

CALIFORNIA STATE UNIVERSITY, HAYWARD

DATE: September 18, 2003

TO: The Academic Senate

FROM: Michael D. Lee, Chair 2002-2003
Committee on Academic Planning and Resources (CAPR)

SUBJECT: 2002-03 Year-End Report

In accordance with the Faculty Bylaws of the Academic Senate, I am submitting this report on actions taken and unfinished business of the Committee on Academic Planning and Resources (CAPR) for the academic year 2002-03.

Membership of CAPR during 2002-03 were as follows: Carol Castagnozzi (replaced by Michelle Buda, Spring 2003), Margaret Desmond (Secretary Winter 2003), Beverly Dixon (Secretary Fall 2002), Susan Gubernat (Secretary Spring 2003), Jiansheng Guo, Michael Lee (Chair), Chris Lubwama, Frank Martino, Steve Peng, Assim Sagahyroon, Michael Strait and Jack Wu (Associated Students). My thanks go to each of them for their tremendously hard work and commitment to the process of university governance.

At the end of 2003-04, the following members were elected to join continuing members Gubernat (Secretary Fall 2003), Guo, Lubwama, Martino, Sagahyroon and Strait (Chair 2003-04): Judy Clarence, Vish Hegde, Patricia Radin, Gloria Rodriguez, and Helen Zong. Sadly, Patricia Radin passed away after her election, a great loss to CAPR, the university and the Department of Communication. At the time of writing, I do not know who her replacement will be. The Associated Student representative is usually made known to CAPR at the start of the Fall quarter. I would like to thank all new members for being willing to serve on CAPR this coming year and wish them well in their duties. I am confident that 03-04 Chair Michael Strait will do an excellent job in conducting the business of CAPR during his tenure.

During the 2002-03 academic year, the University lost the stalwart services of Connie Sexauer who succumbed to a long battle with cancer and sadly passed away. I would like to once more acknowledge the incredible service that Connie gave to the University, the Academic Senate and to CAPR over many years. I would also like to thank Susan Correia for the admirable and effective way she assumed Connie's duties in the Academic Senate office. She was a tremendous help to me in 2002-03 and worked tirelessly to ensure that the committee received the necessary administrative support so vital to the smooth working of its operations.

1. Discussion items considered

- o CAPR spent considerable time discussing each of the programs that were subject to review in 2002-03 and that submitted documentation in accordance with 00-01

CAPR 7 and, for externally accredited programs, 02-03 CAPR 1 AMENDED. They included: Ethnic Studies, Philosophy, Criminal Justice Administration, Recreation and Community Services, Kinesiology and Physical Education, English, Political Science, Modern Languages and Literatures (French and Spanish), Educational Psychology (Counseling and Special Education), Education and Educational Leadership. After careful examination and lengthy debate, all but one of these programs were recommended for continuation without modification. A recommendation on the status of the programs of the Department of Modern Languages and Literatures was withheld until Fall 2003 in lieu of a revised set of five-year planning documents. Anthropology did not submit documentation for their scheduled review, Geography and Environmental Studies applied for (granted 2/12/03) a one-year extension until 2003-04, and Environmental Science applied for (granted 5/1/03 but not reflected in CAPR minutes) a two-year extension until 2004-05.

- CAPR spent several meetings discussing the issue of academic standards in response to the recommendation by an ExComm subcommittee for the implementation of the 2001 Academic Standards Report (2/15/02) that CAPR require departments and programs to report on their grading GPA's and approaches to maintaining academic standards. Several amendments to the language of 00-01 CAPR 7 were recommended by CAPR and forwarded by ExComm to the Academic Senate where they were not approved (02-03 CAPR 2 - rejected). Thus, in contradiction of the ExComm subcommittee's recommendation, no such requirement was enacted.
- CAPR discussed at length the issue of how to review externally accredited programs in response to representations made to the committee by Chairs and faculty of affected programs and some Deans concerning the unnecessary burden that an additional internal review, as required by 00-01 CAPR 7, would have on such programs. Following extensive discussion over several meetings, CAPR recommended that a streamlined process be adopted in which externally accredited programs deposit their accreditation review documentation with the Academic Senate office and submit to CAPR a series of bridging documents providing key summary information that would be included in an internal self-study and five-year plan (02-03 CAPR 1 AMENDED).
- CAPR discussed on several occasions a new set of guidelines issued by the Chancellor's Office for five-year program review, inviting Dean Carl Bellone before CAPR to discuss the potential implications for its internal process. These guidelines minimize the reporting that Dean Bellone's office has to perform on programs, allows for less frequent reviewing of programs, and emphasizes reporting on student learning outcomes and their measurement. CAPR did not make any specific recommendation on this issue, judging instead that 00-01 CAPR 7 already has appropriate requirements for the collection of such information in the self-study and five-year plan components.

