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

Guests Present: Jiansheng Guo.

Members Absent: Sam Tran, Steve Ugbah.

1. Approval of the agenda with the amendment to move item 7- New business with item 6 - Old business.  
   M/S/P (Gailey/Bowen).

2. Approval of the minutes of 21 October 2010.  
   M/S/P (Gailey/Bowen).

3. Report of the Chair: 10-11 CAPR 1, to create a sub-committee on ILOs, and 10-11 CAPR 3, recommending the name change for the Philosophy Department, went through ExComm without much discussion. The 5-year review documents from the education programs (Lee, liaison) and MSW program (White, liaison) were received. The MSW documents will be discussed at the 18 November CAPR meeting and the education documents will be placed on a future CAPR meeting agenda. Tomorrow, Lee will be meeting with the Senate Chair, Glen Perry, and Linda Dalton to discuss institutional research data required for 5-year reviews. [Lee commented that he will be contacting Ugbah to confirm his continuing membership on CAPR.]


5. Report of the APGS appointee. No report

6. New business  
   a. Request by International Studies program for delay in External Reviewer component of 5-Year Review and delayed submittal of 5-year documentation.  
      M/S/P (Ginno/Wiley) to approve request for delay with a reminder that the self study and 5-year plan needs to be submitted on time, with full documentation submitted prior to CAPR’s first meeting in Fall 2011.

7. Old business  
   a. 5-year review actions and timelines and review of flowcharts and memo templates for inclusion in 08-09 CAPR 23 (revised).

   Lee reviewed the flowcharts he prepared that would be used to help the CAPR liaisons and departments under review keep track of dates and information required for the 5-year review. The first flowchart discussed was the one for departments without external accreditation.

   M/S/P (Ginno/Gailey) to approve including the flowchart for reviews of departments without external accreditation in 08-09 CAPR 23 (revised).

   The second flowchart discussed was the one for departments with external review. Guo and Wiley recommended that we insert into 2nd box, right-hand column of page 2, beginning with “First CAPR meeting after confirmation of denial of accreditation” the following text so that the first sentence in the main paragraph will read: Depending on the quarter and date, CAPR will, in consultation with the program, determine whether the program should continue with the review this year…”
M/S/P (Ginno/Gailey) to approve including the amended flowchart for reviews of departments with external review in 08-09 CAPR 23 (revised).

Review of memo templates for inclusion in 08-09 CAPR 23 (revised).

Lee reviewed the five memos:
FYR1: Memo subject “Liaison for your program’s 2010-2011 five-year review” (long version “does your department wish to request a postponement”)
FYR2: Memo subject “Key dates for 2010-2011 five-year review” (specific to AY 2010-2011)
FYR3: Memo subject “Request for External Reviewer details”
FYR4: Memo subject “Liaison for your program’s 2010-2011 five-year review” (short version “continue as expected with your program review this year”)
FYR5: Memo subject “Key dates for your 2010-2011 five-year review” (non-specific AY)

M/S/A (Ginno/White) to approve the inclusion of the memo templates for programs with external accreditation and the memo templates for programs without external accreditation, with the proviso that each memo may be amended by CAPR liaisons.

Wiley volunteered to edit FYR1 to include appropriate information from FYR2 for CAPR liaisons to send to their program chairs next week.

b. Review of annual reports not previously reviewed in 09-10.

Lee and Bowen presented their reviews of Interdisciplinary Studies program and Lee will edit into one report. Bowen presented his review of International of Studies program. Manopoulos presented her review of the Human Development/Women’s Studies program. Calvo noted that annual reports are to be for single programs, not combined. Lee agreed and remarked that the definition of a program versus a department is a continual discussion. As chair of CAPR, he will provide this information. Lee also recommended that liaisons cut and paste the programs’ goals from their last annual report to use in the current year’s review.

8. Other business

a. Lee recommended that CAPR amend the Committee’s Policies & Procedures for Committee Operation document (http://www20.csueastbay.edu/faculty/senate/files/Policies/CAPR%20Policies-Procedures.pdf) be amended as follows: add to section D, item 2:
1. updating the Five-Year Program flowchart and memo templates as appropriate; and that the “; and” at the end of D.2.j. be moved to the end of D.2.k.

M/S/P (Wiley/White) with 1 abstention.

b. Wiley requested that CAPR review the rubric templates she emailed the Committee. Lee asked that any Committee member email him with suggestions for improving the current CAPR rubric. He will work with Wiley to prepare a revised template for CAPR discussion.

9. Adjournment (Gailey/Ginno) at 3:55pm.

Respectfully submitted by Liz Ginno.