

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: **2008-09 CAPR 40**

DATE SUBMITTED: April 23, 2009

TO: The Executive Committee of the Academic Senate
FROM: The Committee on Academic Planning and Review (CAPR)
SUBJECT: CAPR Policies and Procedures for Committee Operation

PURPOSE: For Action by the Executive Committee of the Academic Senate

ACTION

REQUESTED: That the Executive Committee approve the modifications to the CAPR Policies and Procedures for Committee Operation; effective Fall 09 with the exception of the modifications requiring Bylaws changes, which is requested to be put before the faculty for approval.

Background

Information: CAPR discussed the modifications below at several meetings in 08-09 and unanimously approved the final version at its meeting on April 23rd. It should be noted that the Policy for review and approval of Program Suspension Requests was approved by the Senate on Feb 10, 2009 for inclusion in the Curricular Procedures Manual (**08-09 CAPR 12**, Policy and procedures for the Temporary Suspension of Academic Programs). Areas highlighted in **yellow** denote Bylaws content.

COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Policies and Procedures for Committee Operation

Preamble. As authorized by Article XV, Section 10 of the Bylaws of the University Faculty, the following policies and procedures for conduct of the operations of the Committee on Academic Planning & Review have been adopted by the majority vote of the members present of the Committee on Academic Planning & Review and approval by the Executive Committee of the Academic Senate. *The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in Appendix A. Policies below which quote the Bylaws are highlighted, to point out that these sections cannot be changed without a vote of the entire faculty.*

Duties and Organization

- A. The duties of the Committee shall be:
1. To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing social conditions;
 2. To evaluate each existing academic program at intervals not to exceed five years, except as modified for outside accredited programs, and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;

3. To review Temporary Program Suspension requests and requests for Name Changes of Academic Units;
4. To review the Academic Master Plan of the University, to consider requests for revisions of that Plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;
5. To coordinate long range plans for academic development with campus planning of facilities development;
6. To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University;
7. To consult with the appropriate administrators regarding academic planning and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
8. To coordinate long range plans for academic development with campus planning of facilities development; and
9. To consult, when appropriate, with other Standing Committees

Comment [AS1]: This reflects the policy for Temporary Program Suspension approved by the Senate on Feb. 10, 2009. Rest of duties have been renumbered; all faculty vote required, unless the approval of the temporary suspension policy by the Senate negates this need.

B. The Committee shall recommend:

1. To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;
2. To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
3. To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

C. The membership of the Academic Planning and Review Committee shall be:

1. Eight (8) members of the Colleges of the University;
2. One (1) appointee of the President of the University;
3. One (1) representative of the Library;
4. The Associate Vice President, Academic Programs and Graduate Studies;
5. One (1) representative of the Student Services Electorate; and
6. Two (2) members of the student body of the University.
7. Note that the non-voting member from Extended Education is still in the Bylaws, but has not been in the CAPR Policies since at least '92.

Comment [AS2]: New; added; all faculty vote required.

D. The role of the Committee Chair is as follows:

1. The Committee shall elect a Chair to organize and conduct the Committee business (Article XV, Section 9). The Chair shall be a voting member.
2. The Chair shall have the following responsibilities:
 - a. the preparation, organization, and distribution of proposed agendas to the Committee members;
 - b. notifying persons with business before the Committee of the Committee meetings and agendas;
 - c. conducting the Committee meetings and business;
 - d. Transmitting Committee recommendations and reports to the Executive Committee;
 - e. overseeing the work of the subcommittees;
 - f. coordinating Committee activity with the work of other Standing Committees and special committees;

