

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: **10-11 CAPR 4**
Date Submitted: November 11, 2010

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

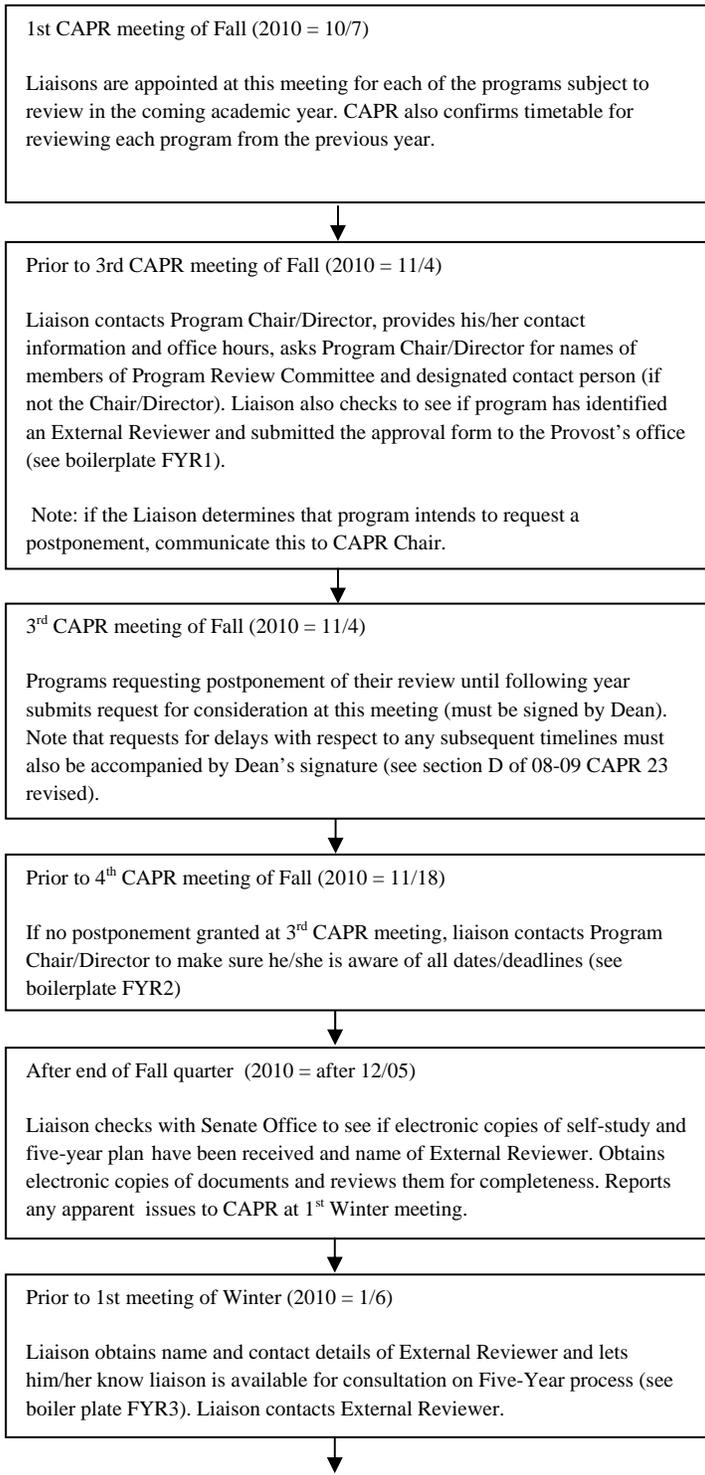
BACKGROUND:

