

**CALIFORNIA STATE UNIVERSITY, EAST BAY**

Designation Code: **2009-10 CAPR 8**

Date Submitted: November 11, 2009

TO: The Executive Committee of the Academic Senate

FROM: Committee on Academic Planning & Review (CAPR)

SUBJECT: Public Administration MA 5-Year Review

PURPOSE: Information item

ACTION  
REQUESTED: None:

**BACKGROUND**

**INFORMATION:** At its meeting on November 5, 2009, CAPR voted unanimously to return the Public Administration MA five-year review (originally forwarded as 08-09 CAPR 45) to the department faculty for revision and resubmission (see below). Note that this revision and resubmission will not require an additional outside review.

CAPR was asked by the Excom of the Academic Senate to revisit its document 08-09 CAPR 45 concerning the five-year review for the Public Administration MA program. It was noted by Excom that there were several errors and omissions that needed to be addressed in 08-09 CAPR 45, that there was an allegation of grade trading for reviews referred to in CAPR's report that was inadequately addressed, and that there had been complaints that the Public Administration MA program faculty had not been given sufficient opportunity to participate in and comment on the five-year review document preparation and submission. CAPR invited faculty and the Interim Chair of the program to discuss this issue at its November 5 meeting. Following representation by three of the Public Affairs and Administration program faculty, Toni Fogarty, Jennifer Eagan and Ken Kyle, who requested that they be given the opportunity to revisit, revise as necessary, and resubmit their self-study, five-year plan and program response to the Outside Reviewer's Report, CAPR voted unanimously to grant this request.

In doing so, CAPR determined the following:

- That the five-year review document revision will be lead and completed by Prof. Toni Fogarty with assistance from faculty and not by Interim Chair Prof. Ben Bowser, who is serving as the "chair of record" for the department and is not involved in the majority of the departmental administrative duties and responsibilities (however, he indicated that he is eager do whatever is required to facilitate this revision process).
- That the five-year review will not require an additional outside review, that it will contain the outside reviewer's report as previously submitted with 08-09 CAPR 45, and that it will also contain a revised departmental response to this outside review.

- That the five-year review documents to be submitted to CAPR by the program using the guidelines and procedures (but not the timelines) listed in 08-09 CAPR 23 (revised)
- That the five-year review will contain a cover-sheet of signatures attesting to the fact that all interested parties have reviewed its contents (as detailed on page 16 of 08-09 CAPR 23 (revised)).
- That Prof. Fogarty, and not CAPR, will write the Summary of the Program for inclusion in the background section of the CAPR program review report to the Academic Senate (as detailed on page 18 in 08-09 CAPR 23 (revised)).
- That all documents will be submitted to CAPR for its examination no later than 3/14/10 – it was agreed at the November 5 meeting that the timelines in 08-09 CAPR 23 (revised) for program review would not be used for this revision of 08-09 CAPR 45 because they are based on accommodating an outside review and the new procedure that CAPR revision of submissions take place in the Fall quarter of the following academic year. Neither of these apply to this revision. Instead, it seemed reasonable to the CAPR Chair that the **end of the Winter Quarter** be the appropriate date for submission of the following documents.
  - A self-study
  - A five-year plan
  - Annual reports to CAPR (2006-7, 2007-8 and 2008-09)
  - Report of the Outside Reviewer
  - Program response to the outside Reviewer’s Report
- That the CAPR liaison to the Public Administration MA program in the preparation of these documents will be Chair Michael Lee of the Dept. of Geography and Environmental Studies.
- That CAPR will complete its examination of the re-submitted documents and prepare its report and recommendation to the Academic Senate before the end of the Spring quarter and in time for it to be submitted to Excom, and assuming it is accepted, to the Academic Senate for their approval prior to the end of the academic year 09-10.
- That 08-09 CAPR 45 be archived and noted as “Did not pass-returned to CAPR” and that the new review will be submitted as an 09-10 document, since the complete review process will be re-done in 09-10.

CC: Ben Bowser, Interim Chair, and all Public Affairs and Administration faculty.