

California State University, East Bay
Committee on Academic Planning & Review
Meeting Minutes
Thursday, October 20, 2011

Attending: Michael Lee (Chair), Chris Chamberlain (Secretary), David Bowen, Luz Calvo, Sharon Green, Caron Inouye, Dana Edwards, Jiming Wu

Members Absent: Amber Machamer, Donna Wiley, Julie Beck, Sam Tran

Guest in Attendance: Michael Mahoney, Academic Senate Chair

1. Introductions
2. Chair Lee called the meeting to order at 2:00 p.m. and called for approval of the agenda. Agenda was moved, seconded and motion carried (Green/Edwards).
3. Meeting minutes for October 6, 2011 were approved (Bowen/Calvo)
4. Report of the Chair
 - a. Michael Lee stated he had been away at a sustainability conference in Pittsburgh, PA with David Bowen and Denise Fleming.
 - b. The Chair reviewed items from last meeting including who was responsible for department reviews giving presentations this year:
 - Sharon Green: Mathematics
 - Julie Beck: Computer Networks and Computer Science
 - Jiming Wu: Biological Sciences, Marine Sciences
 - Dana Edwards: Music
 - Chris Chamberlain: Env. Science, Geology
 - David Bowen; Int. Studies, Lat. Am Studies
 - Luz Calvo: Communication
 - Sam Tran: Physics
 - Michael Lee; Psychology
 - Caron Inouye: Biostats and Stats
 - c. Liaisons for programs starting their review this year include:
 - Chris Chamberlain: History
 - Jiming Wu: Health Sciences
 - Sharon Green: Doctorate in Ed Leadership
 - Dana Edwards: Nursing
 - Julie Beck: Ethnic Studies

Caron Inouye: Health Care Admin
Sam Tran: Human Development
Luz Calvo: Liberal Studies, Information Lit.
David Bowen: Theater Arts
Michael Lee: MS Ed.: Option in Online Teaching and Learning

d. The Chair is working on a department chair's workshop for the Academic Review process.

5. Report of the Presidential Appointee

a. No report was given.

6. Report of the APGS Appointee

a. No report was given.

7. Old Business

a. Appointment of CAPR Liaison to Concord Advisory Council for 11-12.

i. There were no volunteers. Michael Lee will check with the Academic Senate on the process to fill that position in the event of no volunteers.

b. Appointment of CAPR Liaison to Library Advisory Council for 11-12.

i. Luz Calvo volunteered to serve as the liaison.

8. New Business

a. Review of the five-year process- roles and responsibilities of liaisons concerning program presentations and recommendation preparation.

i. Michael Lee walked members through the five year process referring to a PowerPoint he handed out as well as review procedures. Both documents would be emailed to members and available on SharePoint.

The Chair suggested that a timeline for approval should be worked out for each liaison based on the needs of the program review. The question had to do with the policy stating a specific timeline needed to be followed. The Chair suggested there needed to be some flexibility in the timeline.

There was general discussion about the value of the MOU developed as a result of the program review and the actual follow through on MOU recommended actions. It was recommended the Provost attend a future CAPR meeting to discuss the issue with questions like: How are MOU's used to better understand the linkage between the five year review and the MOU? Department Chairs would also be invited to share their perspective of the MOU process.

Program Schedule Dates for review presentation:

Luz & David: December 1

Julie & Sharon: January 19

Caron & Jiming: February 2

David & Dana: February 16

Chris: March 1

b. Request for Early Five Year Review.

- i. Per a memo dated October 19, the Library Instruction Committee formally requested an early review (bumped forward one year) of the University Library Information Literacy Program, so the review would take place this year. The memo states an external reviewer has already been contracted with to visit the campus and review the program. David Bowen moved, Sharon Green seconded and the motion carried.

c. Meeting Cancellation

- i. It was moved (Edwards) and seconded (Calvo) to not meet on November 17, 2011 to honor the university wide concerted action. Motion carried.

9. Other Business

- a. None

10. Adjournment

- a. Meeting was adjourned at 4:00 p.m.

Minutes submitted:

Chris Chamberlain, CAPR Secretary