Minutes of February 6, 2003

Members Present: Carol Castagnozzi, Margaret Desmond, Beverly Dixon, Jiansheng Guo, Chair Michael Lee, Chris Lubwama, Assim Sagahyroom, Michael Strait, AS representative Jack Wu

Members Absent: Susan Gubernat, Provost Frank Martino, Steve Peng

Guests: William Langan, Chair Philosophy Department; David Larson, Interim Dean ALSS; David Woo, Chair Geography and Environmental Studies

Chair Lee called the meeting to order at 2:04 P.M.

1. Approval of the Agenda
   Chair Lee asked, that for the convenience of our guests, agenda item #5 be moved to follow item #7.
   Lubwama moved that the agenda be approved as modified. M/S/P

2. Approval of the Minutes for the meeting of January 16, 2003
   Assim Sagahyroom pointed out that although he attended the meeting, his name was missing from the members present. He asked that his name be added. Jack Wu noted that in the discussion of item #5, Reporting Requirements for Programs With Outside Accreditation” he had asked that the minutes report that he had voted against the motion. Dixon moved that the minutes be approved as modified. M/S/P

3. Report of the Chair
   Chair Lee informed CAPR that he had sent two memos to Don Wort of the Academic Senate concerning our findings with respect to outside accredited programs and academic standards. Copies of these memos have been given to the members of CAPR.
   Chair Lee reminded CAPR that for all programs to be reviewed this year, CAPR must establish a timetable and/or give extensions to those programs requesting them. The following nine programs need to be scheduled for review during the Spring Quarter meetings of April 3, April 17, May 1, May 15, and June 5: Anthropology, Criminal Justice Administration, English, Environmental Sciences, Geography and Environmental Studies, French and Spanish, Kinesiology, Political Science, and Recreation.
   Chair Lee proposed that CAPR have an extra meeting on May 29 to provide a sufficient number of meetings to deal adequately with these programs. Most likely, two programs will need to be scheduled over four or five meetings, allocating 30 minutes to each. He will make certain that at least four programs are ready to come before CAPR during the first two meetings of the Spring quarter and that the designated CAPR respondents have the necessary documentation in March for these programs. He also reminded CAPR that it would need to dedicate one meeting
to the issue of tenure-track requests. (A discussion ensued regarding CAPR’s role in the process of tenure-track requests.)

Chair Lee proposed that all those programs with outside accreditation come before CAPR during the penultimate meeting for the Winter quarter (March 6) to confirm their outside accreditation and submit the necessary documentation so that CAPR can give its approval to their programs for continuation without modification as per Chair Lee’s memo to the Academic Senate.

Emily Stoper of Political Science has contacted Chair Lee requesting permission to submit Political Science’s documentation on March 17 due to the fact that their outside reviewer will not be arriving on campus until the end of February. Chair Lee believes that this is a reasonable request and asks CAPR’s permission to give her an affirmative response. CAPR gave permission to Chair Lee.

Marilyn Silva of English contacted Chair Lee concerning the confirmation of the outside reviewer for the English. The review for English is on-track. Roland Heine has sent to Chair Lee a revised version of the French/Spanish Five-Year Review.

3. Report of the Vice-President, Academic Affairs
   Provost Martino was absent from the meeting; therefore, no report was available.

4. Discussion of Philosophy Department Five-Year Review
   Chair William Langan of the Philosophy Department was present to answer any questions regarding the Department’s Five-Year Review. Michael Strait of CAPR had written the CAPR response to the Philosophy Department’s Five-Year Review, and he presented that response. He mentioned that he had written his response in strict compliance to the guidelines specified in 00-01 CAPR 7. That document specifies that the Five-Year Reviews should include four sections: (a) self-study, (b) a five-year plan, (c) outside reviewer report, and (d) the Program’s response to the outside reviewer’s report. Michael Strait pointed out that a summary of the last five-year plan was absent for the present Five-Year Report. Chair Langan reminded the CAPR that for the previous Five-Year Review (1998) neither a plan nor outcomes assessment were required; therefore, there was no plan to discuss in the self-study presented to CAPR this year. When the Academic Senate approved CAPR-7, it knew there would be a time discrepancy for some programs. Chair Lee reminded CAPR that this could be an issue for the Five-Year Plans submitted for the next three or four years.

   There was discussion about the readability of the statistics that were included in the self-study, for the numbers were difficult to read. Chair Langan reminded CAPR that all programs are required to include in their Five-Year review the actual documents that are sent to them. Michael Strait asked that CAPR be informed if there is anything the Committee might do to expedite an improvement of the readability of those statistics.

   The current Five-Year Review was also missing a five-year plan that reflected the outside reviewer’s report and the Department’s response to that report. Chair Langan agreed to prepare such a revised plan and submit it to CAPR.

   In addition to the revised plan, Chair Langan will write an addendum to the Five-Year Report, in the form of a memorandum. That memorandum will specify how the Department’s request for new tenure-track hires is related to the revised five-year plan.
5. Request of Geography and Environmental Studies to postpone its Five-Year Review to 2003-2004

David Woo, Chair of Geography and Environment Studies, presented to CAPR a request for a one-year extension of the due date for the Department’s Five-Year Review. Several administrative factors have resulted in the Department not being able to meet the existing deadline: (a) Last year, the Department’s former Chair and the faculty member with a rich institutional history of the Department, was asked to serve as the interim-Dean of ALSS. Because of the responsibilities of serving as Dean of ALSS, that faculty member, Dean Larson, is not able to contribute to the preparation of the Five-Year Review. (b) The current interim-chair, David Woo, is serving his first year in that position; therefore, he has been unable to devote the required time to preparing the Five-Year Review. (c) The Department was asked to move its offices from Meiklejohn Hall to Robinson Hall. Most of the summer quarter was devoted to this move. (d) Two other faculty persons who might have written the Five-Year Report have been unavailable—one has FERPed to one course a year and the other (Michael Lee) is Chair of CAPR, a time-consuming position. Dean Larson affirmed the facts presented by Chair Woo. He added that next year, he will be back in his Department, and Michael Lee will have completed his term as Chair of CAPR. Both faculty members will be available to help in the preparation of the Five-Year Report. Desmond moved that the extension be granted, and the Department submit their Five-Year Report to CAPR before the last meeting of the Winter 2004 quarter. M/S/P Chair Lee abstained from the vote because he is a member of the Department.

6. Discussion of CAPR Response to Ethnic Studies Five-Year Review

CAPR reviewed the CAPR response to Ethnic Studies Five-Year Review. The following modifications were stipulated:

a. The review should include a clarification of use of the term “intern” in the Five-Year Review.

b. In the last page, second paragraph include PACE among those University programs that it serves.

c. Provide a more detailed analysis in the last paragraph of the report.

Lubwana made a motion that Ethnic Studies Five-Year Review be approved as modified. M/S/P

The motion was made to table agenda item #8 until the next CAPR meeting. The motion was made to adjourn the meeting. M/S/P

The meeting was adjourned at 3:55.

Respectfully submitted by,

Margaret Desmond, Secretary