CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND RESOURCES

Approved as Presented

Minutes of the Meeting of February 3, 2000

Members Present: Tom Acord-Chair, Asoke Basu, Stanley Clark (for Frank Martino), Francisco Flamenco, Michael Hedrick, Sandra Heisey, Jennifer Laherty (late), Jane Lopus, Susan Opp, Mary Timney

Members Absent: Jose Lopez, Bijan Mashaw

Guests: Leone Nidiffer

The meeting was called to order by Chair Tom Acord at 2:06 P.M. in the President’s Conference Room.

Approval of Agenda: M/S/P

Approval of the minutes of the meeting of January 20, 2000: M/S/P

Report of the Chair: No report

Report of the Vice President, Academic Affairs: No report

Discussion of Five Year Program Review Process

The Chair welcomed Leone Nidiffer, Assistant Vice President for Institutional Research and Analysis, to discuss with CAPR the kinds of data that are available for departments to use for their five-year program reviews. She distributed a copy of a report that is provided to each department, the Provost, the Deans, and CAPR each year showing the number of degrees granted per year over a five year period; majors, FTES, FTEF and SFR for undergraduate and graduate level courses for the five year period; and number of courses, sections, and average section size. The report shows the data in graph form as well as numerical. All of these data are available on the Institutional Research Web Site.

She explained how to use the data and pointed out some pitfalls. For example, small programs can show large percentage changes with only a few students. Retention data can be misleading because only 30% of the undergraduates are freshmen. CAPR asked about faculty data re age, gender, and ethnicity. She noted that if CAPR needs reports that aren’t presently available, we should request them from the Provost.

CAPR also asked her about her thoughts on the possible conversion to semesters. She pointed out that CSU-Humboldt had found that there were impacts on night students and that there are hidden costs that we ought to try to identify.

Ms. Nidiffer left at 2:40 P.M. for another meeting.
Following the discussion of the next item, CAPR returned to the discussion of the five-year program review.

Basu reported that Committee A has completed development of guidelines and the draft has been sent to XCOM. Committee A members are: CAPR, one member from each School, the Provost, the President, and Dean Good.

**Five Year Program Review Process (continued)**

There was discussion of the availability of information and the possibility of requiring Chairs to provide consistent data to CAPR and external reviewers. CAPR should examine what other reports are available on the WebC for example, projected retirements per campusC and also the data that Armando Gonzales uses to make allocations to the Schools. Department Chairs have access to the Data Warehouse.

CAPR also discussed the purposes of the five-year program reviews. The review process should be seen as an opportunity to look at learning outcomes, trends in the field and planning for five years. This should give departments a vehicle for seeing their place in their field and the university for the next period and would be helpful in developing requests for tenure track positions.

**Possible Conversion to Semester System:** Chair Acord distributed a draft outline of Pros and Cons on Semester Conversion and asked members to email additions to the list. The discussion centered on what kind of information is available in the system and elsewhere. For example, have there been any studies on learning outcomes? It was recommended that we ask Jennifer to search the ERIC data base to see what studies have been done. The committee asked S. Clark what other units at CSUH are studying and when CAPR would have access to their reports. He recommended that we speak to our counterparts at Dominguez Hills to get some information on faculty costs for redesigning the curriculum.

**Adjournment**

The meeting was adjourned at 3:30 P.M.

Respectfully submitted,

Mary Timney, Acting Secretary