, Norman Bowen, Director of International Studies, Monique Manopoulos, International Studies and Chair of Modern Language and Literature, Jiansheng Guo, Interim Associate Dean CLASS

1. Introductions
2. Chair Lee called the meeting to order at 2:06 p.m. and called for approval of the agenda. Agenda was moved, seconded and motion carried (Chamberlain/Bowen).
3. Minutes of Nov 3 were approved (Green/Calvo)
4. Report of the Chair
 - a. No report. CAPR voted not to meet at last regularly scheduled meeting.
5. Report of the Presidential Appointee
 - a. NA
6. Report of the APGS Appointee
 - a. Donna Wiley- wanted to relay that programs must have external reviewer approved by APGS and to remind programs preparing their five-year reviews to submit the required form ASAP
 - b. ILO Sub-committee report by Sharon Green. Provided written report. There are seven ILO's that have been developed (see copy of handout). CAPR will be asked to consider the ILO's for action in the New Year.
7. Old Business
 - a. Update on Psychology and Physics Five-Year Review
 - i. Write ups are in progress.

8. New Business

- a. Request from Sociology to extend the suspension period for the MA program from two years to three to provide enough time to hire a new faculty member. Calvo moved, Bowen seconded to extend request. Unanimous approval.

- b. Discontinuance of two credential programs: Jeanette Bicais, Chair of Teacher Ed, discussed changes in the credential process due to credential standards changes and requests both be discontinued. Chair Bicais discussed market conditions due to budget cuts- that reading and language arts programs aren't as needed in the market currently. It was moved and seconded to discontinue the two programs (Green/Wiley)- motion approved unanimously. Wiley/Green, moved for BCLAD- motion approved unanimously.

- c. Communications BA/MA 5 year review- Dr. Gayle Young- Chair.

Dr. Young noted the delays due to administrative challenges in the department. Communications is a Mega Department. It is not only a regular curriculum styled program but also a producer that includes advertising, newspaper production and a TV show and ongoing internet portal as well as a plan to restart the Pioneer radio station. Also responsible for the oral communication general ed program

The department has a new curriculum that is inspirational- integrates speech and mass communication. Department is in process of making changes with its options. The Chair discussed the social changes of the department over the years including speech communications and mass communication. Eventually the departments were merged in 2002. About 2/3 of the majors are mass communications majors. There is now a strong core out of both disciplines.

425 graduates and under grads currently with three TT faculty- some grad students are trained to teach some of the undergrad classes. Average CSU has 1067 mass com majors in their department with an average of 30 faculty members in each department. Department lost 10 faculty in five years and were only able to hire two during that period

with one search in process. All three Tenure Track faculty members are in the comm studies area and are studying media so they're able to teach broadly. Teaching loads are impacted.

Liaison Calvo discussed the challenges the department faces with faculty needs. Questions relate to assessment, curriculum and climate, especially concerning lecturer participation.

On assessment: Suggested changes in how to view assessment- such as including qualitative methods versus waiting for the institution for support. Assessments are actually in process through course syllabi and looking to develop/pilot a rubric to get the data the department is seeking. The chair made an argument for the infrastructure to tabulate data and analyze. The concern is that faculty has revised the curriculum, revised products the department delivers in addition to teaching loads and advising, on the backs of three faculty members- all in the last two years so there isn't time to develop an assessment program that faculty can enter individual scores into. It currently isn't high on the priority list.

It was recommended to develop a list of goals that can be completed annually to take steps toward the needed assessment program. Chair noted they would be happy to do more with assessments if they had the resources. Sharon Green noted that she is now the full time coordinator of assessments and offered to assist.

Curriculum: Report noted the rise in the GE courses; the department courses suffered. Chair noted it was required to offer GE courses and there were limited resources to do it all.

Climate Survey: There was a question of fairness in the survey where almost 20% of the students felt they were treated unfairly. Chair stated the divide between speech and mass communications was still being felt as of about a year ago. An argument between theory based and vocational (implied) studies aided in the divide- some fueled by lecturer views. The Chair stated she thought the department has come a long way toward solving those issues with curriculum and staff approaches to it. It was suggested to redo the climate study in the next five years.

The external reviewer noted that lecturers didn't seem too included in the departmental process. The chair noted that the review was written over a year ago and that things have changed since then. CAPR Chair noted that a communication from two lecturers in the department regarding the department review was received and now part of the official review.

It was requested that any additional information about the MA program (which is little discussed in the review) and the question of lecturer concerns (in response to the letter sent to CAPR) that is relevant but which could not be included at this meeting due to time constraints be directed to Luz Calvo so she can include this information as part of her report back to CAPR.

d. International Studies- Director Norman Bowen.

Student learning outcomes: There didn't seem to be much international content in them. How were they developed? Director Bowen discussed assessment grids developed that follow the students throughout the program leading to a capstone senior project. They have done assessments for 10 years that demonstrate that the courses relate well together. He noted that the program is truly interdisciplinary. The international content is spread throughout the program- each course is international in nature. Director Bowen noted that the program does not have control over the content of the courses taught in various departments so the focus was on proficiency in various skill areas. Students have noted they are happy with the content of the program and climate of it.

It was suggested to develop some way to assess an overall international relations competence for the overall program. The program did some version of such assessing but found it was not very useful after five years of tracking data but they are looking at developing a way to do that via blackboard or similar program. The challenge is to find the key piece of each class the student takes and pull that data point out for use in developing an overall view of competency.

It was noted that outside reviewers have made recommendations that the department has disagreed with, twice. The director noted the reviewer wasn't on campus very long and may not have understood the program completely. The director felt it was best to accept the report rather than do several revisions and point out differences.

There was a question raised about a dedicated methods course. While the director would like a dedicated course, he is seeking other ways to fill the need for his students. It was suggested that perhaps a lecturer be hired for such a course. Due to the nature of the program as a stand-alone, not housed in any one department program, there is no place to allocate resources. There was a question regarding the continuity of the program. The director stated he sees no problem with succession planning and there are some discussions but he's not concerned about the future of the program.

The program director stated it would be nice to have more resources to offer more courses in the foreign languages to help support the continuity of the program. He would like to see a curriculum here at CSU East Bay that was "more friendly" toward the languages.

9. Other Business

- a. None

10. Adjournment

- a. Meeting was adjourned at 4:04 p.m. (Wiley/Green)

Minutes submitted:

Chris Chamberlain, CAPR Secretary