2. Actions taken

- CAPR requested amending the procedures for the review of outside accredited programs and 00-01 CAPR 7, Policies and Procedures for Five Year Reviews and Plans (02-03 CAPR 1 - returned to CAPR by Academic Senate 3/11/03 and resubmitted and approved on 4/29/03 as 02-03 CAPR 1 AMENDED)
- CAPR requested inclusion of language on upholding academic standards in 00-01 CAPR 7, Policies and Procedures for Five Year Reviews and Plans (02-03 CAPR 2 - not approved by the Academic Senate 3/11/03)
- CAPR requested continuing without modification the program of the Department of Ethnic Studies (02-03 CAPR 3)
- CAPR requested an amendment to 00-01 CAPR 7, Policies and Procedures for Five Year Reviews and Plans, concerning the submission of documents (02-03 CAPR 4 - returned by ExComm 3/7/03 – no further action taken by CAPR)
- CAPR requested continuing without modification the program of the Department of Philosophy (02-03 CAPR 5)
- CAPR requested approval of the proposed name change of the Department of Public Administration to the Department of Public Affairs and Administration (02-03 CAPR 6)
- CAPR requested continuing without modification the program of the Department of Criminal Justice Administration (02-03 CAPR 7)
- CAPR requested approval of the discontinuance of the M.S. Program in Nursing (Geriatric Nurse Practitioner Program) (02-03 CAPR 8)
- CAPR requested approval of the discontinuance of the Adapted Physical Education Specialist Credential (02-03 CAPR 9)
- CAPR requested approval of the creation of a new Credential in Special Education Teacher Internship Program for the Level I Education Specialist Programs in Mild/Moderate and Moderate/Severe Disabilities (02-03 CAPR 10)
- CAPR requested approval of the creation of a new Department of Social Work in the College of Arts, Letters and Social Sciences (02-03 CAPR 11)
- CAPR requested continuing without modification the program of the Department of Recreation and Community Services (02-03 CAPR 12)
- CAPR requested (02-03 CAPR 13 - not forwarded to the Academic Senate for vote):
 - Endorsement and forwarding of its specific assessments of tenure-track hiring requests and prioritizations for searches in the academic year 2003-04 to the Deans, University Librarian, and to the President;
 - Changing the wording of 89-99 BEC 6, amended by 00-01 BEC 11 to require that all tenure-track requests, not only prioritized requests from colleges and the library, be forwarded to CAPR for their consideration and commentary
 - Changing the wording of A Guide to Regular (Tenure-Track) Faculty Hiring at California State University, Hayward 2000-2005 to required that tenure-track requests include a specific summary of how the tenure –track request is supported by faculty projections and priorities outlined in the five-year plan encompassing the academic year of the request or, as appropriate, a justifiable revision of those projections and priorities.

- CAPR requested continuing without modification the program of the Department of Kinesiology and Physical Education (02-03 CAPR 14)
 - CAPR requested continuing without modification the program of the Department of English (02-03 CAPR 15)
 - CAPR requested continuing without modification the program of the Department of Political Science (02-03 CAPR 16)
 - CAPR requested withholding recommendation on the continuation of the programs (French and Spanish) of the Department of Modern Languages and Literatures until a revised five-year plan has been submitted and approved by CAPR in 2003-04. (02-03 CAPR 17)
 - CAPR requested continuing without modification the outside accredited programs subject to review in 2002-03: Educational Psychology (Counseling (MS) and Special Education (MS)), Education (MS) and Educational Leadership (MS) (02-03 CAPR 18)
 - CAPR requested approval of the discontinuance of the Nursing Administration Option in the M.S.-HCA (Public Administration) (02-03 CAPR 19)
3. Continuing items of business to be handled by the appropriate committee next year
- **CAPR's role in the tenure-track allocation process:** After another year of extensive debate and considerable time devoted by CAPR members to the examination of tenure-track requests forwarded to the committee and to the President by the College Deans, CAPR was once more left in limbo without clear direction on what its role is or should be in the process of reviewing and approving tenure-track proposals and the authorizing of searches. CAPR found itself in the position of having reviewed programs this year that it believed had made strong programmatic cases for the hiring of new faculty to implement critical elements of their five-year strategy. However, to the dismay of CAPR members, tenure-track requests submitted by those programs to their respective College Deans did not get prioritized nor were even submitted to CAPR for its review. CAPR's requests to ExComm to endorse and forward its specific assessments of tenure-track hiring requests and prioritizations for searches in the academic year 2003-04 to the Deans, University Librarian, and to the President; change the wording of 89-99 BEC 6, amended by 00-01 BEC 11 to require that all tenure-track requests, not only prioritized requests from colleges and the library, be forwarded to CAPR for their consideration and commentary; and change the wording of A Guide to Regular (Tenure-Track) Faculty Hiring at California State University, Hayward 2000-2005 to require that tenure-track requests include a specific summary of how the tenure-track request is supported by faculty projections and priorities outlined in the five-year plan encompassing the academic year of the request or, as appropriate, a justifiable revision of those projections and priorities, were not forwarded to the Academic Senate for its consideration. To avoid a similar situation developing in 2003-04, it is my recommendation that CAPR discuss early on in the academic year how to enter into more effective and constructive dialogue with the Deans, Provost and President concerning tenure-track prioritization and how the five-year planning

