Minutes of the Meeting of October 4, 2001

Members Present: Carol Becker- Chair, Carol Castagnozzi, Margaret Desmond, Beverly Dixon, Jennifer Eagan, Leo Kahane, Frank Martino, Bijan Mashaw, Eric Suess, and Mary Timney.

Members Absent: Michael Straight

The meeting was called to order by Chair Becker at 2:09 PM in the President's Conference Room.

Approval of Agenda: M/S/P

Approval of the minutes of the meeting of May 24, 2001: M/S/P

Report of the Chair:
Chair Becker welcomed new members to the Committee and passed out documents 00-01 CAPR 7, 00-01 CAPR 10, and the 2001-02 CAPR Annual Report. In reference to CAPR 7, Policies and Procedures for Five Year Reviews and Plans, CAPR developed the standardized reporting process last year. Chair Becker, as part of the Department of Human Development and the first department to go through the Five-Year Review process as outlined in 00-01 CAPR 7, noted that this document was helpful.

The Department of Chemistry and Biochemistry did not finish its Five-Year Review last year. Chair Becker has contacted former Chair Leroy Chauffe, who has retired, but is finalizing the review. Beverly Dixon has agreed to follow up with Chair Chauffe and ask when the department will be ready to present their review to CAPR.

CAPR will ask the Department of Health Sciences for a follow-up report based on their Five-Year Review last year. Mary Timney will follow up with the department chair and ask when the department will be ready to come to a future CAPR meeting.

The Department of Psychology will report back to CAPR on the issues raised in their Five-Year Review last year. Chair Becker will contact the chair and schedule their report to CAPR.

The Department of Engineering has requested a postponement of its Five-Year Review. Since the justification for the postponement was not clear to CAPR members, Chair Becker will ask the department for clarification.

Chair Becker noted that the issue of postponement will be one that CAPR should re-visit this year.

There are two slots on CAPR for student representatives that are not filled. Chair Becker will contact Associated Students and the Office of Student Affairs in order to facilitate the process of filling these slots.
Report of the Vice President, Academic Affairs: No report.
Frank Martino responded to questions about the scheduling of Outside Reviewers for Five-Year Reviews. Though departments are asked by CAPR to have outside reviewers chosen by November 1, the funding for the reviewers is sometimes delayed in the Deans' Offices. The best way to avoid delays on Five-Year Reviews is to keep in contact with department chairs and Deans. Provost Martino also filled CAPR members in on the process of possible conversion to semesters.

Appointments:
Jennifer Eagan will continue to serve on the Campus Physical Planning Committee.
Eric Suess will continue to serve on the Library Advisory Committee.

Discussion of CAPR Annual Report:
Chair Becker praised former Chair Lopus for creating such a thorough and useful document. The Committee discussed briefly some important issues brought up this document such as: the format of CAPR's Five-Year review reports, the scheduling of Dean's Tenure-Track Allocation reports to CAPR, the procedure by which information from CAPR's reports get back to Chairs and Deans, the impact of the Five-Year Review on tenure-track allocations, and clarification of CAPR's role in reporting on tenure-track requests.

Eric Suess recommended that CAPR's documents note where they are available on the website, so that people can easily find them on line. 

Chair Becker will ask the Chair of the Academic Senate to initiate an inquiry into the scheduling of Dean's Tenure-Track Reports. CAPR may want to suggest that these reports come to the committee earlier in the academic year, perhaps in Winter quarter. Also, we will consider departmental input into CAPR Five-Year review reports and where they go after their completion.

Review of CAPR Policies and Procedures for Committee Operation:
This year, CAPR will revise this document to reflect more accurately the activities of the committee. The most likely change in this document is the omission of outdated standing subcommittees. The issue of revising this document will be an agenda item for CAPR's next meeting.

CAPR's Response to Human Development Five-Year Review Program:
Minor corrections were made to Jennifer Eagan's prepared report.
M/S/P to accept CAPR's response. [Yeas 10, No 0, Abstentions 0]

2001-02 Five Year Program Reviews:
The following departments will be conducting their Five-Year Reviews during 01-02: Chemistry and Biochemistry, Philosophy (postponed from last year), Economics (postponed from last year), Engineering, English, Ethnic Studies (postponed from last year), Geography and Environmental Studies, and Sociology. All departments were sent notices along with Policies and Procedures for Five Year Reviews and Plans in June. CAPR will revisit the issue of the schedule of future Five-Year Reviews, and make necessary changes.

The meeting was adjourned at 3:40 PM.
Submitted by,

Jennifer Eagan, Secretary