CALIFORNIA STATE UNIVERSITY, HAYWARD

COMMITTEE ON ACADEMIC PLANNING AND RESOURCES

Approved as Presented

Minutes of the Meeting of October 7, 1999

Members Present: Tom Acord-Chair, Asoke Basu, Michael Hedrick, Sandra Heisey,
Jennifer Laherty, Frank Martino, Bijan Mashaw, Susan Opp, Mary Timney

Guests: Emily Stoper and William Wohlmacher

Members Absent: Jose Lopez and Jane Lopus

The meeting was called to order by Chair Tom Acord at 2:07 P.M. in the President's Conference Room.

1. Approval of Agenda: M/S/P

2. Report of the Chair:
Chair spoke with Tom Hird, Theatre and Dance. A search for a suitable outside reviewer has begun.
Chair spoke with Norm Bowen, International Studies. Professor Bowen and Chair Acord have communicated with Dr. Philip Morgan who is reviewing the program. A report should be ready soon.
Chair is trying to contact Mike Clark, Ethnic Studies. CAPR is waiting on the department response to the outside reviewer for the Ethnic Studies Five Year Review.
Chair has invited Dean Tontz to meet with CAPR on Oct. 21 to complete the SBE Five Year Review.
Bijan Mashaw is writing the CAPR response to the Art Five Year Program Review.
CAPR has been asked to assist in a review initiated by the Teaching English as a Second Language program which is directed by Dr. Keiko Tanaka. The following question was raised: Why treat this as a program review when it is not a separate program, but rather a part of the English department? The response was that Jacob Fuchs, Interim Associate Dean of ALSS, asked that the program be reviewed in a June 1999 email to Chair Acord because the program offers a Masters in Teaching English as a Second Language. After discussion, a motion was made to complete a five year review of the TESOL program. M/S/P [Yea 9, No 0, Abstentions 0]

Responding to a question, Why are there so few tenure-track positions this year? the Provost suggested that "so few" must be understood within the context of each year's particular circumstances. For this year we must consider that: 1) The number of separations (faculty leaving) is considerably lower; 2) FERP'ing costs rose quite a bit this year; 3) The process of granting tenure-track positions is on a rolling basis this year and the Provost expects the Deans to make proposals for new hires throughout the year, which would increase the number of tenure-track positions by the end of the year. Thus far, there are 13 new searches this year and 9 rollovers from previous years. In response to the granting of positions on a rolling basis, another question was asked, Won't it be
more difficult to conduct searches for faculty as the year goes on? The Provost indicated that searches may be carried over into the next year if necessary.

4. Appointments:
Representative to the Campus Planning Committee
Sandra Heisey was nominated to serve. **M/S/P [Yea 9, No 0, Abstentions 0]**
Thanks was given to Bijan Mashaw for his work on this committee last year.

Representative to the Library Advisory Committee
Jennifer Laherty was nominated to serve. **M/S/P [Yea 9, No 0, Abstentions 0]**

5. Discussion of CAPR Annual Report:
Item 2. Actions taken (Chair reported):
CAPR 11 (Liberal Studies) and CAPR 12 (Masters in Multimedia) passed in Academic Senate.
CAPR 13 (Art) will probably be sent to Academic Senate in November.
CAPR 5 (Anthropology) passed in Academic Senate.

Item 3. B. Due to postponements, these Program Reviews are due in 1999-2000 (Chair reported):
Mass Communication review was placed on hold due because of a request by acting Dean Fay.
Theatre and Dance has begun a search for an outside reviewer
History is looking for an outside reviewer
Latin American Studies hopes to be reviewed this year.

Item 5. CAPR Minutes:
After a brief discussion it was decided that Chair Acord will talk to the Academic Senate or ExComm regarding CAPR concerns of posting unapproved minutes.

Membership
Chair is trying to find a Student Representative for CAPR for this year.

6. Five Year Program Review - Music:
William Wohlmacher, Chair of the Music Department, provided CAPR with further updates to the report. The department has one fewer faculty this year than last (9 total).
A search for a tenure-track position will be done this year. Approximately 53%, not 51%, of teaching is done by part-time lecturers. The Provost indicated that it would be helpful to know not only the percentage of classes taught by lecturers, but also what percentage of the FTES is being taught by lecturers and what percentage is being taught by tenured or tenure-track faculty.

Professor Wohlmacher fielded a number of questions by CAPR members. The resource problem has eased for equipment. A good suggestion was made to offer more concerts at the Contra Costa Campus. Retention of students in the department is successful because there is a lot of individual attention given to the students to get them through the rigorous program. The graduate program has been stable throughout the years and the
undergraduate program is steadily growing. A lot of recruitment of new students happens in the area high schools. This year a new student woodwind quartet is being formed through scholarships. Those students on this scholarship will be required to go with Music Faculty to local schools, including the elementary and middle schools. There is more emphasis now on the use of technology in music and diversity of music than there was ten years ago. Rather than change the curriculum to accommodate these new emphases, course content is modified.

Motion to accept the Five Year Program Review without modification to the program. M/S/P [Yea 9, No 0, Abstentions 0]

Mary Timney will write CAPR's response to the review.

7. Revision of Five Year Program Review Process:
Asoke Basu, Jane Lopus and Sue Opp have been charged as a CAPR subcommittee to revise the "Policies and Procedures for University-wide Review of Academic Program Plans". The remaining CAPR members will assist the committee. Emily Stoper stopped in to give CAPR the charge from Academic Senate's Executive Committee. Emily stayed to address any questions and/or concerns we had. It was generally agreed upon that it would be useful for the guidelines to require more structure in the reports making it easier for CAPR to respond. Incorporating Student Learning Outcomes Assessment Plans into CAPR reports was seen as positive. There was a discussion as to whether the reports were to be seen as more planning for the next five years or to review what happened in the previous five years since the last review. Some need was seen for building into the procedures a flexibility with regard to reward versus punishment. Those departments who do not meet all of their goals in the five year plan should not be punished, so to speak. It was noted that it is difficult to project exactly what can be accomplished in a five year period. Emily agreed with this as did other CAPR members.

8. Motion to Adjourn: M/S/P
The meeting was adjourned at 3:56 P.M.

Respectfully submitted,

Jennifer Laherty, Secretary