Approved Minutes of the April 15, 2010 Meeting

Present: James Ahikpor, Liz Ginno, Pat Jennings, Monique Manopoulos, Tuyen Nguyen, Chung-Hsing Ouyang, Donna Wiley

Absent: Don Gailey, Nancy White

Guests: Toni Fogarty, Gale Young

1. Approval of the Agenda

M/S/P (Liz; Monique)

2. Approval of the prior minutes 04/01/2010

M/S/P (James; Chung-Hsing)

3. Report of the Chair

-Michael announced that we have two more meetings left. The last meeting for documents that will be sent to Excom is 5/6/10.

-We have only three week to address materials for Public Affairs. Michael will make the documents available on Sharepoint.

-We have not received any feedback on who will replace the Presidential appointment, Colin Ormsby. Moreover, we do not yet know who will replace Colin as the contact person when CAPR needs to access institutional records.

4. Report of the Presidential Appointee

No report

5. New business

a. Request to discontinue the Option in Administration of Healthy Communities, M.S. Health Care Administration.

Toni Fogarty, Chair of PUAD, addressed members of CAPR. She indicated that no student has ever registered for the option in Administration of Healthy Communities. The option was created in partnership with the School of Nursing and Health Sciences in the School of Science, but these departments withdrew their active participation when the option was temporarily suspended several years ago.

Michael asked Toni if Nursing and Health Sciences were consulted. Toni indicated that they were consulted several years ago. However, they were not consulted for their feedback on the current request to discontinue the option since they have not been actively participating in the option.
Michael asked the committee how they felt about this. We agreed that Toni should send an e-mail notifying, and asking for a response from, Nursing and Health Sciences about the plan to discontinue to the option. Toni agreed.

Michael suggested that CAPR committee members vote via e-mail once the response from Nursing and Health Sciences is received. Liz suggested that we add a friendly amendment that allows CAPR members to vote at today’s meeting on the condition that the e-mail is forthcoming. Once we receive the e-mail response from Nursing and Health Sciences the proposal will be sent on to Excom. Committee members agreed to the friendly amendment.

**Vote on the proposal to discontinue the option:**

M/S/P (James; Chung-Hsing)

b. Suspension policy revision

At the last meeting members of CAPR passed Sociology’s request to suspend their MA Program. This was the first request for suspension submitted to CAPR since CAPR members drafted the suspension policy. The Academic Senate was unclear about several items in the proposal. For instance, they were unsure if the Sociology Department notified the Dean prior to submitting the proposal. Donna & Sue Opp reviewed the policy and made revisions. Revisions were passed on to Diane Rush Woods and she approved the changes. At today’s meeting members of CAPR reviewed and discussed the appropriateness of the recommended changes to the suspension policy. Recommendations for further changes and modifications to the suggested changes are listed below.

Michael asked Pat to address the process since she wrote the proposal for Sociology. Pat indicated that the third point under section II seems redundant since the second point asks the department to explain why they are requesting suspension. Pat stated that she simply repeated the information from question 2 in question 3. Michael suggested that we merge questions 2 & 3 in Section II into one question that reads something like: “A full explanation of why the temporary program suspension is being proposed and why suspension was selected rather than discontinuance.”

Pat asked if we need to obtain all of the signatures required in Section II, item 14. Pat stated that this places an undue burden on the person drafting the proposal. She suggested that the policy allow that parties be notified via e-mail (the e-mail would ask parties to respond via e-mail and this would confirm that the parties were notified). The e-mails would be included as an appendix to the proposal for suspension.

Donna indicated that our policy requires the parties mentioned in #14 to sign at the end of the process, so we should be required to notify them up front.

Pat clarified that she did not disagree with the point that the parties need to be notified, but she request that e-mail suffice as the mechanism by which parties are notified.

Michael indicated that it made sense to notify everyone who is involved in the process—he supports the logic—but the question is, “Is it enough to inform or do they actually have to sign off on the proposal?”
James reminded the committee that the change simply requires acknowledgement not approval. We need to record that notification has been passed on to the appropriate stakeholders.

Pat asked if this can be done via e-mail with a request that the parties be told that they can register objections via e-mail.

Donna indicated that, at a minimum, the Dean and AVP should sign off on the proposal before it goes to CAPR for approval.

Tuyen indicated that when e-mails are sent to a student, e-mail responses work as the student’s signature. The e-mail signifies that the student read, accepted and agreed.

Michael suggested that instead of signature page CAPR should require that the department send notification and this notification should be included in the proposal as evidence that parties were informed of the plan to suspend the program. The committee did not object to this suggestion.