- g. providing for representation of the Committee at meetings of the Executive Committee and Academic Senate when Committee recommendations or reports are on the agenda; ~~and~~
 - h. preparing (with the assistance of the Secretary) the annual report of the Committee (Article XV, 9);
 - i. updating the Five-Year Program Review Schedule during Spring Quarter;
 - j. notifying all programs scheduled for Five-Year Reviews during the next academic year and providing them with a copy of **the most current CAPR policy document by the Winter Quarter of the year prior to their review**; and
 - k. providing program Chairs and school Deans with a copy of the Senate approved CAPR Response to the Five-Year Program Review.
3. In the absence of the Chair from a Committee meeting, the Secretary shall preside; in the absence of both Chair and Secretary, the Committee shall elect a Chair pro-tem for that meeting.
- E. The role of the Committee Secretary is as follows:
- 1. The Committee shall elect a Secretary to prepare and maintain its records.
 - 2. The Secretary shall have the following responsibilities:
 - a. the preparation, distribution and correction of the minutes of Committee meetings;
 - b. maintenance of a file of the complete agendas, with supporting materials; minutes; and records of the Committee; and
 - c. assisting the Chair in the preparation of the annual report of the Committee.
 - 3. In the absence of the Secretary from a Committee meeting, the Chair shall appoint a Secretary for that meeting.

NOTE: Rest of this section remains the same.

BYLAWS
ARTICLE XVI

THE COMMITTEE SYSTEM

No changes to the opening sections of this document.

SECTION 2 COMMITTEE ON ACADEMIC PLANNING AND REVIEW (CAPR)

- A. Duties of the Committee:
- 1. To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing **social** conditions;
 - 2. To evaluate each existing academic program at intervals not to exceed five years, except as modified for outside accredited programs, and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;
 - 3. **To review Temporary Program Suspension requests and requests for Name Changes of Academic Units;**

Comment [AS3]: This word has been added to reflect the original statement (see above).

Comment [AS4]: This reflects the change noted above.

4. To review the Academic Master Plan of the University, to consider requests for revisions of that Plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;
5. To coordinate long range plans for academic development with campus planning of facilities development;
6. To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University;
7. To consult with the appropriate administrators regarding academic planning and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
8. To coordinate long range plans for academic development with campus planning of facilities development; and
9. To consult, when appropriate, with other Standing Committees

SPECIAL PROCEDURES FOR RECOMMENDATIONS

- B. The Committee on Academic Planning and Review shall recommend as follows:
1. To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;
 2. To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
 3. To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

MEMBERSHIP

- C. The membership of the Committee on Academic Planning and Review Committee shall be:
1. Eight (8) members of the Colleges of the University;
 2. One (1) appointee of the President of the University;
 3. One (1) representative of the Library;
 4. **The Associate Vice President, Academic Programs and Graduate Studies;**
 5. One (1) representative of the Student Services Electorate; and
 6. Two (2) members of the student body of the University.
 7. Note that the non-voting member from Extended Education is still in the Bylaws, but has not been in the CAPR Policies since at least '92.

Comment [AS5]: New; added per change noted above.

CAPR Five-Year Review Protocol for Review Meeting and Preparation of Recommendations

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. An electronic copy of the Five Year Review and Plan is made available to CAPR members at least six (6) working days prior to the scheduled meeting. Two print copies are retained in the office of the Academic Senate, one for archival purposes and one to be used by CAPR members if an electronic copy is difficult to read.
2. A CAPR member is designated as liaison to a program. This person will take notes during the meeting, along with the CAPR secretary in order to assist in the preparation of CAPR's recommendations.
3. All CAPR members are requested to read the Review and Plan presented, and to develop appropriate questions for the CAPR 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 shall not exceed fifteen (15) minutes.
7. Any new information provided at this time should be printed, with sufficient copies (~ 12) available to distribute to CAPR members. An electronic version should be provided to append to the e-version of the CAPR report.
8. CAPR members are then invited to ask questions of clarification of the Program Director and/or other program representatives present. The designated liaison begins the questioning. The Q&A session will take approximately fifteen (15) to thirty (30) 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 thirty (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 liaison will draft CAPR's Report to the Senate and circulate to CAPR members within six (6) working days of the Review 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 available CAPR meeting.
13. At the next available CAPR meeting, CAPR members will briefly review the penultimate draft report and vote on a recommendation to the Senate.
14. The liaison 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.

Comment [AS6]: Reflects move to e-formats, approved by CAPR in Fall 2008.

Comment [AS7]: Replaces "report writer"

Comment [AS8]: A stronger verb is inserted.

Comment [AS9]: The current document stipulates 15 minutes maximum, but that has been too restrictive in the past.