Meeting called to order at 2:10 p.m.

1. Members and guests introduced themselves.

2. Motion to approve the agenda (Ginno/Wiley), approved.

3. Motion to approve the minutes from 12/2/10 with the change of Linda Dobb to Linda Dalton under Report from the Chair (Wiley/White), approved. Motion to approve the minutes from 1/20/11 (Ginno/Wiley), approved.

4. Report from the Chair: Lee reported back regarding his follow up on committee concerns regarding denial of the Philosophy name change. He was told that a procedural problem held up the name change. Lee will be extending invitations to potential members of the CAPR subcommittee in Institutional Learning Outcomes this week and schedule the first meeting in the next few weeks.

5. As there is no Presidential Appointee at this time, there was no report.

6. Report of the APGS appointee: Wiley reported on the AAU & C Global Learning Conference, which was attended by a group from CSUEB. The rubric with timelines was approved and will be included in the revision of 08-09 CAPR 23. The delay for the 5-year review of International Studies is being sent back to CAPR from the Academic Senate. The external reviewer was not approved by Sue Opp as only one name was submitted rather than the two required.

7. New Business

   a. The Engineering MS and BS 5-Year reviews were submitted together as both were evaluated by the same external reviewer. Lee will write a report summarizing the information and submit it to CAPR for approval. Motavalli reported on both programs. Accreditation visits were held in 2003 and 2009 for the B.S. program. The next visit will be in 2015. The next CAPR review will be 2016-17. Evaluation of the program by
graduating seniors, alumni, companies hiring EB graduates, and the Advisory Committee are highly valued by the accrediting body.

The graduate program in Engineering is growing, with 90-100 students at this time. It is rare for graduate programs to be accredited in this field due to the high level of specialization. The assessment methods were the same for the M.S. and B.S., with the exception of an extra survey for graduating students for the M.S. program. Classes for Industrial Engineering and Construction Management graduate students are held in the evenings to accommodate working professionals. Certificates are offered in Engineering Management and Quality Management.

CAPR will be given a copy of the Accreditation Report. Areas of concern included furloughs, which are not acceptable to the accrediting body, and the lack of technician support for the program (which needs to be corrected by the next review). A math basic science class needs to be added, or an existing class must be modified to incorporate more math.

In accordance with 08-09 CAPR 23 revised, the department will prepare a summary report. The program has experienced rapid growth over the past few years with little change in faculty resources. A few faculty lines are being requested, along with part-time instructors. Addition of new faculty is a must. Students are not able to get their electives in Business, so Engineering may need to start offering electives in their department to meet needs of the students. Existing curriculum may need to be modified.

b. New certificates in Engineering: Construction Planning and Control and Construction Project Administration. 4-course certificates will be offered through extension and state-side courses once a year. The certificate programs will take 3-4 quarters to complete. Relevant work experience, specific math courses, and a B.S. in construction are prerequisites for the two new certificates. No new courses will be needed for the certificates. Motion to approve the certificate in Construction Planning and Control (Bowen/Ginno), approved. Motion to approve the certificate in Construction Project Administration (Ginno/White), approved.

c. Business Administration Information Technology Management option suspension requested. There is a lack of demand for the program, the department wants time to study demand and revise the option. No students are adversely affected by this action. The department will present recommendations regarding reinstatement of the program by Spring 2012. Motion to approve suspension of the Business Administration Information Technology Management option (Ginno/Wiley), approved.

8. Old Business
a. CEAS – Motion to submit the final draft of CAPR recommendations concerning 5-year reviews for 7 CEAS programs to the Academic Senate (Ginno/Wiley), approved.

b. Proposed changes to 08-09 CAPR 23 section on annual reports was discussed. Clarifying language and suggesting that at least one SLO be assessed each year for inclusion in the report are part of the changes being proposed. The main motivation for the changes is so make the process more clear and to help departments prepare for the 5-year review by assessing at least on SLO annually. Committee members will read over the document and be prepared with suggestions at the next meeting. Lee would like the document finalized soon so he can provide a workshop for Chairs this year.

9. Other Business

   a. The committee discussed taking proactive action to address potential mergers between departments which could be considered as a result of further budget cuts. Motion to approve Lee sending a letter from CAPR as a reminder that merger requests must come through the committee.

10. Motion to adjourn (Wiley/Ginno), approved. The meeting was adjourned at 4:10 p.m.