

CALIFORNIA STATE UNIVERSITY, HAYWARD

Designation Code: 2004-05 **CAPR 1-amended**
Date Submitted: October 7, 2004

TO: The Executive Committee of the Academic Senate
FROM: Committee on Academic Planning & Review
SUBJECT: Proposed Changes to the Committee Policies and Procedures
PURPOSE: For Approval by the Executive Committee
ACTION
REQUESTED: That the Executive Committee approve the proposed changes to the committee Policies and Procedures document.

BACKGROUND

INFORMATION: CAPR 2003-04 spent a great deal of time reviewing the CAPR Policies and Procedures document and creating additional back-up in the form of appendices. No document was done last year to obtain approval of these changes. CAPR 2004-05 reviewed the work of the 03-04 CAPR and agreed that the proposed changes were of real benefit to the CAPR procedures, adding clarification and structure to the processes. CAPR approved these attached policies unanimously at its first meeting on October 7, 2004.

The policies, with strike-out and underline, are also attached to this document.

This document was amended by adding Appendix 4, ExCom meeting 11-9-04.

A directive from ExCom at the same meeting also asked the Senate Office to change the format of all committee policies so that the quotes from the Bylaws are separate from the other committee policies, so that they would not be tempted to change the wording of the Bylaws in committee discussions.

CAPR Five-Year Review Protocol

This protocol addresses the process for reviewing, discussing, and evaluating the Program's Five-Year Review, once submitted to CAPR and placed on the agenda of a regularly scheduled CAPR meeting.

It is intended to supplement rather than replace existing Policies and Procedures for Five-Year Reviews and Plans.

1. Copies of the Five-Year Review and Plan are distributed to CAPR members at least 6 working days prior to the scheduled meeting.
2. A CAPR member is designated as Report Writer. This person will take notes during the meeting, along with the CAPR secretary, to ensure a complete record of the proceedings.
3. All CAPR members are requested to read the Review and Plan presented, and to complete the Response Form prior to the meeting
4. The Program Director is invited to attend and bring any other Program Unit Faculty or Academic Administrators they wish.
5. A TIME CERTAIN is included on the CAPR Agenda for the Review
6. At the appointed time, the Program Director is invited to make an oral presentation of the Five-Year Program Review and Plan. The oral presentation may provide an overview and highlights, and may include a brief presentation of any new information the Director wishes CAPR to consider as part of the review. This oral presentation should not exceed 15 minutes.
7. Any new information provided at this time should be printed, with sufficient copies (~12) available to distribute to CAPR members
8. CAPR members are then invited to ask questions of clarification of the Program Director and/or other program representatives present. The designated Report Writer begins the questioning. The Q&A session should not exceed 15 minutes.
9. With the close of the Q&A session, CAPR members begin their discussion and evaluation of the Review and Plan. Program representatives are welcome to stay or leave at this time as they choose. This discussion should continue until CAPR members are satisfied that all important questions and issues have been addressed, but it is recommended that this discussion not exceed 30 minutes.
10. Before the close of the meeting, CAPR members will decide if they have enough information to make a recommendation; if not a request for additional information is composed to be sent to the Program Director with a due date.
11. If CAPR members conclude they have enough information, the designated Report Writer will draft CAPR's Report to the Senate and circulate to CAPR members within 6 working days of the meeting
12. Clarification and revision of the draft report will take place by email in time to be presented and distributed to CAPR members at least 6 days prior to the next CAPR meeting.
13. At the next CAPR meeting, CAPR members will briefly review the penultimate draft report and vote on a recommendation to the Senate.
14. The Report Writer will make any required final edits to the report and send to the CAPR Chair.
15. The CAPR Chair will provide a copy of the final report to ExCom for approval.

CAPR Evaluation Response Form

Program _____

Date: _____

1. Self-Study

1.1. Previous Review and Plan

Is the previous plan summarized?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Is progress in implementing the previous Plan, including what remains to be completed, discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

1.2. Tenure-track Position Applications

Are copies attached?

