TO: The Academic Senate

FROM: Committee on Academic Planning & Review (CAPR)

SUBJECT: Inclusion of procedure timeline flow-diagrams and liaison memo templates in 08-09 CAPR 23 (revised)

PURPOSE: For action by the Academic Senate

ACTION REQUESTED: Approval of the proposed modification of 08-09 CAPR 23 (revised) to include two flow diagrams and five memo templates detailing/clarifying the five-year review procedures and timelines as “Section VIII, Procedure timeline flow-diagrams and liaison draft memos for guiding the five-year review process”; effective upon the signature of the President

BACKGROUND:
In order to provide programs with clarification of the 5-Year Program Review process and improve communications between the programs and CAPR itself, the CAPR Chair, in consultation with the Senate Office, Committee members and others determined that it would be helpful to map out the timelines in graphical form associated with the five-year planning process as detailed in 08-09 CAPR 23 (revised). This is being implemented in its new format for the first time this year (2010-11). Moreover, to make the job of liaison more straightforward and consistent across programs and for future years, it was also deemed a good idea to develop a series of memo templates that would be sent to program Chairs/Directors and Five Year Review Committees to open channels of communication between programs and their liaisons annually and ensure that the procedures and timelines are clearly communicated and understood.

The CAPR Chair developed drafts of said items which were reviewed by CAPR members and discussed at two CAPR meetings. Final drafts were reviewed at the 11/4 meeting and were unanimously approved for inclusion in 08-09 CAPR 23 (revised). They are to be included as “Section VIII Procedure timeline flow-diagrams and liaison draft memos for guiding the five-year review process.” The CAPR Chair will annually update these as part of his/her duties (note a separate CAPR document requests, should this action item be approved, an amendment to the CAPR Policy and Procedures to include this duty in section D.2, modifying the dates in the timelines as required and also in the draft memos). It is understood by CAPR that the draft memos are a guideline for the communications between the CAPR and liaisons and that the liaisons may modify them as they see fit and as the details concerning five-year reviews referred to in the memos change over time. This does not change current policy, but attempts to clarify the process and help with communication between the programs and CAPR.

Attachments - VIII.1 through VIII.7:
Section VIII.1 Five Year Review Timelines for Program without External Accreditation

1st CAPR meeting of Fall (2010 = 10/7)
Liaisons are appointed at this meeting for each of the programs subject to review in the coming academic year. CAPR also confirms timetable for reviewing each program from the previous year.

Prior to 3rd CAPR meeting of Fall (2010 = 11/4)
Liaison contacts Program Chair/Director, provides his/her contact information and office hours, asks Program Chair/Director for names of members of Program Review Committee and designated contact person (if not the Chair/Director). Liaison also checks to see if program has identified an External Reviewer and submitted the approval form to the Provost’s office (see boilerplate FYR1).

Note: if the Liaison determines that program intends to request a postponement, communicate this to CAPR Chair.

3rd CAPR meeting of Fall (2010 = 11/4)
Programs requesting postponement of their review until following year submits request for consideration at this meeting (must be signed by Dean). Note that requests for delays with respect to any subsequent timelines must also be accompanied by Dean’s signature (see section D of 08-09 CAPR 23 revised).

Prior to 4th CAPR meeting of Fall (2010 = 11/18)
If no postponement granted at 3rd CAPR meeting, liaison contacts Program Chair/Director to make sure he/she is aware of all dates/deadlines (see boilerplate FYR2)

After end of Fall quarter (2010 = after 12/05)
Liaison checks with Senate Office to see if electronic copies of self-study and five-year plan have been received and name of External Reviewer. Obtains electronic copies of documents and reviews them for completeness. Reports any apparent issues to CAPR at 1st Winter meeting.

Prior to 1st meeting of Winter (2010 = 1/6)
Liaison obtains name and contact details of External Reviewer and lets him/her know liaison is available for consultation on Five-Year process (see boiler plate FYR3). Liaison contacts External Reviewer.
After end of Winter quarter (2010 = after 3/13)
Liaison checks with Senate Office to see if a copy of the External Reviewer report has been received. Obtains copy of this report and reviews it for completeness, content. Communicates any apparent issues to CAPR at next meeting.
Liaison checks with Program Review Committee Chair to see if a meeting has taken place with their dean to discuss the self-study, five-year plan, and External Reviewer report.