process can be used to provide a clearer programmatic basis for distinguishing the merits of tenure-track hire requests, especially in a resource-scarce period such as a funding crisis. A closer marriage between tenure-track prioritization and five-year planning of academic resource needs by programs will provide greater significance to the five-year review process and further encourage the kind of forward-looking and systematic planning that CAPR has seen developing since the enactment of 00-01 CAPR 7.

- **CAPR's position vis-à-vis programs subject to external reviews.** It is unclear from the point of view of several Chairs of externally accredited programs, that having approved 02-03 CAPR 1 AMENDED, whether the Academic Senate intended this to be a permanent policy and procedure change or whether this should be considered an interim position with respect to such programs, to be clarified by further consideration by CAPR in 2003-04. CAPR 02-03 believed that it correctly established a compromise, middle-ground position in which externally accredited programs are relieved of much of the reporting requirements while ensuring that all review materials are made readily available to interested parties through the Senate Office and that summaries that might be useful to CAPR in its academic and resource planning duties are conveniently prepared and presented with an oral account of the review process at a regularly scheduled CAPR meeting. It is my recommendation that CAPR and the Academic Senate leave 02-03 CAPR 1 AMENDED as is and apply it to externally reviewed programs in 2003-04 and subsequent years.
- **Clarification of CAPR's role in light of the formation of COBRA.** The vote to establish a new Committee on Budget and Resource Allocation (COBRA) and the revision of the University Bylaws by the Academic Senate in the Spring quarter of 2003 to reflect this will likely have significant effects on CAPR and other committees. CAPR will need to continue its dialogue on its role within university governance during the 2003-04 academic year
- **Review of Geography and Environmental Studies.** The Department of Geography and Environmental Studies was granted an extension from 2002-03 to 2003-04 to submit its five-year review in the light of faculty sabbaticals and the absence of Department Chair Larson as Interim Dean of the College of Arts, Letters and Social Sciences. CAPR requested that Geography and Environmental Studies submit their review materials for consideration by CAPR before the end of the Winter quarter 2004 to avoid the logjam of reviews that occurs in the Spring quarter.
- **Review of Anthropology (failed to submit in 2002/03).** The Department of Anthropology requested an extension of the timelines laid down in 00-01CAPR 7 in 2002-03 to permit them time to process the findings of their external reviewer and finalize their documentation. However, they did not meet their requested deadline extension of April 10 for submission of the four documents and these were not forthcoming by the end of the academic year. CAPR should request that

Anthropology, which presumably already has its self-study, five year plan and outside reviewer's report, quickly finalizes its response to its outside reviewer's report and any revisions of its five-year plan, submitting them early on in the Fall quarter 2003 for CAPR consideration, again avoiding the log-jam of reviews that occurs later in the academic year.

- **Review the following additional 15 programs scheduled for 2003-04:**
According to the revised five-year program review schedule, the following additional 15 programs are due to be reviewed during 2003-04. The respective Chairs and College Deans were contacted in writing on June 28, 2003.
 - Accountancy (MS)
 - Art (BA, BFA) {externally accredited}
 - Arts Administration (BA)
 - Business Administration (BA, MS, MBA) {externally accredited}
 - Engineering (BS) {externally accredited}
 - Liberal Studies (BA)
 - Mass Communication (BA)
 - Multimedia (MA)
 - Music (BA, MA) {externally accredited}
 - Public Administration (MPA) {externally accredited}
 - Special Major (BA, BS, MA, MS)
 - Speech Communication (BA, MA)
 - Speech Pathology and Audiology (BS, MS) {externally accredited}
 - Taxation (MS)
 - Telecommunication Systems (MS)

A reminder should be sent to these Chairs and College Deans early in the Fall quarter reminding them of the timelines established in 00-01 CAPR 7 for the preparation and submission of documents, and the need for the timely selection of an outside reviewer and completion of the outside review process.

