

CALIFORNIA STATE UNIVERSITY, EAST BAY  
COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Minutes of October 6, 2011 (approved)

Members Present: Michael Lee, Chair; David Bowen, Luz Calvo, Sharon Green, Caron Inouye, Amber Machamer, Donna Wiley

Members Absent: Julie Beck, Chris Chamberlain, Dana Edwards, Sam Tran, Jiming Wu,

Guest Present: Jiansheng Guo

**1. Introductions of the members and guest were made.**

**2. Approval of the Agenda**

M/S/P (Wiley/Bowen) to approve the agenda.

3. Report of the Chair. The Chair reported that he is in the process of developing three documents this Fall:

- (1) a guide for the preparation of our five-year review responses, which should be completed by the next CAPR meeting.
- (2) a PowerPoint-based guide on five-year report preparation for programs available online and disseminated via a couple of workshops this quarter. This guide should be complete by the next CAPR meeting.
- (3) a PowerPoint-based guide on annual report preparation for programs, which should be complete by the beginning of Winter 2012. Donna Wiley urged that this guide be completed earlier than Winter quarter, because the annual reports are due by the end of Winter.

The Chair met with Amber Machamer of Institutional Research to discuss institutional data.

Outcomes of their discussion include the following:

- The new format of data will be included in our revised 08-09 CAPR 23 (10-11 CAPR 14) as soon as possible (i.e., before the end of Fall), beginning with the programs that are up for five-year review in 2011-12.
- Fall 2010 data will be included initially and Fall 2011 data will be included by the end of Fall/start of Winter, depending on receipt of faculty data from HR.
- Dialogue with program chairs will be initiated on how IR data can best serve program needs for strategic planning and outcomes assessment.

The Chair sent emails to program chairs/directors regarding scheduling of their five-year review discussions for future CAPR meetings and requesting meeting date preferences. The Chair also sent emails to programs with five-year reviews coming up this academic year to alert them of the review process and that we will be assigning liaisons at this meeting. The Chair also took part in Back to the Bay to present the outcomes of the CAPR ILO sub-committee and met with the ILO subcommittee last week to prepare for this year's activities and to help ILO sub-committee chair, Sharon Green, prepare her report to date. The Chair stated that he met with Senate office personnel to identify which programs had complied with submission requirements. Not all programs have complied with the requirement of submitting two hard copies of their reports, and

this should be a part of the reporting of liaisons concerning the review process. Finally, the chair stated that he met with Senate office personnel to provide them with copies of all annual reports and CAPR rubrics, which are all up to date.

- 3. Report of the Presidential Appointee.** Amber Machamer emphasized that her office wants to work with programs in a systematic way, in order to determine which data are needed, how to get the data, and what types of data are possible to explore. IR ultimately wants to provide customized data that will support assessment of program outcomes and goals.
- 4. Report of the APGC Appointee.** None.
- 5. Old Business.** None.
- 6. New Business.**
  - (a) Review of Committee Policies and Procedures. All CAPR members should read this document and be familiar with all committee policies and procedures. This document (as well as all CAPR documents) can be accessed via the CAPR website/Sharepoint at <http://www20.csueastbay.edu/faculty/senate/committees/capr/documents.html>.
  - (b) Review of the 10-11 CAPR Annual Report. This document was emailed out to all CAPR members last Spring.
  - (c) Review of the status of 10-11 five-year reviews and confirmation of liaison responsibilities of current CAPR members
  - (d) Scheduling of meeting dates to discuss 10-11 five-year reviews. This process will be discussed further during the next CAPR meeting. Plan on reviewing two programs per meeting beginning on Nov. 3. The Chair suggested not scheduling a meeting on Nov. 17, as this is CFA's concerted day of action. Dates were assigned to each program on the schedule.
  - (e) Review of updated five-year program review schedule. The schedule will be emailed to department chairs and can be accessed on the CAPR website.
  - (f) Review of the five-year program review policies and procedures – timelines, liaison duties, etc. All committee members should read this document prior to the next meeting on Oct. 20.
  - (g) Assignment of liaison duties to programs scheduled for 11-12 review to current CAPR members. Liaisons were assigned. The Chair will be contacting these departments regarding these assignments.
  - (h) Update report concerning ILO sub-committee, proposal to expand membership, and CAPR input on next steps. Sharon Green reported on the progress of the ILO sub-committee and has posted her end-of-year report (10-11 CAPR 19) on the CAPR website. The sub-committee shall increase the number of seats on the committee to include Andrea Lum (Special Assistant to the AVP) who has been instrumental to ILO progress to date, Sarah Nielsen (Associate Professor of English and TESOL Program Director), one student representative, and one staff representative. M/S/P (Bowen/Calvo) to approve the ILO sub-committee's new membership.
  - (i) Appointment of CAPR Liaison to Concord Advisory Council for 11-12. No one volunteered for this appointment.
  - (j) Appointment of CAPR Liaison to Library Advisory Council for 11-12. Luz Calvo

volunteered for this appointment if no other volunteer is forthcoming. Formal approval will be sought at the next meeting.

7. **Other Business.** None.
8. Meeting was adjourned at 3:50 PM.