Members Present: David Bowen, Luz Calvo, Don Gailey, Liz Ginno, Michael Lee, Sam Tran, Nancy White, Jiming Wu.

Members Absent: Rafae Khan, Joe Tafoya, Monique Manopoulos, Donna Wiley

Guests Present: Jackie Alnor, Jiansheng Guo

Meeting called to order at 2:05 p.m.

1. Members and guests introduced themselves.

2. Motion to approve the agenda as amended (Ginno/Tran), approved.

3. Motion to approve the minutes from 2/3/11 as amended (section 8b change “so” to “to” (Ginno/Gailey), approved.

4. Report from the Chair: Lee reported that a number of items have been sent forward to Excom including memos on CEAS approval and recommendations, the MBA ITM temporary suspension, Engineering certificates, and approved minutes and files from the 12/2/10 and 1/20/11 CAPR meetings.

A number of other communications and documents were forwarded by the Chair on behalf of CAPR. A memo was sent to the Senate Chair suggesting that a reminder be sent by the Senate and CAPR regarding procedures for program mergers and suspensions. Memos regarding the proposed name change for the Philosophy Department were sent to the Provost, CLASS Dean and to Philosophy. A memo was sent to the Engineering Chair with instructions for finalizing the five-year review process. Invitations to join the ILO sub-committee were sent along with suggested meeting times. A memo was sent to Linda Dalton asking for her review of the draft revision of the statistics list that IR can produce.

Lee has requested a meeting to clarify the process for submission of reviewer’s names for the five-year reviews. The goal of the meeting will be to identify the current policy, where that policy originates, and whether a change is needed in CAPR documents.

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

6. There was no report of the APGS appointee as Wiley is currently out of the country.
7. New Business

   a. Two discontinuances from Modern Language were discussed. The proposal for discontinuance of the Portuguese Minor is necessary as courses in the minor have not been offered since retirement of the professor teaching in this minor in 2004. There is a lack of student interest and no apparent implications for students for this minor. Guo mentioned concern about a lack of well-rounded educational opportunities that language can provide. However, given that this is a departmental decision, he supports it as the Associate Dean. The proposal for discontinuance of the Russian Minor is based on the retirement of the professor teaching in this minor in 2002. A move is underway to teach Russian as a strategic language. There is a lack of demand for the minor. Motion to discontinue the Portuguese Minor (Gailey, Ginno), approved. Motion to discontinue the Russian Minor (White/Ginno), approved.

8. Old Business

   a. Finalization of the revised language for annual review rubrics was discussed. The goal is that data needed for the reports will be available on the CAPR web site in a format that can be used by each program. The question of whether the Associate Dean needs to be named as the person providing data to departments was discussed. Encouraging programs to stagger assessment of different SLOs over five years to make the process more manageable is part of the reason for revisions. Language that is reflective of the data available is included in the revisions. The data provided now and in the near future is drawn from the Fall quarter only. Bowen pointed out that this is not an accurate basis of SFR, as some large lectures are only held in one quarter. As data is made available by IR for other quarters, CAPR should reconsider the data provided on the web site.

Motion to accept and submit recommendations for the revised language for annual reports in 08-09 CAPR 23 (Ginno/Tran), approved.

The revised rubrics will be used beginning this year as an internal tool to evaluate annual reports and will be formally passed on to the next CAPR committee.


10. Motion to adjourn (Tran/Wu), approved. The meeting was adjourned at 3:15 p.m.