Minutes of the Meeting of November 1, 2001

Members Present: Carol Becker- Chair, Carol Castagnozzi, Margaret Desmond, Beverly Dixon, Jennifer Eagan, Frank Martino- Provost, Michael Strait, and Mary Timney.

Members Absent: Leo Kahane, Bijan Mashaw, and Eric Suess

Guests: Emily Stoper

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 October 18, 2001: M/S/P

Report of the Chair:
Chair Becker reminded departments conducting Five-Year Reviews this year of the November 1 deadline to choose the outside reviewer, the March 1 deadline for submission of the Five-Year Review report, and the four necessary sections that the report must contain.

CAPR has received a request for postponement from the department of Geography and Environmental Studies. The department developed a five-year plan in their last Five-Year Review ‘96-’97 that would be completed in 2002. The department would like to meet the goals in this plan before conducting another Five-Year Review. CAPR is continually revisiting the issue of what we do with requests for postponement and how we enforce compliance when there seems to be no consequences for departments postponing their reviews. CAPR will invite David Larson and Michael Lee to the next meeting on November 15 to present their case.

CAPR has received a request from Carl Bellone for CAPR to discuss the request to place on the academic master plan the new Masters in Social Work program, to be housed in the Department of Sociology, at our next meeting on November 15. Chair Becker distributed “Procedures for Placement of a New Program on the University Academic Plan” from the Curricular Procedures Manual (Chapters 8, 9, and Appendix E) for CAPR members to review before that meeting.

Emily Stoper will visit CAPR today at 3:15 to discuss the Action Items from 00-01 CAPR 10 and share her insights as the Chair of the Academic Senate last year. Don Wort was also invited to today’s meeting, but could not attend because he is in Long Beach.

Chair Becker has asked Chemistry/ Biochemistry to present to CAPR on February 7 rather than January 17 in order to avoid a conflict with the Department of Health Sciences presentation.

Revisions of CAPR Policies and Procedures for Committee Operation:
Chair Becker distributed a revised draft for discussion of CAPR Policies and Procedures for Committee Operation. Chair Becker consulted Eric Suess and Bijan Mashaw for their input on how
to phrase CAPR’s duty to review tenure-track requests. The result is:

“A. The duties of the Committee shall be:
   8. To perform other duties regarding annual tenure-track faculty allocation requests as
directed by the Executive Committee of the Academic Senate”

The committee agreed that this statement retained openness and flexibility reflecting CAPR’s
changing role in reviewing tenure-track requests. Motion to approve the changes indicated on the
draft and send them to the Executive Committee of the Academic Senate: M/S/P [8 yea, 0 no, 0
abstentions]

Report of the Vice President, Academic Affairs: No report.
Mary Timney asked Provost Martino about the appointment of Bette Felton as the Interim Dean of
the Contra Costa Campus. Provost Martino explained that the Executive Committee of the
Academic Senate and the Contra Costa Advisory Committee approved this decision. There is no
plan in place to assign faculty to the Contra Costa Campus, and the change creates the presence of a
person of academic standing to oversee operations there.

Carol Castagnozzi asked Provost Martino about the state budget shortfall. He stated that there is no
plan for the CSU to return money to the state.

Revision of Standard Format for CAPR Response to Program Five-Year Reviews:
Chair Becker noted that her new draft of this format is slightly altered from the last version. Mary
Timney suggested that we have a specific section for CAPR’s analysis, discussion, and justification
of the recommendation. Chair Becker said that the function of CAPR’s report is to summarize the
departments’ Five-Year Review documents, and that we summarize our discussion and analysis in
the minutes. We have included our analysis implicitly throughout past reports. Motion to place
section heading “CAPR Analysis of the Program Five-Year Review” after “Program’s Five-Year
Strategic Plan” and “CAPR Recommendation for Continuation of The Program”: M/S/P [8 yea, 0
no, 0 abstentions]

Provost Martino brought up a question about the section heading “CAPR Recommendation
Regarding Resources For The Program”. He claimed that this section would not address the
questions of what sort of resources can be recommended and to whom they are being
recommended. Chair Becker responded by saying that CAPR’s recommendations for resources
become points of discussion for department chairs and their deans. Provost Martino retained his
objection to the word “recommendation”.

Motion to eliminate the heading “CAPR Recommendation Regarding Resources For The Program”
from the Standard Form of CAPR’s Response to Programs’ Five-Year Reviews and to include two
sub-headings under the new heading “CAPR Analysis of the Program Five-Year Review”, “A.
Program” and “B. Resources”: M/S/P [8 yea, 0 no, 0 abstentions]

Motion to accept the Standard Form of CAPR’s Response to Programs’ Five-Year Reviews as
amended. M/S/P [8 yea, 0 no, 0 abstentions]

Discussion of Annual Performance Review Statistics (http://www.aba.csuhayward.edu/IRA) and
00-01 CAPR 7 Appendix (CAPR Five-Year Review Statistics: Postponed until next meeting on
November 15
Discussion of CAPR’s Role in the Annual Tenure-Track Faculty Allocation Requests Process:
Before this agenda item was discussed, Provost Martino had to leave the meeting early. Guest
Emily Stoper spoke to CAPR on its role in reviewing the Deans’ Tenure-Track Requests. Chair
Becker noted that CAPR is still figuring out its role in this process. Emily Stoper shared the history
of the document that became 00-01 CAPR 10. It originally passed through the Senate as a document
calling for faculty input on tenure-track requests and a call to make the criteria for such requests
public. The Academic Senate wanted to regularize a collegial relationship between the faculty and
the administration on this issue. This would provide faculty support for the administration’s
decisions on tenure-track hires, a voice for the faculty, and a reduction in the antagonism between
administration and faculty. CAPR has a role in this process, spelled out in Committee A Report and
Attachment 1 (98-99 BE6). 2000-2001 was the first year of implementation of the Committee A
Report, and 00-01 CAPR 10 is an effort to improve the process based on last year’s experiences.
When the President simply acknowledged, but did not approve 00-01 CAPR 10, Emily Stoper was
surprised. Both the Provost and the President had the opportunity to discuss this document and did
not do so. We need their approval of the shared governance process, or it will not work.

Emily Stoper would like CAPR to raise the following questions with the Provost. Why didn’t the
President approve the document? Will the Provost support the process as outlined in 00-01 CAPR
10? Will the Provost assist with implementation of the data collection requested in item #7, a, b,
and c? She pointed out that the document deals with the vital link between the Five-Year Review
process and the tenure-track allocation process. CAPR agreed to put discussion of 00-01 CAPR 10
on the agenda for the next meeting on November 15.

The meeting was adjourned at 3:50 PM.

Submitted by,

Jennifer Eagan, Secretary