

CAPR Annual Report 2009-2010

Unlike last year, 2009-10 was a relatively light year for CAPR due to a significant decision made by Academic Senate following a petition dated September 9, 2010 from College of Science department chairs to postpone the five-year review requirement for a year. The CS request stated the following:

“...given the current fiscal climate, mandated workload reductions through the furlough program, uncertainties regarding future budgets and reduction in future enrollments, it is beneficial to delay the Five-Year Program Review. Owing to these uncertainties, it does not appear feasible to offer a reasonable five year plan as required for the review process.”

CAPR considered this request in its broader context and thus rather than vote on a college by college basis on what was clearly a university-wide issue, CAPR a) petitioned the view of all those programs up for review in 2009-10 and consulted with the Senate Office, and b) following further discussion, voted to amend the College of Science request to apply postponement to all CSUEB programs. It thus sent a recommendation to the executive committee (ExComm) to postpone all the 09-10 five-year reviews by shifting the entire review schedule out by one year except for those programs whose review is determined by an outside accreditation timetable. Caveats were that programs wishing to submit their 09-10 review be permitted to do so (no programs did), and that programs previously postponed to 09-10 be required to submit as scheduled or separately petition for a further delay (one program, Communication, did so). This recommendation was accepted by ExComm which approved it at its October 27 meeting. It is not clear from the Academic Senate minutes when this recommendation achieved approval of the full Academic Senate but it did so.

Over the year, CAPR meetings were devoted to the standard business of evaluating program modification requests and other such governance duties. The following is a more or less chronological listing of CAPR actions:

- Initiated further discussion on 08-09 CAPR 42 Five-Year Review of Criminal Justice Administration program and 08-09 CAPR 45 Five-Year Review of the Masters in Public Administration program returned to CAPR for revision by ExComm.
- Recommended approval of discontinuation of three options in the Business Administration BS
- Recommended approval of modifications to the Kinesiology program
- Recommended approval of the discontinuation of three options and approval of one new option in the Environmental Studies BA
- Recommended approval of a minor in Communication
- Recommended approval of a name change request from “Speech Communication” to “Communication”
- Recommended approval of new options for a BA in Chemistry, Biochemistry, Physics and Biology (aimed at prospective science teachers)
- Agreed to permit Public Affairs and Administration to revise and resubmit their 08-09 five year review to address concerns raised by ExComm and permit greater faculty participation
- Amended and resubmitted its review of the Criminal Justice Administration five-year plan to ExComm

- Recommended approval of a change in status for the Multimedia program and its incorporation as a program wholly in CLASS
- Approved the Communication program request to further delay submission of its once-delayed (scheduled 07-08) five-year review to 10-11 due to a) ongoing limitations and b) the postponement of 09-10 reviews due to budget constraints
- Approved a request by CEAS, who's programs successfully achieved re-accreditation, to delay submitting their internal five-year review documentation scheduled for 09-10 to 10-11 in line with other programs
- Recommended approval of the discontinuance of all options in the Philosophy BA
- Decided to send a memo from the CAPR Chair and Academic Senate Chair reminding all program Chairs and Directors and Administrators of the policies and procedures in place for faculty governance concerning program discontinuance, suspension, mergers and name changes in the light of concerns over potential reactions to budget cuts
- Recommended approval of a new early Childhood Development Certificate
- Recommended approval of revisions to the English BA program options
- Recommended approval of the petition to suspend the Sociology MA due to the budget situation and a lack of faculty resources – this is expected to last two years
- Recommended approval of discontinuance of the option in Administration of Healthy Communities within the MS in Health Care Administration
- Revised the policy and procedures on temporary program suspension in the light of the experience processing the Sociology MA suspension request, clarifying and streamlining the process (08-09 CAPR 15)
- Reviewed the revised and resubmitted MPA program review and recommended that the program continue without modification but with an understanding that annual reports will focus on progress toward achieving reaccreditation and that the CAPR Chair will review and report back to the committee and ExComm on these reports and the demonstrated progress

Note that in reviewing documents concerning modifications and discontinuations, for example of the Environmental Studies program and the Kinesiology program in the Fall quarter, it was observed that programs sometimes leave empty the boxes referring to consultation with other programs and a listing of objections if any. This created unnecessary delays in the review process when these agenda items were not accompanied at the corresponding meeting by representatives of those programs who could clarify the issue. CAPR found itself unsure as to whether a blank entry meant that no programs had been consulted, or that no programs consulted had objections. A note will be sent by the 10-11 CAPR Chair to the Senate Office to make sure that modification, discontinuation and other such forms are filled out fully so that unnecessary delays can be avoided.

