CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND RESOURCES
Approved as corrected

Minutes of the Meeting of November 30, 2000

Members Present: Carol Becker, Jennifer Eagan, Michael Hedrick, Jennifer Laherty, Robert Lin, Jane Lopus (Chair), Frank Martino, Eric Suess, and Mary Timney.

Members Absent: Jose Lopez

Guests: Leroy Chauffe and Linda Kinrade.

The meeting was called to order by Chair Lopus at 2:05 PM in WA 800.

Approval of Agenda: M/S/P

Approval of the minutes of the meeting of November 16, 2000: M/S/P
Approved as corrected.

Report of the Chair:
The 1995-1996 Ethnic Studies Five-Year Review is technically unfinished (the requested second outside review is not complete). Instead of continuing with this review, CAPR decided it would be more efficient to proceed with a new review this year since the department is due to complete a Five-Year Review in 2000-2001. Chair Lopus will notify the department that they have a Five-Year Review this year.

Report of the Vice President, Academic Affairs: No report.

Update on the status of Five-Year Program Reviews for Theatre Arts and Geology:
Theatre Arts Chair, Tom Hird, has seen the rough draft of the outside reviewers report and will try to write the response next quarter (toward the end of January). The Geology review is almost completed.

Review of CAPR Response to the Psychology Program Review:
Postponed to the next CAPR meeting.

Continuation of discussion of Program Review for Health Sciences:
The Program Review submitted to CAPR was based on the current reality of the Health Sciences program. When Bette Felton spoke before CAPR, she presented information that was not in the report, but that was the current department plan which included many ideas of how to make the program better and more relevant to student needs. Linda Kinrade explained the department is still in the discussion phase of change and hasn't implemented their ideas yet. Several suggestions were offered as to what CAPR could do
at this time: 1) CAPR could invite the department back next year to discuss changes that have been made to the program; 2) CAPR could suggest continuation of the program for a specific amount of time, with annual monitoring, 3) CAPR could just let the current report stand knowing that the program is in a great deal of flux; or 4) CAPR could ask that the program provide a new written plan taking into account the ideas we heard at the Nov. 16, 2000 meeting with suggestions as to how the department can realistically achieve their plan. It was decided that Chair Lopus would contact the program to workout a timeline for achieving a finished Five-Year Program Review.

Revision of the Interim Policies and Procedures for Five-Year Reviews and Plans and Coordination with the Guide to Regular (Tenure-Track) Faculty Hiring at California State University, Hayward, 2000-2005 (Committee A Report):
Chair Lopus passed out 00-01 BEC 11 which altered some of CAPR's responsibilities in 98-99 BEC 6 (Faculty Participation in the Tenure-Track Allocation Process). However, Part E of 98-99 BEC 6 remains intact. This calls for CAPR to prioritize faculty requests in the Spring Quarter from the four schools and Library.

Chair Lopus also passed out a sample statistical report prepared by Institutional Research and Analysis (IRA). IRA prefers the format we requested for the statistical data over the format currently used on the Web. The Provost will send out copies of the statistical format used by the Deans. It was noted that any statistical data used in the Five-Year Program Reviews should be uniform and culled from the same data source.

Based on a suggestion from former CAPR Chair Tom Acord, Chair Lopus suggested that CAPR members think about incorporating a section to the Five-Year Program Review Policies and Procedures for administrative response. Chair Lopus also handed out some of her thoughts on how the Interim Policies and Procedures document coordinates with 98-99 BEC 6.

Revised Schedule for Five-Year Program Reviews:
Chair Lopus passed out a revised program review schedule taking into account the last time reviews were completed. In addition, new programs have been added to the schedule. A few questions arose. The Health Care Administration program is not on the list. The Accountancy program may need to be deleted from the list. The Department of Chemistry may wish to do the Biochemistry review at the same time as the Chemistry review. Chair Lopus will take these suggestions back to the drawing board and talk to a few of the programs we had questions about. The Chancellor's Office is requesting the revised schedule by January 8, 2001.

Proposed name change for the Department of Chemistry:
The Department of Chemistry has asked that their department name be formally changed to the Department of Chemistry and Biochemistry. Professor Chauffe answered a number of questions from CAPR members. Biochemistry as a field of study resides in many different departments or as its own department on campuses throughout the country. Historically, biochemistry as a discipline has resided within the Chemistry Department and not the Biology Department on this campus. The Biology Department
has no desire to claim biochemistry as part of its department. Prof. Chauffe noted that the Biology and Chemistry Departments have worked well together for a very long time. Changing the name of the department to include biochemistry will make it easier for students and especially prospective students to understand where the field and the major are placed. The field is steadily growing and prospective students often look for biochemistry in our course catalog and cannot find it. It would be a good recruiting tool to rename the department

Motion to accept the department name change to Department of Chemistry and Biochemistry.

M/S/P [Yea 9, No 0, Abstentions 0]

The meeting was adjourned at 3:55 PM.

Respectfully submitted,

Jennifer Laherty, Secretary