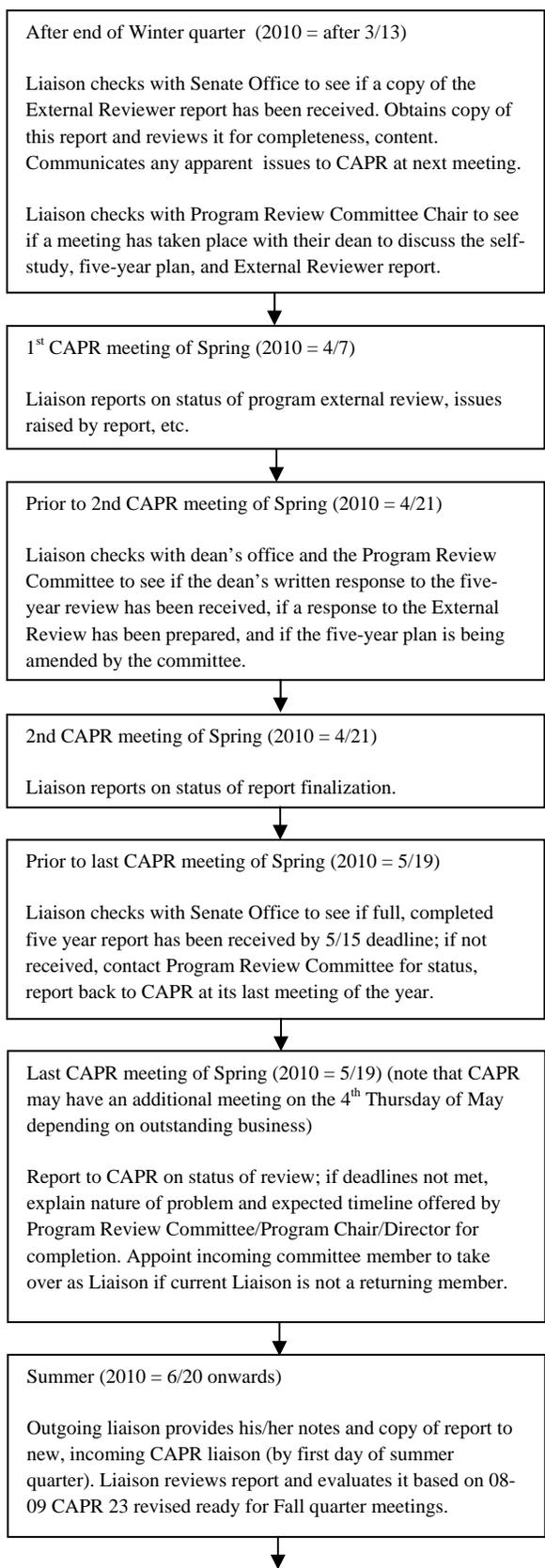
In order to provide programs with clarification of the 5-Year Program Review process and improve communications between the programs and CAPR itself, the CAPR Chair, in consultation with the Senate Office, Committee members and others determined that it would be helpful to map out the timelines in graphical 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.

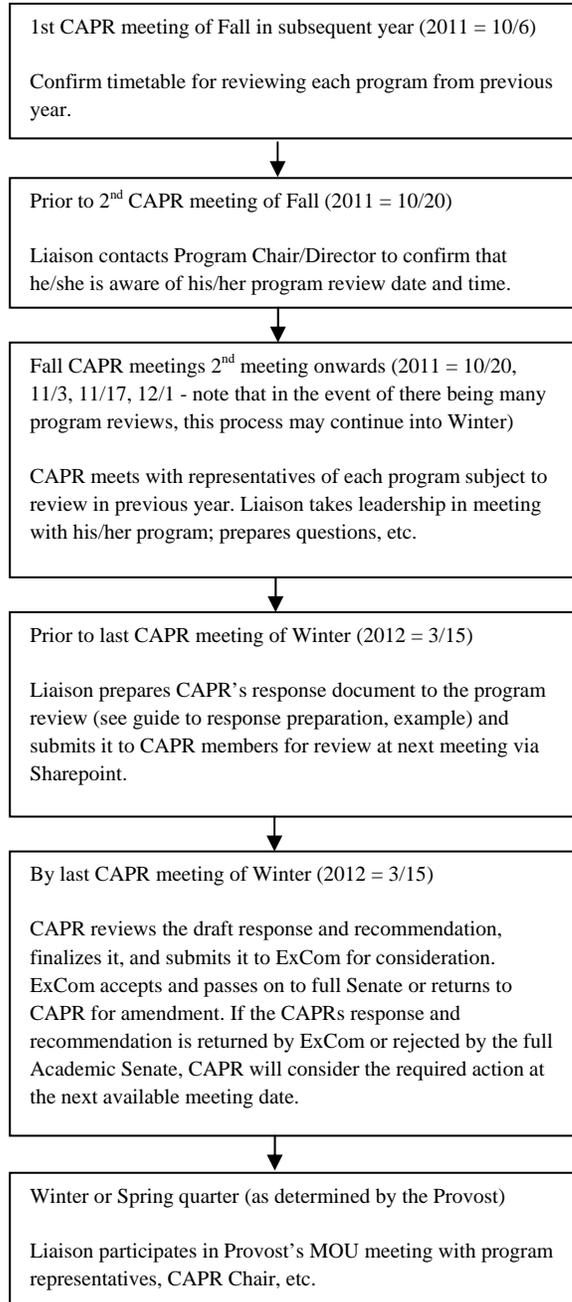
The CAPR Chair developed drafts of said items which were reviewed by CAPR members and discussed at two CAPR meetings. Final drafts were reviewed at the 11/4 meeting and were unanimously approved for inclusion in 08-09 CAPR 23 (revised). They are to be included as “Section **VIII Procedure timeline flow-diagrams 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:

