Minutes of the Meeting of October 5, 2000

Members present: Carol Becker, Jennifer Eagan, Michael Hedrick, Jennifer Laherty, Jane Lopus-Chair, Frank Martino, Eric Suess

Members Absent: Jose Lopez, Mary Timney

Guests: Norma Rees (for agenda item 9, Revision of Interim Policies and Procedures for 5-year Reviews and Plans)

The meeting was called to order at 2:05 p.m. by Chair Jane Lopus in the President’s Conference Room.

Approval of the Agenda:
The agenda was amended to include the election of a secretary. M/S/P to approve the agenda as amended.

Report of the Chair:
Lopus provided an overview of the functions of CAPR. Future meeting dates were discussed. The committee will decide later whether to meet on November 2 or reschedule the meeting, since Lopus will be in Lithuania.

Report of the Vice President, Academic Affairs:
In response to a question from a committee member, Provost Martino reported on how he views his role on CAPR and communicating information from Institutional Research and Analysis and Academic Resources, he is happy to answer questions from other committee members on resources and other issues. He responded to questions about enrollment (down 1.3%), and discussed how increased enrollment could significantly increase discretionary funds to the university.

Appointments:
Jennifer Laherty will serve as secretary to CAPR, Jennifer Egan will serve as CAPR representative to the Campus Physical Planning Committee, and Eric Suess will serve as CAPR representative to the Library Advisory Committee.

Discussion of CAPR Annual Report:
The committee reviewed the CAPR annual report for 1999-2000 prepared by Tom Acord. Attention was given to the continuing items of business for this year, including the program review schedule.

Review of CAPR Policies and Procedures for Committee Operation:
The committee agreed that the CAPR Polices and Procedures for Committee Operation needs to be updated, e.g. to remove references to subcommittees which do not exist. Lopus will draft a revised document reflecting existing CAPR policies and procedures. This will be reviewed by CAPR at a future meeting. It was noted that the membership of the committee is to include two students, and we are not aware of any student members as yet.
Review of CAPR response for Five Year Program Review of Statistics:
The CAPR response on the Five Year Review of the Department of Statistics was discussed. **M/S/P to transmit it to the Academic Senate (Yea 7, No ), Abstentions 0)**

Review of CAPR response for Program Discontinuance of the Physical Science Program:
The CAPR response for Program Discontinuance of the Physical Science Program was discussed. **M/S/P to transmit it to the Academic Senate (Yea 7, No ), Abstentions 0).**

Revision of Interim Policies and Procedures for 5-Year Reviews and Plans:
Programs scheduled for review this year will be sent the *Interim Policies and Procedures for 5-Year Reviews and Plans* to use in preparing their reviews. Revising this document, if necessary, is a high priority for CAPR this fall. Because this document has gone through several iterations already by last year’s CAPR as well as by the Executive Committee of the Academic Senate, it is likely that only minor changes are needed.

Lopus mentioned that one concern expressed by President Rees last summer was the relation between this document and the *Guide to Regular (Tenure-Track) Faculty Hiring at California State University, Hayward 2000-2005* (also known as the Committee A report.)

President Rees addressed this point, and emphasized that she hopes it will be clear that completion of a 5-year review (which may document a need for new faculty) and compliance with the Committee A guide should not lead to the expectation of being able to hire new faculty, since many resource issues are involved. She suggested that CAPR may want to draft a letter of transmittal to be distributed with the CAPR document and the Committee A guide to clarify the relation between the two documents.

Hedrick suggested that CAPR review both documents together and discuss them at the next meeting.

Fall Quarter Five Year Program Review Materials and Schedule:
The 1999-2000 CAPR Annual Report states that five-year reviews for Mathematics and Computer Science, Health Sciences, Psychology, Geology, and Theatre and Dance were in progress at the end of last year. Mathematics and Computer Science, Health Sciences, and Psychology have completed their program review documents, and will be scheduled for discussion during the next two CAPR meetings.

Program reviews for Mass Communication and Chemistry were postponed until this year. New reviews have been requested for Ethnic Studies and Economics. These four programs will be sent the *Interim Policies and Procedures for 5-Year Reviews and Plans* to be used in their reviews this year.

The program review calendar indicates that Human Development and Philosophy are scheduled for review this year. However, it was noted that both of these departments were reviewed four years ago. Carol Becker and Jennifer Egan will check with their departments to determine if they wish to undertake the review this year, or request an extension from the existing schedule to do the review after five years.

This brought up the issue of whether CAPR should have a policy regarding adjusting the existing schedule when programs are scheduled for review fewer than 5 years from their previous review. This will be discussed at the next meeting.
Laherty asked whether the library is part of the 5-year review process, since it is not listed on the 5-year review schedule. Lopus will look into this.

The next CAPR meeting will be October 19 at 2 p.m. in the President’s Conference Room.

The meeting was adjourned at 4 p.m.

Respectfully submitted,

Jane Lopus, Acting Secretary