An issue that took up considerable meeting time this year, being discussed on several occasions, including during an additional workshop-style meeting held on April 29, was the subject of Institutional Learning Outcomes (ILOs). CAPR received a request from the Senate Chair to consider a) drafting a provisional list of ILOs for our institution (in the light of WASC directives) and b) appointing an ad-hoc sub-committee to assess those ILOs and recommend back to CAPR and ExComm a process for their assessment. The committee received numerous documents from Donna Wiley and explanations on the nature of its charge from former and current Academic Senate Chairs Susan Opp and Dianne Rush-Woods and GE Director Sally Murphy. Having reviewed the available information and discussed what it thought its responsibilities were, including its concern over the readiness of the institution to implement a university-wide set of ILOs and their assessment and the resources for faculty to do so, CAPR set

about drafting a set of ILOs and developing a short-list of potential ad-hoc sub-committee members. Each CAPR member volunteered to draft a summary of a potential CSUEB ILO in the following areas, building on accepted wisdom (e.g. ILO language adopted at other CSU institutions):

- Written Communication
- Oral Communication
- Critical Thinking
- Information Literacy
- Teamwork
- Intercultural Competency
- Ethical Reasoning and Action
- Civic Engagement
- Expertise in Scholarly Discipline
- Technological Competency
- Quantitative Literacy
- Sustainability

The outcomes of this drafting process and the proposed candidates for the CAPR ILO sub-committee membership were presented to ExComm in a memo from the CAPR Chair on May 5. In discussion of CAPR's memo, ExComm voted not to pass on the list of ILOs to the full Academic Senate and will instead revisit this issue in 10-11, referring the subject back to CAPR for further consideration. CAPR discussed this decision and decided that it should go ahead in 10-11 and create the suggested sub-committee of CSUEB experts in learning outcomes assessment and have them draft a candidate set of ILOs for consideration by CSUEB and suggest a methodology for their assessment that ExComm would be comfortable in submitting to the Academic Senate for adoption. It is the understanding of the CAPR Chair that this process has been initiated to prepare our institution for future WASC requirements on ILOs.

The final meeting of the year was spent reviewing the annual reports submitted by programs as required by 08-09 CAPR 23. Annual reports are seen by CAPR as a valuable tool that enables CAPR to track programs between five-year reviews and allows CAPR and program faculty to focus on implementing the five-year plans and addressing any concerns raised by the last review. A separate report has been prepared, attached to this one, on this year's annual reports. As with last year, in spite of several reminders to program chairs, directors and deans, less than half of the programs submitted annual reports. This limited compliance is something that CAPR will need to pursue again in 10-11. Annual reports are critical for CAPR's efforts to try and make the five-year review process a meaningful catalyst for effective academic planning at the program level.

MOU meetings, scheduled by the provost, were completed for the majority of the programs reviewed by CAPR in 08-09. The provost used the MOU process as a vehicle for understanding the programs and a way to determine program strengths, weaknesses, and resource needs. Program chairs seemed to appreciate the opportunity to explain their programs and their

issues directly to the provost and their deans in these meetings and it was an excellent forum for the provost and the academic vice-president to ask questions and solicit and offer feedback.

On a final note, the role of CAPR secretary in 09-10 was undertaken by James Ahiakpor, Pat Jennings and Liz Ginno in Fall, Winter and Spring respectively. In Fall quarter 09, Monique Manopoulos was elected to and served on the Library Advisory Council. The current chair was re-elected by the committee at the May 21 organizational meeting and will be fulfilling a second term in 2010-11. Liz Ginno volunteered to be committee Secretary for the Fall 2010 quarter and was duly elected. Secretaries for the Winter and Spring quarters will be elected in the Fall and Winter quarters respectively.

Respectfully Submitted

Michael Lee
CAPR Chair 09-10

September 09, 2010