Members Present: Carol Castagnozzi, Margaret Desmond, Beverly Dixon, Susan Gubernat, Jiansheng Guo, Chair Michael Lee, Chris Lubwama, Steve Peng, Assim Sagahyroon, Michael Strait, AS representative Jack Wu.

Members Absent: Provost Frank Martino

The meeting was called to order by Chair Lee at 2:05 P.M.

Introductions: Jack Wu (Math/CS) was introduced as the Associated Students (AS) representative to CAPR.

1. Approval of the Agenda

Secretary Dixon moved that the appointment of a secretary for Spring Quarter 2003 be added to agenda item 5 Appointments. M/S/P. Agenda accepted as amended.

2. Approval of Minutes of May 16, 2002

Chair Lee informed CAPR that the appointment of a representative to the Tenure Track Allocation Task Force, as stated in the minutes, was not necessary at this time and was reserved pending notification from EXCOM.

Change the minutes to read Members Present for CAPR 2002-03 to replace New Members Present, and to replace New Members Absent with Members Absent for CAPR 2002-03.

The name of member proposing a motion must be included in the minutes.

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

3. Report of the Chair

Chair Lee informed CAPR that 17 programs were scheduled for the 5 Year Program review during the 2002-03 academic year. Three were scheduled for review in Fall Quarter 2002, 14 for the remainder of the academic year.

Chair Lee asked Wu if AS would be appointing a second representative to CAPR. Wu indicated that AS would likely appoint an additional representative. AS is allowed 2 members on CAPR.

Chair Lee will confer with Connie Sexauer to clarify the voting status of the AS representative and Provost Martino. The voting status will determine the required number of members to establish a
meeting quorum. If the Provost is not a voting member, he didn't appear to be last year, then we have 11 voting members on the committee and thus we can establish that the quorum for 2002-2003, assuming no resignations, is 6. Thus if six of the following - Castagnozzi, Desmond, Dixon, Lee, Peng, Gubernat, Guo, Lubwama, Sagahyroon, Strait and Wu are present, we have a quorum. Without a quorum the meeting will be dissolved.

Chair Lee will contact Chair Paige to inform her that Ethnic Studies will report to CAPR during the meeting of October 17. Chair Lee will request a copy of the ES Program Review by October 9 for distribution to CAPR members. Castagnozzi will prepare CAPR's response to the review. If Ethnic Studies cannot meet this deadline, their attendance before us will be postponed until November 7.

Philosophy will appear before CAPR on November 21, and Michael Strait will prepare CAPR's response.

Chair Lee will contact Marilyn Silva and encourage English to present their 5 Year review to CAPR on November 7. If they cannot, then they should plan to come before CAPR during the first December meeting. Margaret Desmond will prepare the CAPR response.

Chair Lee will contact all Chairs or Directors of programs scheduled to present their five-year reviews this year and remind them of the timelines. He will also encourage them to submit their final reviews earlier than the timeline requires, i.e. before March 1, 2002, so that CAPR can complete the response during Winter Quarter 2003. The chair will also ask programs that are planning to ask for postponement of their review to inform CAPR so that a timely decision can be made regarding postponement.

Chair Lee will ask Education to clarify the situation with respect to Counseling, Education, Educational Psychology and Educational Leadership in regard to how these programs will be reviewed.

Castagnozzi informed Chair Lee that Michelle Buda will substitute as the Library representative to CAPR in Spring Quarter, 2003.

Peng informed CAPR that he wants to stay on the committee for the whole year, but due to a class conflict will not be able to remain for this quarter. A substitute for Fall Quarter 2002 has not yet been found.


5. Appointments:

Lubwama volunteered to serve as the CAPR representative on the Campus Planning Committee and made this motion M/S/P. Gubernat made a motion to elect Steven Peng to the Library Advisory Committee M/S/P. Lubwama made a motion that Gubernat serve as the CAPR secretary for Spring Quarter 2003. M/S/P

6. Discussion of 01-02 CAPR Year-end Report

The committee discussed the 2001-02 Year-end Report prepared and presented to the Academic
Senate by former Chair Becker. The report discussed the role of CAPR in Tenure Tract allocations. CAPR will continue to discuss and to clarify its role in this process. CAPR will urge chairs to include information on the needs of faculty in their 5 year reviews. CAPR discussed revising its Policies and Procedures for 5 Year Program Review to include the issue of academic standards; discussion will continue this year. CAPR discussed academic standards. Strait and Lubwama will prepare a report for the next CAPR meeting, summarizing the academic standard issue and its relation to the upcoming WASC report. Strait and Lubwama will refer to previous CAPR minutes and provide a review of CAPR discussions. Their report will provide a broader discussion of the academic standards issues, the WASC accreditation process, and how CAPR might continue deliberations regarding proposed changes to Five Year Program Policies and Procedures in the light of this broader picture.

Chair Lee will ask former chair Becker to recommend the best review submitted to CAPR last year and CAPR's response. Members of the committee will be able to review these documents as models for writing this year's documents.

7. **Review of CAPR Policies for Committee Operation**

The chair will obtain information to clarify section II.A.2 of CAPR Policies and Procedures regarding timelines, particularly at what point does the 18 month review period and CAPR report to the Academic Senate commence.

8. **02-03 Five-Year Program Reviews**

Paige of Ethnic Studies will appear before CAPR on October 17, Eagen from Philosophy will address CAPR on November 21, Silva from English should address CAPR during Fall Quarter although the date is uncertain. Margaret Desmond will prepare the CAPR response to English. Dixon volunteered to prepare the CAPR response to Environmental Sciences.

9. **Adjournment**

Agenda items for the next meeting therefore will include: Ethnic Studies Five Year Review, Academic Standards and the Five-Year Review Process.

Margaret Desmond made a motion to adjourn the meeting **M/S/P**.

The meeting was adjourned at 3:37 P.M.

Respectfully submitted by,

Beverly Dixon, Secretary