Members Present: David Bowen, Luz Calvo, Donald Gailey, Michael Lee, Monique Manopoulos, Sam Tran, Nancy White, Donna Wiley.

Guests Present: Glen Perry, Jiansheng Guo, Dianne Woods.

Members Absent: Liz Ginno, Steve Ugbah.

1. Introductions of the members and guests were made.

2. The agenda was approved with the addition of items to discuss the appointment of a liaison to the Concord campus and also for the Library Advisory Council. Move to accept from Bowen, second Manopoulos. The motion passed.

3. The Chair Report included discussion of the CAPR 09-10 Annual Report and the open positions on CAPR for 10-11. Vacancies include one representative from CBE, two student representatives, and a Presidential Appointee.

4. The committee is without a Presidential appointee, so no report was made.

5. Donna Wiley, the APGC appointee to the committee, reported that programs requesting a second postponement of 5-Year Reviews should consider the consequences of further delays in completing the reviews. WASC accreditation and new faculty lines are tied to the review process, so further delays are not advisable.

6. Old Business
   a. Motion to approve formation of a sub-committee of CAPR for 10-11 to work on Institutional Learning Outcomes – Manopoulos, second Tran. The motion passed.
   b. Motion to approve a short list of potential members for the Institutional Learning Outcomes Sub-Committee and authorize Michael Lee to forward the list to Ex Com – Bowen, second Gailey. The short list includes Michael Lee (CAPR Chair, Ex-Officio), Donna Wiley (CAPR), Sally Murphy (GE), Eileen Barrett (CLASS), Debra Barrett-Graves (CLASS), Steve Ugbah (CBE), Julie Glass (CS), Ann McPartland (CS), Denise Fleming (CEAS), and Tom Bickland (Library). Michael Lee will research another possible representative from CBE to replace Nan Maxwell, who was on the short list but recently retired. The motion passed.

7. New Business
   a. Review of CAPR policies and procedures and discussion of voting members of the committee.
b. A number of 09-10 Annual Reports were late, or not received from departments. All departments are required to submit the reports. The possibility of the Chair attending Council of Chairs meetings for various colleges, or taking other action to talk about the importance of the annual reports was discussed.

c. The 5-Year Program Review Schedule was discussed.

d. The policies and procedures for 5-Year Program Reviews were reviewed, along with timelines. The October 21 CAPR meeting will be used as a workshop for CAPR members on the program review process. Members agreed to read through the documents provided at the meeting and email the Chair with questions or information that needs to be covered in the workshop prior to October 14 at 2 p.m.

e. Assignments of liaison duties for programs scheduled for review were made as follows:
   Communication BA – Luz Calvo
   International Studies BA and Latin American Studies BA – David Bowen
   Music BA, MA – Monique Manopoulos
   Social Work MSW – Nancy White
   Counseling MS, Education MS, Educational Leadership, Special Education – Michael Lee
   Bio Science BA, BS, MA, BS and Marine Sciences MS – Steve Ugbah
   Biostatistics MS and Statistics BS, MS – Don Gailey
   Computer Networks MS and Computer Science BS, MS – Liz Ginno
   Engineering BS and Engineering Mgt MS – Michael Lee
   Environmental Science BS and Geology BA, BS, MS – Don Gailey
   Mathematics BS, MS – Liz Ginno
   Nursing BS – Nancy White
   Physics BA, BS – Sam Tran
   Psychology BA, BS – Donna Wiley

f. Annual reports received after the Spring 09 deadline will be reviewed by:
   International Studies and Latin American Studies – David Bowen
   Counseling, Education, Educational Leadership and Special Education – Michael Lee
   Environmental Science and Geology – Don Gailey
   Human Development – Monique Manopoulos
   Sociology – Nancy White

g. Formalization of the annual review rubric and inclusion in Committee policies and procedures will be further discussed at the October 21 meeting.

8. Other Business
   a. Appointment of a liaison to the Concord Campus – Liz Ginno – unanimous vote.

9. Meeting was adjourned at 3:55 p.m.