- Yes
- No

Is progress in achieving these appointments discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

1.3. Outcomes Assessment (See Attached Rubric)

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

1.4. Program Statistics

Are copies of IR&A-supplied tables attached?

- Yes
- No

Is the impact on program quality of enrollment trends discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Is the impact on program quality of trends in student-faculty ratio (SFR) discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Is the impact on program quality of trends in percentage of courses taught by regular faculty discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Is the impact on program quality of trends in number of majors discussed?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Other statistical trends and impact on program quality discussed, if any:

(Comment/Question: _____

_____)
 Exemplary (Comment: _____)

1.5. Comparative Review

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

1.6. Other Program Achievements

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary

1.7. Extra Units Justification, if required:

- Partially (Question: _____)
- Adequately

2. Five-Year Plan

2.1. Curriculum

Are envisioned changes for the next five years discussed, and do they address recommendations and concerns identified in the Self-Study, including what has been learned from the outcomes assessment process?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

2.2. Students

Are envisioned changes for the next five years discussed, and do they address recommendations and concerns identified in the Self-Study, including what has been learned from the outcomes assessment process?

Number of majors:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Total enrollments:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Student characteristics:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Student career opportunities:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Program-level student learning outcomes:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Outreach plans:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Retention strategy:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Class scheduling:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Resources to Support Student Learning:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

2.3. Faculty

Are envisioned changes for the next five years discussed, and do they address recommendations and concerns identified in the Self-Study, including what has been learned from the outcomes assessment process?

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Are anticipated new tenure-track applications discussed and justified:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

2.4. Other Resources

Are envisioned changes for the next five years discussed, and do they address recommendations and concerns identified in the Self-Study, including what has been learned from the outcomes assessment process?

Staff:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Equipment:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Library:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Travel:

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

Other resource needs discussed, if any:

- (Comment/Question: _____

_____))
- Exemplary (Comment: _____)

3. Outside Reviewer's Report

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

4. Program Response to Outside Reviewer's Report

- Not at All
- Partially (Question: _____)
- Adequately
- Exemplary (Comment: _____)

5. Additional CAPR Response Comments, Concerns, or Questions:

CAPR FORMAT FOR RESPONSE TO FIVE-YEAR PROGRAM REVIEWS

Approved on November 1, 2001

(approved by CAPR on this date but not on a CAPR document for ExCom approval)

Date:

To:

From:

Re:

Action Requested:

Background

- Overview description of the program
- Overview of the documents submitted to CAPR

Five-Year Program Review/Self-Study (dates)

- Summary of specific areas of the Self-Study
- Summary of supporting data

Outside Reviewer's Comments & The Department's Response

Program's Five-Year Strategic Plan (dates)

CAPR Analysis Of The Program's Five-Year Review

- a. Program
- b. Resources

CAPR Recommendation For Continuation Of The Program

Date Of The Program's Next Five-Year Review

Policy and Procedures on Requests for Delays for Academic Program Reviews to CAPR

Requests for delays in review for programs which are not outside accredited should include a detailed, clear explanation of the extraordinary circumstances demanding an extension and should be addressed to the Chair of CAPR via the Dean of the program's college. If a delay is granted, programs delaying a review must submit a progress report by March 1 of the delayed year indicating the state of data collection for the upcoming review and a scheduled date in November or January at the latest of the following year when CAPR will receive the completed program review. Outside reviews should be scheduled to take place during the Fall Quarter of the delayed year at the latest.

Background: CAPR 2004-05 believes that formal procedures would serve the University in meeting required review schedules and maintaining a clear path for programs to follow during their delayed year so that they do not start from zero in the actual review year. Additionally such procedures will allow CAPR to better schedule its workload. This action was approved unanimously by CAPR at its meeting on November 4, 2004.

Approved by ExCom on 11-9-04, but not in area that quotes the Bylaws