CALIFORNIA STATE UNIVERSITY, HAYWARD

COMMITTEE ON ACADEMIC PLANNING AND RESOURCES

Approved as amended

Minutes of October 17, 2002

Members Present: Carol Castagnozzi, Margaret Desmond, Beverly Dixon, Susan Gubernat, Jiansheng Guo, Chair Michael Lee, Chris Lubwama, Provost Martino, Assim Sagahyroon, Michael Strait, Jack Wu

Members Absent: Steve Peng

Guests: Doug Huffman ACE Fellow, Julie Norton, Barbara Paige, Mia Cannon-Jones

Chair Lee called the meeting to order at 2:04 P.M.

1. Approval of the Agenda

   Lubwama moved the agenda be accepted as presented. M/S/P

2. Approval of Minutes of October 3, 2002

   Secretary Dixon corrected a typographical error in Item 5, Appointments, Library Advisory committees to Committee. She also corrected Item 8, 02-03 Five Year Program Review, to read Dixon volunteered to prepare the CAPR response to Environmental Sciences.@

   Strait moved to accept the minutes as amended. M/S/P

   Lubwama reported that he contacted Jennifer Eagen regarding his position on the Campus Planning Committee, but did not receive a response.

3. Report of the Chair

   Chair Lee informed the committee that 6 members would be required for a quorum based on the 2002-2003 membership of 12, including the Provost. Provost Martino is a voting member of the committee.

   Marilyn Silva (English) indicated to Chair Lee that she would present the 5-Year Program Review for English in Winter Quarter 2003.

   Chair Lee sent a memo to all Chairs of programs scheduled for review, reminding them of the timelines for preparation and submission of reports. The timelines are as follows:

   November 1, 2002
   Outside reviewer must have been selected, date of visit scheduled, CAPR notified.
December 17, 2002
Self-study must have been completed and a copy submitted to CAPR chair.
Draft 5-year plan must have been completed and a copy submitted to CAPR chair.

March 1, 2002
Outside reviewer must have received program review policy and procedures document, self-study, draft 5-year plan, previous 5-year program review, and 5-year academic performance review statistics, visited CSUH campus, prepared report, and submitted report before this date.

On or before this date the response to the outside reviewer report must be prepared, the following submitted to CAPR: final versions of the 5-year plan and self-study, outside reviewer's report and program response to the outside reviewer's report.

Chair Lee emphasized the importance of including a clear and detailed assessment of future hiring priorities in the 5-Year Review. This information, provided in the review, could be used by CAPR should we be asked to comment on TT prioritization in the future.

Chair Lee sent an email to Mary diSibio asking for confirmation that Educational Psychology, Special Education and Counseling will be presented as a single 5-Year Program Review.

Chair Lee informed CAPR that the meaning of the 18 months from submission, as appears in the CAPR Policy and Procedures for Committee Operation (II.A.2) is still not clear with respect to the date by which CAPR must submit program recommendation to the Senate. He proposed that the initiation of the review be considered as the beginning of the academic year in which the 5-year review is originally scheduled. Thus, in granting any extension to the review, CAPR should provide to the following year's committee a date for extended submission that is within the 18 month time period, i.e. if September 26, 2002, no later than April 26, 2004. Given this interpretation, all reviews extended from last year should be presented to CAPR before April 27, 2003.

4. **Report of the Vice President, Academic Affairs**

No formal report. The Provost informed the committee that CSUH was allocated 30 TT positions for the coming year, 1200 positions were allocated to the CSU system. Chair Lee asked about CAPR representation on the University Lay-off Committee. Secretary Dixon informed the committee that she was asked to serve on that committee and will serve as the CAPR representative.

5. **Five Year Program Review - Ethnic Studies**

Barbara Paige, Chair of Ethnic Studies, provided CAPR with a copy of the 5-Year Program Review. She reported the department will continue to recruit new faculty; one TT position was awarded for this year. The department has suffered from recent attrition. Two years ago, 2 full time faculty retired leaving only 3 full time faculty in the classroom, and herself as chair with part time classroom duties. The outside reviewer also commented on the need for a full compliment of faculty, requiring new Tenure Track hires. The department has upgraded its newsletter which now has a wider distribution, formed a student club, received a grant from the Alumni Association, implemented an assessment program, and maintains an on-line ethnic studies journal. The major was re-organized to make it more academically sound and a stronger recruitment vehicle. In
re-organizing the major, the department will establish an Asian Studies option, and a General Ethnic Studies option. The faculty wishes to expand its expertise to include a Native American expert, and is considering alternatives outside the university for funding this position. The faculty believes one of its functions to be the service contributions it makes to the university General Studies, Cluster, and PACE programs.

Carol Castagnozzi will prepare the CAPR response to the Ethnic Studies 5-Year Review.

Strait moved CAPR vote to "Continue the program without modification". M/S/P (1 abstention)

Chair Lee recommended that the committee member assigned to write the CAPR response should examine the review to insure that all the required items are included, and in the prescribed format.

6. **Academic Standards and the Five-Year Review Process**

Lubwama and Strait presented their report with accompanying documents: 1) Memo from Don Wort on Implementation of the 2001 Academic Standards Report (March 25, 2002), 2) EXCOM Subcommittee Recommendation for Implementing the 2001 ACADEMIC STANDARDS REPORT (Feb. 15, 2002). Lubwama reported to CAPR that EXCOM formed a subcommittee to examine programs over a 6-quarter period to examine whether standards are maintained in our courses and, if not, bring back recommendations for change. On November 20, 2001, the EXCOM formed a special subcommittee for implementation of the 2001 Academic Standards Report. The subcommittee recommends in 3. "Recommended Charges to Senate Standing Committees and Administrators" item 3a., that CAPR require departments and programs to report on their grading GPA's and approaches to maintaining academic standards. Strait continued the discussion concerning the faculty overall impression that there was a decrease in academic standards observed as grade inflation. In a survey the majority of both faculty and students believe there was an increase in grade inflation. However, the university Office of Institutional Research reported there has been no statistical decline in GPA over 10 years, the average is still 2.99. The perception was that the standards are declining either due to higher grades being awarded for lower quality work or for less work. Sixty percent of faculty and students agreed that there was pressure to decrease the workload on students. CAPR was charged to implement a policy requiring that the 5-year report include program assessment activity, and addresses the issues of academic standards and grade inflation. Lubwama will provide CAPR with a copy of the subcommittee=full recommendations for the next meeting. CAPR will continue this discussion to establish a policy for implementation in the 5-year review.

7. **Adjournment**

Wu made a motion to adjourn the meeting. M/S/P

The meeting was adjourned at 4:05 P.M.

Respectfully submitted,

Beverly Dixon, Secretary