1st CAPR meeting of Spring (2010 = 4/7)
Liaison reports on status of program external review, issues raised by report, etc.

Prior to 2nd CAPR meeting of Spring (2010 = 4/21)
Liaison checks with dean’s office and the Program Review Committee to see if the dean’s written response to the five-year review has been received, if a response to the External Review has been prepared, and if the five-year plan is being amended by the committee.

2nd CAPR meeting of Spring (2010 = 4/21)
Liaison reports on status of report finalization.

Prior to last CAPR meeting of Spring (2010 = 5/19)
Liaison checks with Senate Office to see if full, completed five year report has been received by 5/15 deadline; if not received, contact Program Review Committee for status, report back to CAPR at its last meeting of the year.

Last CAPR meeting of Spring (2010 = 5/19) (note that CAPR may have an additional meeting on the 4th Thursday of May depending on outstanding business)
Report to CAPR on status of review; if deadlines not met, explain nature of problem and expected timeline offered by Program Review Committee/Program Chair/Director for completion. Appoint incoming committee member to take over as Liaison if current Liaison is not a returning member.

Summer (2010 = 6/20 onwards)
Outgoing liaison provides his/her notes and copy of report to new, incoming CAPR liaison (by first day of summer quarter). Liaison reviews report and evaluates it based on 08-09 CAPR 23 revised ready for Fall quarter meetings.
Prior to 2nd CAPR meeting of Fall (2011 = 10/20)
Liaison contacts Program Chair/Director to confirm that he/she is aware of his/her program review date and time.

Fall CAPR meetings 2nd meeting onwards (2011 = 10/20, 11/3, 11/17, 12/1 - note that in the event of there being many program reviews, this process may continue into Winter)
CAPR meets with representatives of each program subject to review in previous year. Liaison takes leadership in meeting with his/her program; prepares questions, etc.

Prior to last CAPR meeting of Winter (2012 = 3/15)
Liaison prepares CAPR’s response document to the program review (see guide to response preparation, example) and submits it to CAPR members for review at next meeting via Sharepoint.

By last CAPR meeting of Winter (2012 = 3/15)
CAPR reviews the draft response and recommendation, finalizes it, and submits it to ExCom for consideration. ExCom accepts and passes on to full Senate or returns to CAPR for amendment. If the CAPR’s response and recommendation is returned by ExCom or rejected by the full Academic Senate, CAPR will consider the required action at the next available meeting date.

Winter or Spring quarter (as determined by the Provost)
Liaison participates in Provost’s MOU meeting with program representatives, CAPR Chair, etc.
1st CAPR meeting of Fall (2010 = 10/7)

CAPR Chair contacts Senate Office to see if program has already received accreditation or has been denied accreditation prior to its first meeting. If program has been denied accreditation, it will be treated as a program without outside accreditation and the timelines and procedures for programs without outside accreditation will apply. The CAPR Chair will communicate this information to members at this meeting.

Liaisons are appointed at this meeting for each of the programs subject to review in the coming academic year.

Prior to 2nd CAPR meeting of Fall (2010 = 10/21)

Liaison contacts Program Chair/Director, provides his/her contact information and office hours, asks Program Chair/Director for names of members of Program Review Committee and designated contact person (if not the Chair/Director) (see boilerplate FYR4). If accreditation has not already been confirmed, liaison checks with Senate Office to see if the Program Chair/Director confirmed the date the accreditation review will take place and the date that they are required to submit their materials (DATE A). If the Senate Office does not have this information, contact the Program Chair/Director. Note: if the program intends to request a postponement, determine reasons and communicate to CAPR Chair.

Prior to 2nd CAPR meeting of Fall (2010 = 10/21) if receipt of accreditation has already been confirmed

Liaison should confirm that the Senate Office has received a hard copy of the confirmation letter, one hard copy of the full accreditation materials (previously submitted electronically) and two hard copies of the additional materials required by CAPR (previously submitted electronically). The liaison obtains this material, reviews it and prepares for the review meeting with CAPR.