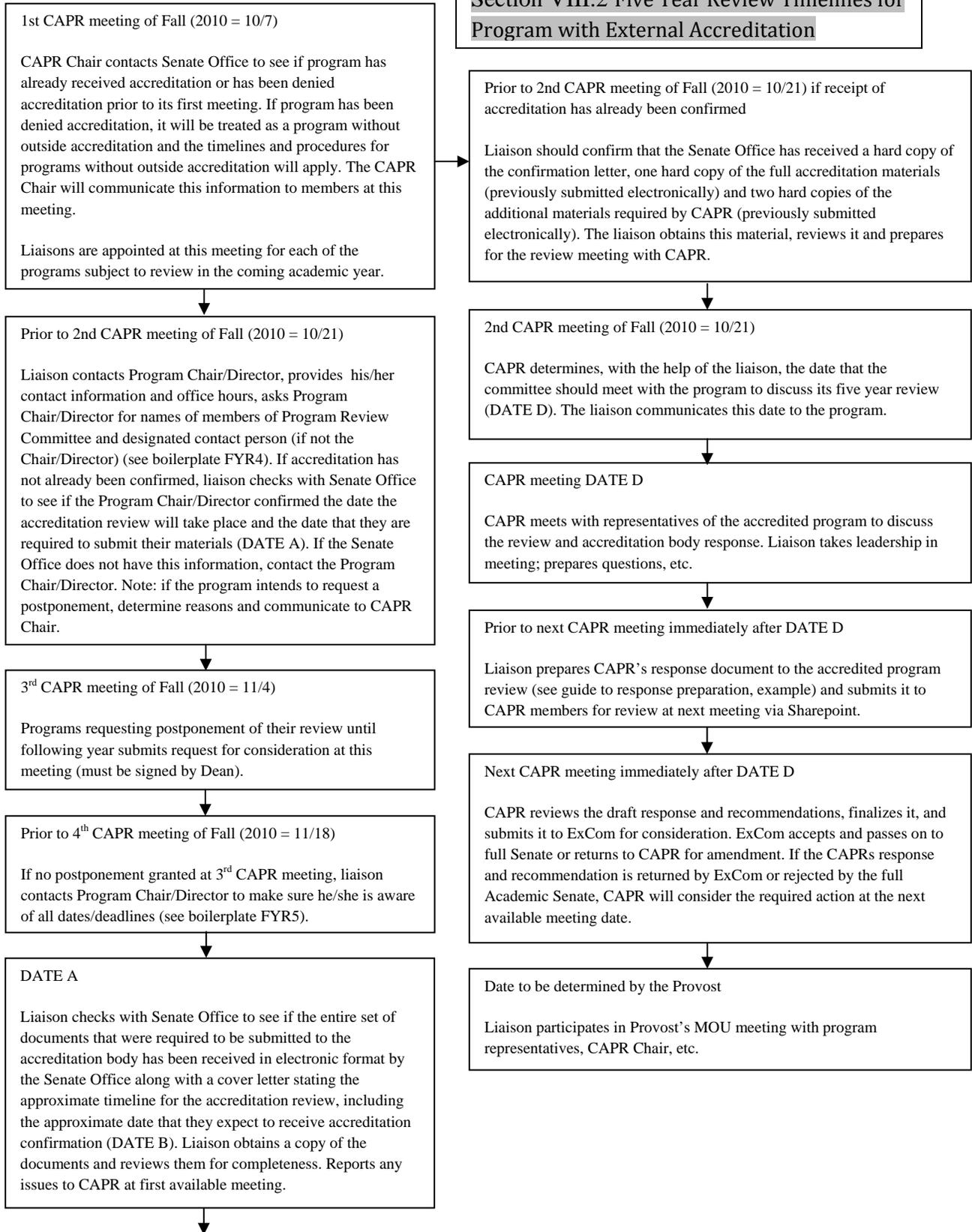
**Section VIII.1 Five Year
Review Timelines
for Program
without External
Accreditation**

