Minutes of the Meeting, November 18, 2010

Members Present:  David Bowen, Luz Calvo, Don Gailey, Liz Ginno, Michael Lee, Chris Lubwama, Monique Manopoulos, Nancy White, Donna Wiley
Guests Present:  Linda Dalton, Jiansheng Guo, Evaon Wong-Kim

1. Introductions -- everyone introduced themselves.

2. Approval of the agenda -- M/S/P (Bowen/Wiley).

3. Approval of the minutes from 11/4/10
   M/S/P (Gailey/Wiley) with two grammatical changes.

4. Report of the Chair
   Lee reported that there wasn’t any feedback from the Committee on a) the rubric we have been using to review annual reports, and b) he did not manage to get together with Donna to discuss the issue of developing a standard reporting format for assessment results to achieve better responses and greater uniformity in the reporting of assessment progress and data. He hopes to do the former part of this today but will have to leave the assessment reporting format to a future meeting.
   He will send a memo out to nominated individuals for candidates on the CAPR ILO subcommittee, inviting them to participate in this process. As soon as he receives enough willing volunteers, we can finalize this and start work.
   He submitted an action item for discussion by Excom of having the flowcharts and sample liaison letters added to 08-09 CAPR 23 (revised) and the related action item of changing the duties of the Chair to update these.
   He met with Linda Dalton and Glen Perry (of Planning, Enrollment Management and Student Affairs – PEMSA) to discuss data needed for five-year reviews; the outcomes of that meeting have been presented in a memo to Excom and to programs that he wanted to run by this Committee before submitting it. It is on today’s agenda.
   He asked for some feedback to see how many of the Committee members sent out their liaison memo to the programs being reviewed with the timelines. Members reported their progress in communicating with their assigned programs.

5. Report of the Presidential appointee (if appointed) -- none
7. Old Business
a. Discussion of five-year review statistics – outcome of meeting 11/5/10 with Institutional Research
   Lee described his discussion with Linda Dalton & Glen Perry (PIR); went through datasets on the CAPR 5-Year Program Review website (http://www20.csueastbay.edu/faculty/senate/five-year-review.html); Lee started with part A – student demographics and title changed as we do not have info re: minors and options; Dalton noted that minors and options information in PeopleSoft not reliable as
they only show up when students are graduating; don’t collect info on certificates; lots of information not included but now we do know what is collected; changed “number” to “headcount” of majors; Calvo asked about students returning for their 2nd major; Dalton remarked that they show up in the post-baccalaureate reports, Lee will add 2nd majors as part of the demographic numbers. Add under d: “- FTES taught by the program, by prefix.” Wiley asked about the definition of fulltime vs part-time undergrad/ graduate student? Dalton will review and get back to CAPR. Guo asked about re-adding the SCUs – Dalton and Lee approved adding that line to section D as well. Dalton remarked that the SCU is determined by the student, not the class. Lubwama remarked that the SCU is important to the department as it is tied to the budget. Dalton agreed and that is why both kinds of data ought to be included. Templates are also be revised to include percentage data not there right now.

b. Review of annual reports not previously reviewed
Sociology (White); Geology & Environmental Science (Gailey).
Discussion ensued about how best to encourage better reports. Lee was charged with discussing with the Associate Provost creating a workshop for department chairs on the CAPR annual report review process.

c. MSW Five-Year Review (time certain 2:45pm) – led by liaison Nancy White
White introduced Dr. Evaon Wong-Kim, chair of the Department of Social Work. Dr. Wong-Kim described the state of the department and its hope to hire more tenure-track faculty to meet accreditation requirements as well as providing other background information to their CAPR report. Have eight years to grow and provide the support the program and students need. Lee recommended that the program make clear that their next outside review will occur in 8 years so that this can be synched with the programs’ next CAPR review. Wong-Kim remarked that the CAPR review would have been a lot more helpful if the program did it before the outside accreditation process began.

d. Discussion of finalization of annual report evaluation rubric for inclusion in 08-09 CAPR 23 (revised) and of inclusion of a standard outcomes assessment reporting format
Lee asked if there were any suggestions/comments on the rubrics – no changes offered. Wiley and Bowen recommended that we change the language for 2. (assessment rubric) to include something about defining or describing goals and the department’s efforts to achieve them. Lee will look into changing the documents to help bridge the disconnect between the annual report and the 5-year reviews.

9. Other business -- none

10. Adjournment -- M/S/P (Wiley/White) at 3:56pm.

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