2nd CAPR meeting of Fall (2010 = 10/21)

CAPR determines, with the help of the liaison, the date that the committee should meet with the program to discuss its five year review (DATE D). The liaison communicates this date to the program.

CAPR meeting DATE D

CAPR meets with representatives of the accredited program to discuss the review and accreditation body response. Liaison takes leadership in meeting; prepares questions, etc.

Prior to next CAPR meeting immediately after DATE D

Liaison prepares CAPR’s response document to the accredited program review (see guide to response preparation, example) and submits it to CAPR members for review at next meeting via Sharepoint.

Next CAPR meeting immediately after DATE D

CAPR reviews the draft response and recommendations, finalizes it, and submits it to ExCom for consideration. ExCom accepts and passes on to full Senate or returns to CAPR for amendment. If the CAPRs response and recommendation is returned by ExCom or rejected by the full Academic Senate, CAPR will consider the required action at the next available meeting date.

Date to be determined by the Provost

Liaison participates in Provost’s MOU meeting with program representatives, CAPR Chair, etc.
DATE B

Liaison checks with Program Chair/Director to see if accreditation confirmation (or denial) has been received. If not, a revised DATE B should be obtained and the liaison should check back on this date for confirmation that accreditation has been received. If so, the Liaison should confirm that the Senate Office has received a hard copy of this letter, one hard copy of the full accreditation materials (previously submitted electronically) and two hard copies of the additional materials required by CAPR (previously submitted electronically). The liaison obtains this material, reviews it and prepares for the review meeting with CAPR.

If accreditation has been denied, this should be communicated to CAPR.

First CAPR meeting after confirmation of accreditation

CAPR sets meeting date (DATE C) for discussion of program review. Liaison contacts Program Chair/Director with date.

CAPR meeting DATE C

CAPR meets with representatives of the accredited program to discuss the review and accreditation body response. Liaison takes leadership in meeting; prepares questions, etc.

Prior to next CAPR meeting immediately after DATE C

Liaison prepares CAPR’s response document to the accredited program review (see guide to response preparation, example) and submits it to CAPR members for review at next meeting via Sharepoint.

Next CAPR meeting immediately after DATE C

CAPR reviews the draft response and recommendations, finalizes it, and submits it to ExCom for consideration. ExCom accepts and passes on to full Senate or returns to CAPR for amendment. If the CAPR's response and recommendation is returned by ExCom or rejected by the full Academic Senate, CAPR will consider the required action at the next available meeting date.

Date to be determined by the Provost

Liaison participates in Provost’s MOU meeting with program representatives, CAPR Chair, etc.

Prior to second CAPR meeting of the quarter following DATE A and before DATE B

Liaison checks with Senate Office to see if the program submitted in electronic format the additional materials required by CAPR (in the required format and with a program summary page and copies of all of the Annual Reports submitted to CAPR since the prior 5 Year Program Review).

Prior to first CAPR meeting after denial of accreditation is confirmed

Liaison contacts Program Chair/Director to confirm that CAPR will discuss the denial of accreditation at its next meeting.

First CAPR meeting after confirmation of denial of accreditation

Depending on the quarter and date, CAPR will, in consultation with the program, determine whether the program should continue with the review this year as a program without outside accreditation or else be added to the list of programs to be reviewed the following year, in both cases according to the timelines and procedures applying to programs without outside accreditation. If the review is to be completed this year, the liaison will continue to interact with the program according to the timelines for programs without outside accreditation. If not, a new liaison will be assigned at the first CAPR meeting of Fall the following year.
TO: Add name of addressee here
FROM: Committee on Academic Planning & Review (CAPR)
SUBJECT: Liaison for your program’s 20**-20** five-year review

Dear name here,

I will be your program’s liaison for your forthcoming five-year review. It will be my job to contact you and/or your program review committee on behalf of CAPR with respect to your program’s compliance with the instructions and requirements detailed in the guiding document for the five-year review process, 08-09 CAPR 23 (revised), which you can find on the Academic Senate website at the following link http://www20.csueastbay.edu/faculty/senate/five-year-review.html.