Other changes to the text of the suspension policy

Michael pointed out that point #2 under section B is redundant. We agreed to re-word B.2 so it reads, “The proposal should include evidence of acknowledgement as stated in A.14.”

B.3: Change to read “This suspension proposal will be sent to the Senate for distribution to CAPR.”

We need to be sure to revise the numbering when we revise the document. Pay close attention to 4.B under section B. We need to be sure that the statement in section B.4.b that reads, “detailed in Section II A.9 & 14 above”, refers to proper number (i.e., #14 in A.9 will change). Be sure that the point under Section II refers to the paragraph on students, faculty and staff.

B.4.b: Remove the words “all the necessary” in front of necessary feedback.

C.1: Remove the phrase “and in the quarterly class schedule.”

C.3: Change to “The program can be advertised once resumption has been approved.”

D.1.a: Bring in line with parties mentioned in point 14, Section II. Be sure the verb is not missing (as the statement reads now a verb is missing).

D.1.b: Change the wording to, “The recommendation to resume with all appropriate documentation will be presented to CAPR for consideration.”

D.4: Change the word “market” to marketing. Change other activities necessary to resume the application process, schedule necessary classes, direct or retain resources, etc.

c. Procedures/responsibilities for review of program annual report.
Michael indicated that CAPR has received 13 annual reports, which represents about 30% of reports due this year. Michael suggested that we set aside our meeting on 5/20 to review annual reports. Michael will send personal e-mails to chairs of delinquent programs that state, “If reports are not received by our next meeting the report will not be submitted to Excom.” Michael will put the 13 reports and any additional reports received before our next meeting on Sharepoint. Reports will be divided among committee members for review. CAPR members should go through CAPR guidelines on annual reports to guide our reading and write a one paragraph summary on the report we select. Michael will take the one’s that may be problematic (e.g., Criminal Justice, Art, etc.).

6. Old Business

a. Institutional Learning Outcomes (ILOs)

Donna passed discussed LEAP areas of competency as a model. There is overlap between the LEAP list and the Academic Plan. Donna formulated a new list using LEAP and master plan.

Donna stated that the first step before we wordsmith is to agree on goal areas. Michael indicated that sustainability is missing as a goal from the list Donna passed out as an example of goal areas.

Michael asked how many of the items on the list of ILOs that Donna passed out at the meeting map to GE. Donna worked with Sally Murphy to map the links between the list and GE. She indicated that this was a first pass through and CAPR will need to do a more thorough mapping of ILOs with GE.

Monique indicated that humanities seems to be absent as an ILO on the list that Donna handed out. Michael indicated that humanities objectives can come out of the diversity committee. Donna suggested that humanities goals can be subsumed under intercultural competency.

The next step is to decide what we expect graduates to do?

Donna stated that before we can start the assessment process, CAPR needs to do the mapping to see where goals map with GE.

Michael asked if the there was anything that the committee thinks is missing (he already mentioned sustainability). Monique replied that, “The ability to apply one’s discipline to the larger world,” should be included. Michael stated that we need to have an ILO that captures awareness of global issues and this should map to a learning outcome.

Discussion and debate over the number of ILOs and the extent to which they need to reflect master plan ensued. Donna indicated that we need to remember that the ILOs must reflect material that students are exposed to through their courses at CSUEB. She also suggested that we keep in mind that the CAPR Assessment Committee will be charged with developing assessment instruments for each ILO.
Michael suggested that, an ILO deserves a separate listing if they are unique and cannot be subsumed under another bullet. The list we create must map to what is required of students and what we offer.

Michael suggested that in order to proceed we will need to schedule a separate meeting to focus specifically on language for ILOs. Committee members should draft examples of ILOs using language in CSU master plan. This meeting is scheduled for 4/29.

Committee members agreed to draft an ILO for the items on Donna’s list. Michael requested that we write one overarching sentence for the ILO that each of us selected. The ILO should be relevant to our own mission statement and to the courses we teach. Our ILO must stand up for all programs.

b. ILO sub-committee membership

Michael indicated that we need to generate a fuller list of candidates for the assessment sub-committee. We have a starting list. Pat suggested that Eileen Barret be added to the list. Pat stated that we need to add more men to the list since no men are on the list. Pat suggested that this represents an unequal division of labor. Some names of men were suggested.

7. Other business

None

Next meeting is on 4/29. This meeting is devoted to working on ILOs. Each member will bring a draft of one ILO for one heading on the list.

8. Adjournment

M/S/P (James/Donna) at 4:15 p.m.

Respectfully submitted,
Pat Jennings, Secretary

CAPR web page http://www.csueastbay.edu/senate/capr.htm
xc: College Deans, Department Chairs, Academic Senators,