Members Present: David Bowen, Luz Calvo, Michael Lee, Monique Manopoulous, Nancy White, Donna Wiley.


Members Absent: Donald Gailey, Liz Ginno, Sam Tran.

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

1. Introductions of the members and guests were made.

2. Motion to amend the agenda, moving up discussion of CEAS externally accredited programs (Item 7 moved to Item 3), (Bowen/Manopoulous), approved.

3. New Business

   a. CEAS externally accredited programs – 7-Year Review. Jim Zarrillo provided an overview of the 7 programs accredited by CTC and NCATE. The programs received overall accreditation with one caveat, which was to develop a unit level assessment plan encompassing all seven programs. A unit level assessment plan/system was submitted in 2010 and accepted. A review team will be visiting campus May 1-3, 2011 to evaluate implementation of the plan.

   90% of the assessment plan will be based on aggregation of existing data, 10% will be based on new unit assessment outcomes and new measures. Programs have been organized in clusters to assess progress toward assessment outcomes using rubrics. New mission statements/goals and a conceptual framework are being developed.

   A change was made to provide candidates with knowledge of various school sites in response to the accreditation visit and report. Candidates will complete their internships at one site, but will review data from various schools. During the next 7-Year Review, this change will be reviewed.

   Reported areas of improvement include working toward continued stability in leadership (Dean and Faculty). New searches will begin to work toward filling about 25 positions over the next 6 years.
As the liaison for CEAS outside accredited programs, the CAPR Chair will produce CAPR Review documents with recommendations for the Academic Senate.

b. Proposal for a B.S. in Industrial Engineering

The B.S. in Industrial Engineering and the B.S. in Computer Engineering are both listed currently as options under the same degree program. The department is requesting closure of both options, and provision of the new degrees to attract better students, improve credibility in the field, and resolve confusion of accreditors. Wiley will check with Sue Opp and Rosanne Harris for clarification of the receipt of proposals for discontinuance of the original degree and two options to assure requirements are met. She will report back to Lee.

Motion to approve a B.S. in Industrial Engineering (Bowen/Wiley), approved.

c. Proposal for a B.S. in Computer Engineering

Motion to approve a B.S. in Computer Engineering (Bowen/Manopoulos), approved.

4. Motion to approve the minutes as amended from 11/18/10 (Bowen/White), approved.

Lee is working with Linda Dalton on the IR data available to programs for the annual reports. The name change to Philosophy and Religious Studies approved by CAPR at the last meeting has been approved by the Senate. Lee and Wiley worked together on revisions for the annual report template.

6. The committee is without a Presidential appointee. Wiley, the APGC appointee to the committee, discussed self-nominations taking place now for an Assessment Coordinator. The person appointed to the position will receive release time through the next WASC reaccreditation, oversee assessment activities on campus, and should be on the ILO sub-committee for CAPR. This individual could also possibly serve as the Presidential Appointee to CAPR. Lee will discuss this idea with Sue Opp.

7. Old Business
Possible changes to the language in CAPR 08-09 23 for annual reports were discussed. The language in Section II.B.2 needs to be clarified to improve the efficacy of the annual report process. Wiley and Lee worked together to clarify the language and looked at changes necessary for the annual report rubric to make
sense for those writing the reports, and also the individuals using it to evaluate annual reports.

Changes suggested are including SLOs, the SLO assessment plan from Section IV.2.2, changes made in the program over the past 12 months, a summary of activities, and a summary of results of SLOs assessed. The summary of SLOs assessed would include instruments used, participants sampled, results, and a discussion of how the results will be used (changes in course content, course sequence, and/or student advising). A new rubric was developed based on the proposed changes.

Lee will email the proposed changes to CAPR members. Members should look over the proposed changes and come to the next meeting with suggestions, changes or feedback. The committee will discuss the proposed changes and vote on recommendations for Ex-Com at the next meeting.

CAPR members serving as liaisons for 5-Year Reviews should check with the Senate office January 3-5 to see if names of external reviewers have been received for their assigned program(s).

8. Motion to adjourn (Calvo/White), approved. The meeting was adjourned at 3:40 p.m.