My contact details and office hours for the Fall quarter are listed at the foot of this memo. I will update you each quarter through the rest of this academic year with my new office hours. Please could you be so kind as to provide me with the following information at your earliest convenience:

1. Whether your program intends to request postponement of its annual review scheduled for this academic year and the reasons for that request.
2. If no postponement will be requested, the name and contact details of your program review committee, if you have one, and the designated contact person.

CAPR and I will be working on a set of timelines developed from the procedures described in 08-09 CAPR 23 (revised). These timelines have been prepared as a flow-chart to guide the liaisons in their interaction with the programs being reviewed. A copy of this flow-chart has been included with this memo for your convenience. It will be helpful for you since it details the expected dates by which your program will have completed the required steps laid out in 08-09 CAPR 23 (revised).

Note that if you are not planning to request a postponement, you should already have identified a candidate to be your External Reviewer. This candidate must be approved by your dean and the Provost. The Provost’s office has prepared a form for this purpose which may be obtained from your dean who will also explain the process. You should already have been informed that this year, your External Reviewer will be given a $*** honorarium which is the same amount given for the past several years. The funding for this will come from the Provost’s office. Please let me know, therefore, in addition to the details of your program review committee, if you have identified a suitable External Reviewer and if you have submitted the necessary form to your dean.
If you have any questions about the forthcoming five-year review process please do not hesitate to contact me. I look forward to working with you and in helping you prepare your self-study and a strategic five-year plan that will guide your program and establish the basis for your dean and the Provost to provide you with the support and resources you will need to be effective in reaching your goals for the next five years and beyond.

Sincerely,

Your name here
CAPR Liaison

Tel/Voice Mail: Phone numbers here
Office location: Office location here
Email address: Email address here
Office hours: Fall Quarter - Office hours here

cc: ***, CAPR Chair 20**-**; Academic Senate Coordinator; dean’s name here, Dean of college name here
CALIFORNIA STATE UNIVERSITY, EAST BAY

TO: Add name of addressee here
FROM: Committee on Academic Planning & Review (CAPR)
SUBJECT: Key dates for 2010-2011 five-year review

Dear name here,

In order to help guide you through the five-year review process that your program is scheduled to undergo in 2010-2011, as your CAPR liaison I would like to draw your attention to the following key timelines. These are taken from 08-09 CAPR 23 (revised) which you can find on the Academic Senate website at the following link http://www20.csueastbay.edu/faculty/senate/five-year-review.html and have been graphically presented in the flow-diagram I attached to my previous memo.

- **End of Fall quarter (2010 = 12/05)**: Electronic copies of self-study and five-year plan should have been sent to the Academic Senate office along with name of your External Reviewer.

- **End of Winter quarter (2011 = 3/13)**: The External Reviewer report should have been sent to the Academic Senate and your dean’s office. Your program should have had a meeting with your dean to discuss your self-study, five-year plan and External Reviewer report.

- **Early Spring quarter**: Your program should have received your dean’s written response to your External Reviewer report.

- **May 15**: An electronic copy plus 2 complete hard copies of your completed five-year review should have been sent to the Academic Senate office.

If you expect any delays to this timeline, as detailed in Section D of 08-09 CAPR 23 (revised), you should request permission from CAPR in the form of a letter to the CAPR Chair for 2010-2011, Michael Lee, accompanied by the signature of your Dean.

Please don’t hesitate to contact me if you need further information about your five-year review process.

Sincerely,

Your name here
CAPR Liaison

Tel/Voice Mail: Phone numbers here
Office location: Office location here
Email address: Email address here
Office hours: Fall Quarter - Office hours here

cc: Michael Lee, CAPR Chair 2010-11; Academic Senate Coordinator; dean’s name here, Dean of college name here

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1 CAPR assumes by its 2nd CAPR meeting of Spring (2010 = 4/21)
TO:          Add name of addressee here
FROM:        Committee on Academic Planning & Review (CAPR)
SUBJECT:     Request for External Reviewer details

Dear name here,

As CAPR liaison to your program for its five-year review, I would like to make myself available to your External Reviewer in case he or she has any questions about the five-year review process. Please can you provide me with his or her details so that I can introduce myself and provide my contact information. Many thanks,