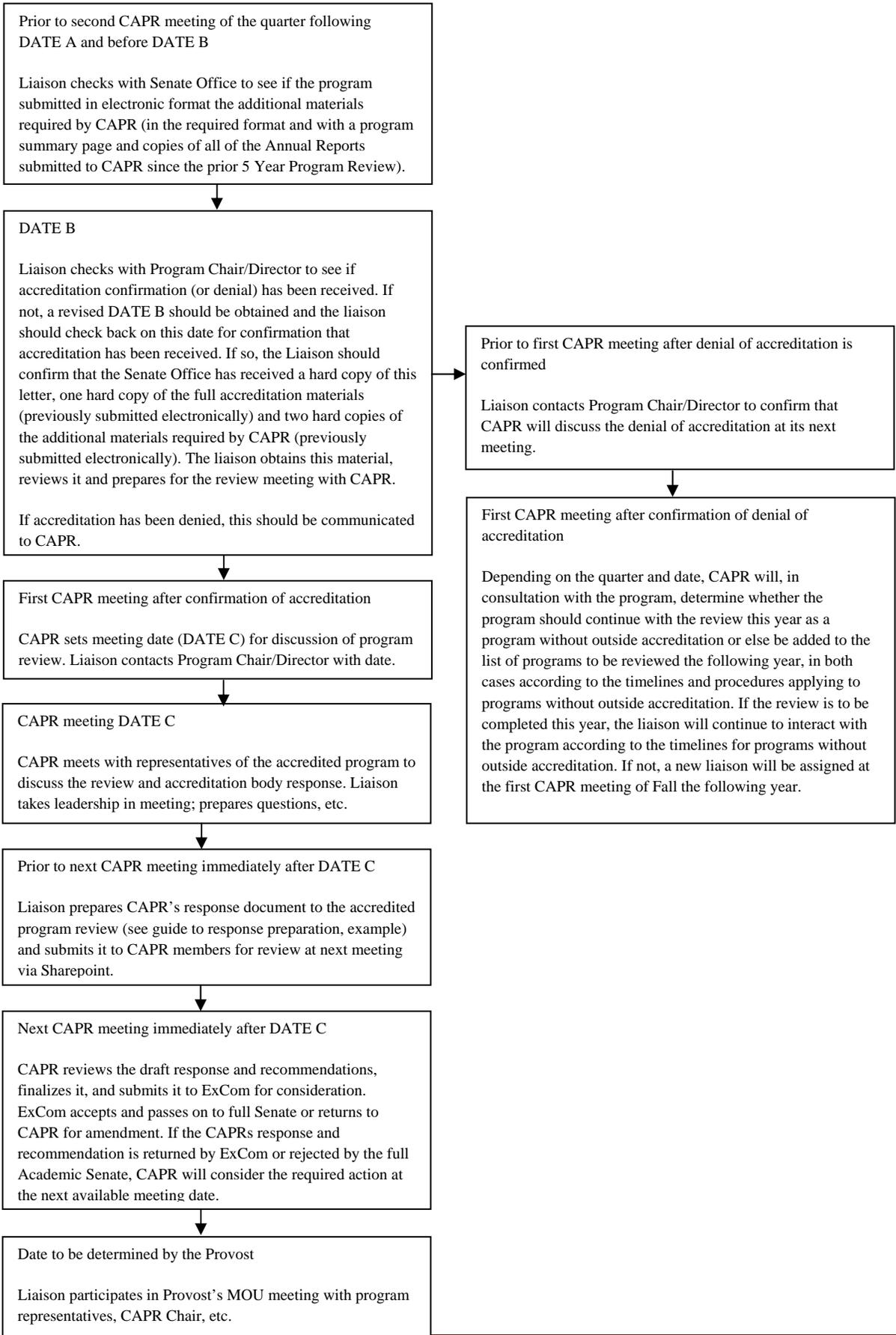






Section VIII.2 Five Year Review Timelines for Program with External Accreditation





CALIFORNIA STATE UNIVERSITY, EAST BAY

Date Submitted: Add date 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. 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

Section VIII.4 FYR2: Memo subject “Key dates for 20**-20** five-year review” (contains AY 2010-2011 dates) (for non-accredited programs)

CALIFORNIA STATE UNIVERSITY, EAST BAY

Date Submitted: Add date here

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 (¹)	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

¹ CAPR assumes by its 2nd CAPR meeting of Spring (2010 = 4/21)

Section VIII.5 FYR3: Memo subject “Request for External Reviewer details” (for non-accredited programs)

CALIFORNIA STATE UNIVERSITY, EAST BAY

Date Submitted: Add date here

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

VIII.6 FYR4: Memo subject “Liaison for your program’s 20**-20** five-year review” (for accredited programs)

CALIFORNIA STATE UNIVERSITY, EAST BAY

Date Submitted: Add date 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

CALIFORNIA STATE UNIVERSITY, EAST BAY

Date Submitted: Add date here

TO: Add name of addressee here
FROM: Committee on Academic Planning & Review (CAPR)
SUBJECT: Key dates for your 20**-20** 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 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://www20.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