4. Chairs' or members' suggestions on issues that ought to be considered during 2003-04

The only suggestion that was made as to issues that should be considered by CAPR was to clarify CAPR's role in the tenure-track allocation process and its broader role in the light of the formation of COBRA. Specifically, in order not to waste CAPR members' time in 2003-04 or future years, a decision needs to be made as to whether it is appropriate to continue with the arrangements under 89-99 BEC 6, amended by 00-01 BEC 11, that requires prioritized tenure-track requests from colleges and the library be forwarded to CAPR for its consideration and commentary if CAPR's considerations and comments are going to be largely ignored by parties to the tenure-track search approval process. It is my view that the five-year planning process is an important component in an effective, university-wide allocation of resources. It should be made clear to programs that their ability to systematically assess and articulate their future hiring needs in the evaluation of their program needs and

challenges over each successive five-year planning period will be a key factor in evaluating their tenure-track hiring requests, especially in a resource-scarce period. This will require that the College Deans, Provost and President take appropriate steps to consult with CAPR and solicit feedback concerning the extent to which tenure-track requests have been justified in five-year plans or a valid assessment of why non-planned requests or differential prioritizations by programs compared to planned five-year hiring projections have been provided.

5. Any further thoughts by the Chair or members of the Committee on (a) procedures, (b) functions, or (c) miscellaneous aspects.

The timetable established by 00-01 CAPR 7 for Five-Year Program Reviews, as pointed out by Carol Becker, Chair 01-02, results in CAPR receiving the scheduled Five-Year Program Reviews during Spring Quarter. With upwards of 15 or more programs to review in a given year, this places an almost impossible workload on the committee. Given that Provost Martino, the Associated Student representatives, and the Secretary are not charged with authoring CAPR responses to these programs, most committee members end up writing two very detailed reports during this quarter as well as doing their part in reviewing the other reports for which they are not the designated respondent. In addition to this, committee meetings are full to the brim with two or three presentations of five-year reviews by the various Program Chairs and faculty as well as additional agenda items such as the approval of new programs or the discontinuance of existing programs that are submitted to CAPR en route to the Academic Senate outside the normal timelines specified by the university's various policies and procedures. It is my recommendation that CAPR:

- communicates to all concerned that it will only consider requests for Placement of a New Program on the University Academic Plan at the beginning of the Fall quarter of the academic year preceding the first academic year of the next five-year Academic Plan, as laid down in the Policy and Procedures (80-81 CAPP 1), and not in off years or other quarters,
- seeks to have the Policy and Procedures for Discontinuance of Academic Programs (80-81 CAPP 6 as amended by 93-94 CIC 5) amended to require that all such requests not submitted as part of the scheduled five year review process be submitted to the CAPR agenda no later than the last meeting of the Winter quarter of each year,
- communicates in the Fall to all programs scheduled for review that CAPR would welcome early submission of documentation and that programs which complete the four documents prior to the end of the Winter quarter should work with the CAPR Chair to arrange for CAPR to perform the review of their material on or before the last meeting of term,
- encourages externally accredited programs, which frequently will have undergone their accreditation review at the end of the preceding year or in the Fall, to submit their documentation, as laid out in 02-03 CAPR 1 AMENDED, prior to the end of the Winter quarter,
- requests that ExComm and the Committee on Instruction and Curriculum attempt, to the degree practicable, to ensure that all business that requires

CAPR's consideration should be placed on CAPR's agenda during the Fall and Winter quarters, leaving the Spring quarter agendas free for the performance of five year review evaluations and CAPR's input to the tenure-track hiring process.

Appendix A. The membership of the Committee, including any membership changes.

Membership of CAPR 2002-03:

Carol Castagnozzi, Library (replaced by Michelle Buda, Spring 2003)
Margaret Desmond, Teacher Education (Secretary Winter 2003)
Beverly Dixon, Biological Sciences (Secretary Fall 2002)
Susan Gubernat, English (Secretary Spring 2003)
Jiansheng Guo, Human Development
Michael Lee, Geography and Environmental Studies (Chair)
Chris Lubwama, Accounting and CIS
Frank Martino, Provost
Steve Peng, Management and Finance
Assim Sagahyroon, Math and Computer Science
Michael Strait, Assessment and Testing
Jack Wu, Associated Students

Membership of CAPR 2003-04:

Judy Clarence, Library
Susan Gubernat, English (Secretary Spring 2003)
Jiansheng Guo, Human Development
Vish Hegde, Management and Finance
Chris Lubwama, Accounting & CIS
Frank Martino, Provost
Gloria Rodriguez, Educational Leadership
Assim Sagahyroon, Math and Computer Science
Michael Strait, Assessment and Testing (Chair)
Helen Zong, Engineering
1-2 Members, Associated Students
1 Member, CLASS (to replace Patricia Radin, Communication)

Appendix B. Subcommittee memberships

Beverly Dixon served as the CAPR representative to the University Layoff Committee.
Chris Lubwama served as the CAPR representative to the Campus Physical Planning Committee.
Steve Peng served as the CAPR representative to the Library Advisory Committee.
Chris Lubwama and Michael Strait worked with the ExComm Subcommittee on Academic Standards.