CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND RESOURCES

Approved as corrected

Minutes of November 7, 2002

Members Present: Margaret Desmond, Beverly Dixon, Susan Gubernat, Jiansheng Guo, Chair
Michael Lee, Chris Lubwama, Assim Sagahyroon, Michael Strait, Jack Wu, Vish Hegde

Members Absent: Carol Castagnozzi, Provost Frank Martino

Guests: Julie Norton

Secretary Dixon called the meeting to order at 2:05PM in the absence of Chair Lee. Chair Lee
resumed duties at 2:15PM

1. Approval of the Agenda:
Lubwama moved to accept the agenda. M/S/P.

2. Approval of Minutes of October 17, 2002
Lubwama suggested a change in Item (6, Academic Standards and the Five Year Review
Process) to read “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.” This change would reflect that the charge
of the subcommittee was not restricted to grade inflation, as implied in the minutes. Strait moved
to accept the minutes as amended. M/S/P.

3. Report of the Chair:
Chair Lee reported that an email was sent out to Don McKillop (preparing plans for Educational
Psychology, Special Education and Counseling) with reference to the submission by their
programs of outside accreditation documents to satisfy the 5-year review and plan requirements
for CAPR.
Chair Lee also spoke with Margaret Desmond and Emily Brizendine by telephone. Apparently,
according to the Academic Senate, no program with outside accreditation reviews has presented
their 5-year reviews and plans to CAPR since the current Policy and Procedures were developed;
therefore there is no precedent as to what is required from such programs. It would seem to make
sense both for CAPR and the externally reviewed program submitting to streamline the process
so as to maximize the use of the existing reports in our review. Thus Chair Lee proposed that
CAPR instruct such programs to perform a self-assessment of their outside review documents to
see whether they indeed cover the required ground outlined in CAPR Policy and Procedures and,
if not, prepare a bridging document that clearly a) instructs the committee where in their existing
documents to find the necessary information to evaluate the required aspects of programs,
and b) provides any information not included in the outside review documents that are required
by CAPR for its review.
Chair Lee recommended that CAPR consult with the Academic Senate and to determine whether CAPR needs to make changes to the Policy and Procedures for 5-Year Reviews and Plans to clarify CAPR’s position on outside accredited programs. Currently the committee relies on is the language under “Exceptions” – i.e. that they may request from CAPR and the Dean a modification or postponement of their review if their timetable is different than CAPR’s. The committee continued with a lengthy discussion regarding the external accreditation document and its relevance and similarity to the Five Year Review outlined in the CAPR Policies and Procedures for preparation of that document. Strait moved to table the discussion to the next meeting as an agenda item, to determine the committee’s official response.

b. With respect to selection of outside reviewers, Chair Lee heard from the following departments:

- Political Science: Terry Christensen of the Political Science Department at San Jose State University will be the Outside Reviewer for the Political Science Department’s 5-Year Review. The dates agreed on are Feb. 27 and 28, 2003 (Stoper).
- Modern Languages: They are still in the process of finding a qualified outside evaluator for their programs (Heine).
- English: They have asked Professor Susan McLeod (unclear where from) to perform the external review. Originally scheduled for December 2002, her personal circumstances required that she instead visit February 24-25, 2003 (Silva).
- Environmental Science: Chair Lee is in the process of putting together a short-list of qualified professors from environmental science and environmental studies programs and contacting them with respect to identifying a reviewer for this program, which will receive its first review since its inception five years ago (Lee).
- Recreation and Community Services: They have a short-list of three reviewers and will shortly be making their selection, organizing campus visits for the last two weeks of January (Sunderland).

c. Carol Castagnozzi, who is preparing our response to Ethnic Studies, indicated that she has not yet finalized her draft documentation but that this should be ready for our review prior to our next meeting on 11/21/02. She will unfortunately not be present at the November 7 meeting.

d. A copy of the response to Chemistry and Biochemistry last year was provided as a model to help in drafting future responses. Chair Lee will provide a copy of the documentation submitted by Chemistry and Biochemistry to this response into context.

e. Philosophy will be submitting their review to CAPR next meeting (11/21/02). Their documentation will be provided in the packet by the Friday before.

4. Report of the Vice President, Academic Affairs:
Not present, no report
5. Continuation of Discussion of Academic Standards and the Five-Year Review Process
In the Subcommittee Recommendation for Implementing the 2001 ACADEMIC STANDARDS REPORT February 15, 2002 prepared for EXCOM, Item 3a recommends that CAPR require departments and programs to report on their grading GPA’s and approaches to maintaining academic standards. Guo and Chair Lee will draft a list of what should be included in the Self Study portion of the Five Year Review, in accordance with subcommittee recommendations outlined in Item 2 (Recommendations for Departments and Faculty) of the February 15, 2001 report. This list will serve as a guideline for preparation of the Five Year Review. Discussion of the list will be an agenda item for the next meeting.

Lubwama discussed Item 3c. considering whether a minimum GPA should be established for students wishing to take more than 18 units per quarter. Lubwama suggested and the committee discussed whether a student must have a 3.0 GPA in order to take more than 18 units in a quarter. Wu responded that the number a high of units did not negatively impact GPA or retention as stated in an Academic Senate report of May 14, 2001.

6. Adjournment:
Agenda items for next meeting will include: Philosophy Five Year Review, Continue discussion on Academic Standards and the Five-Year Review Process, and Continue Discussion of CAPR Policies and Procedures relating to Outside Accreditation Reviews.

Jack Wu made a motion to adjourn the meeting/ M/S/P.
The meeting was adjourned at 3:48PM

Respectfully submitted,

Beverly Dixon, Secretary