Sincerely,

Your name here
CAPR Liaison

Tel/Voice Mail: Phone numbers here
Office location: Office location here
Email address: Email address here
Office hours: Fall Quarter - Office hours here

cc: ***, CAPR Chair 20**-**; Academic Senate Coordinator; dean’s name here, Dean of college name here
TO: Add name of addressee here

FROM: Committee on Academic Planning & Review (CAPR)

SUBJECT: Liaison for your program’s 20**-20** five-year review

Dear name here,

I will be your program’s liaison for your forthcoming five-year review. It will be my job to contact you and/or your program review committee on behalf of CAPR with respect to your program’s compliance with the instructions and requirements detailed in the guiding document for the five-year review process, 08-09 CAPR 23 (revised), which you can find on the Academic Senate website at the following link http://www20.csueastbay.edu/faculty/senate/five-year-review.html. My contact details and office hours for the Fall quarter are listed at the foot of this memo. I will update you each quarter through the rest of this academic year with my new office hours.

INCLUDE IF NECESSARY

Please could you be so kind as to let me know at your earliest convenience whether you intend to continue as expected with your program review this year. If you do, could you also provide me with the name and contact details of your program review committee, if you have one, and the designated contact person. I would be grateful if you could provide me with the date by which you must have all your review materials into your accrediting body (Date A). I will contact you again at that time to determine the expected date by which the review process will be completed and a decision concerning your accreditation to be sent to your program (Date B). CAPR and I will be using these two dates to determine the timing of your five-year review on campus as shown in the flow-chart prepared for externally accredited programs which I have included with this memo for your convenience.

If you have any questions about the forthcoming five-year review process please do not hesitate to contact me. I look forward to working with you.

Sincerely,

Your name here
CAPR Liaison

Tel/Voice Mail: Phone numbers here
Office location: Office location here
Email address: Email address here
Office hours: Fall Quarter - Office hours here

cc: ****, CAPR Chair 20**., Academic Senate Coordinator; dean’s name here, Dean of college name here
In order to help guide you through the five-year review process that your program is scheduled to undergo in 20**-20**, as your CAPR liaison I would like to draw your attention to the following key timelines. These are taken from the 08-09 CAPR 23 (revised) sections applicable to outside accredited programs which you can find on the Academic Senate website at the following link [http://www.csueastbay.edu/faculty/senate/five-year-review.html](http://www.csueastbay.edu/faculty/senate/five-year-review.html) and they have been graphically presented in the attached flow-diagram.

**Date A**

The deadline for your accreditation agency to receive the required review documents – an electronic copy of this documentation must be sent to the Academic Senate office along with a cover letter that indicates the time period expected for this review and the date you expect to receive your accreditation, if successful, from your accreditor (Date B).

**Some time before Date B**

Your program should submit an electronic copy of the internal five-year review documents required by CAPR in 08-09 CAPR 23 (revised) to the Academic Senate Office in the required format and with a program summary page and copies of all of the Annual Reports submitted to CAPR since the prior 5 Year Program Review.

**Date B**

The date you receive your accreditation result from your accreditation agency - your program should submit the outcome of your accreditation process to the Academic Senate Office (i.e. a hard copy of the accreditation letter). If successfully accredited, you should also submit one hard copy of the full accreditation materials (previously submitted electronically) and two hard copies of the additional materials required by CAPR (previously submitted electronically).

**Date C**

The date set by CAPR for discussion of your five-year review with the committee – you should attend this meeting to discuss your review and answer questions that CAPR members might have with respect to your five-year plan.
I hope this is clear and that the flow-diagram of actions I sent you related to your five-year review and outside accreditation process will help us all to execute this review in a timely manner this academic year. Please note that in the unlikely event that your program is not successful in its pursuit of accreditation, 08-09 CAPR 23 (revised) requires that the five-year review continue, but with your program then subject to the timelines and requirements of programs without outside accreditation, as shown in the flow-diagram attached. Please don’t hesitate to contact me if you need further information about your five-year review process.

Sincerely,

Your name here
CAPR Liaison

Tel/Voice Mail: Phone numbers here
Office location: Office location here
Email address: Email address here
Office hours: Fall Quarter - Office hours here

cc: ****, CAPR Chair 20**.**; Academic Senate Coordinator; dean’s name here, Dean of college name here