CALIFORNIA STATE UNIVERSITY, HAYWARD
COMMITTEE ON ACADEMIC PLANNING & RESOURCES

Approved as presented

Minutes of the meeting of April 17, 2003

**Members Present:** Michele Buda, Margaret Desmond, Susan Gubernat, Jiansheng Guo, Chair
Michael Lee, Chris Lubwama, Provost Frank Martino, Steve Peng, Michael Strait, Jack Wu, AS Representative

**Members Absent:** Beverly Dixon, Assim Sagahyroon

**Visitors:** Melany Spielman, Susan Sunderland, Arthurlene Towner, Jay Umeh (for Dvora Yanow)

Chair Lee called the meeting to order at 2:05.

1. **Approval of the Agenda**
   At the request of Chair Lee, the following changes were made to the agenda: “Name Change Request by the Dept. of Public Administration” (Item 8) to be brought forward to Item 5, and “Recreation Community Services 5-Year Review and Plan” (Item 9) to be brought forward to Item 6 to accommodate visitors and time-specific slots. The remaining items were moved down the agenda in their original order. The request was also made to consider the postponement of the Environmental Science Review as the last item.
   Strait moved that the agenda be approved. M/S/P

2. **Approval of the Minutes for the meeting of April 3, 2003**
   The following corrections were made to the minutes: In Item 5, paragraph 1: Replace the references to “Cadwallader” with “Carmichael.” (Gubernat) In Item 5, paragraph 3: In the second sentence following the semi-colon replace the text with the following: “for example, Guo noted that the department had not submitted alterations to their initial plan in order to make their application for a graduate program successful.” (Guo)
   Buda moved that the corrected minutes be approved. M/S/P

3. **Report of the Chair**
   Chair Lee drew the committee’s attention to his memo to the Chair of the Academic Senate (memo amended April 10, 2003), which contains the text of his friendly amendment to CAPR 00-01 CAPR 7, as authorized previously by CAPR. The amendment defines how programs with outside accreditation shall report to CAPR for the 02-03 cycle.
   Lee cancelled the ad hoc meeting of 4/24/03, which was to have dealt with tenure-track hiring requests; not all deans had met the deadline for submitting these requests. Lee added a meeting of 5/8/03 to the calendar, to substitute for the previously cancelled meeting and said that he would develop guidelines in the meantime for assessing requests for tenure-track hires.
   Lee asked that committee members volunteer to act as primary respondents to the remaining five-year reviews in this cycle. Desmond volunteered to respond to English; Guo, to Anthropology. Dixon was assigned to Modern Languages and Literatures, and Sagahyroon to Political Science.

4. **Report of the Vice President, Academic Affairs**
Provost Martino said that he expected that he would be receiving all tenure-track requests imminently from all the deans and estimated that there would be 17 tenure-track requests. In response to questions about the current budget crisis’s impact upon tenure-track hiring, he noted that he and the President have discussed waiting until the fall to approve allocations. Chair Lee asked whether CAPR, looking at these tenure-track requests in the light of planning, should set priorities among them. Provost Martino responded that he did not understand setting such priorities to be one of CAPR’s functions, as defined by the Senate, though the committee was certainly free to do so.

5. Name Change Request by the Dept. of Public Administration (PUAD)

Professor Umeh was present to represent the department in its request to change the unit’s name formally to “Department of Public Affairs and Administration.”

Chair Lee remarked that the Dean’s office was behind this change, which involved only the letterhead and was neutral in its impact upon resources.

Desmond moved to accept the name change. M/S/P

6. Recreation and Community Services Five-Year Review and Plan

Chair Sunderland provided the committee a written summary of the report, as previously filed. She characterized the past five years as a period of dynamic growth for the department, especially in the area of faculty involvement and decision-making. She drew the committee’s attention to the “two-fer” nature of the outside reviewer’s response, which included both CAPR criteria and NRPA/AALR and accreditation criteria, the latter as an especially helpful foundation for outcomes assessment. Sunderland cited strengths such as embracing technology, particularly Blackboard, in courses; focusing on community education, including Dr. Spielman’s involvement with the University’s Mental Health Symposium; eliminating certificate programs (in response to the last review) and focusing on the minor. She commended Dr. Spielman’s state-wide award and publishing achievement.

Sunderland acknowledged the outside evaluator’s concerns about the department’s need to more clearly define NRPA/AALR standards on course syllabi; to increase research using the Adventure Challenge course; to plan for ongoing faculty development; and to attract extramural funding.

After a sharp decline, majors are increasing, according to Sunderland. In attracting new students, among the problems that the department has had is that of the so-called “hidden major,” according to Sunderland. For one thing, the department hadn’t gotten into sophomore clusters. For another, a less traditional schedule – with an emphasis on weekend and evening programming – has proven to be more effective in attracting students to the department’s offerings.

While no additional tenure-track faculty are requested currently, Sunderland’s projected retirement will require a replacement in academic year 2004-05.

Dr. Spielman noted that another fruitful area for student recruitment the department intends to pursue is a relationship between Business and Recreation; a program such as Hospitality Advantage is suggestive of the opportunities available that the department could take advantage of if extramural funding were secured.

Chris Lubwama, CAPR’s designated respondent, commended the department on the clarity of its presentation, and impressive assessment strategy. He noted that the five-year report seemed to indicate only 2.5 rather than 3 tenure-track faculty, as required to meet both the department’s needs and the demands for university involvement. Chair Sunderland said that they had hopes of getting the full-time lecturer more involved in the department during the next year. Lubwama questioned whether the department had been depending excessively on the clusters to attract students. While the proposed collaboration with Business sounded promising, he noted the absence of such a plan in the written report.
Dr. Spielman reiterated that as a “hidden major,” their department has learned that students often find them “accidentally” and in their senior year; she said the department was working on ways to get their name out there: during orientation, through ads in the Pioneer, etc. Chair Lee noted that there were over 90 students on their 4705 wait list, for example, so why had the department not offered multiple sections? Dr. Spielman suggested the difficulty of recruiting talented lecturers to teach that course, and that, in any case, such a strategy for recruiting majors wouldn’t work since the Catch-22 is that most students are only able to get into that 4705 in their senior year.

Chair Lee suggested that looking into the field of Environmental Recreation and Management also seemed a timely priority for the department. While he too commended them on the clarity of their presentation, he was also concerned that much of the current planning discussed in this presentation before the committee had not made its way into the document itself, and that the projected retirement of Chair Sunderland in 2004-05 might be discussed now in light of what kind of expertise the department would seek as her replacement. Sunderland suggested that they were unsure, as of now, which expertise to plan for. To further clarify how the situation can be volatile, Spielman noted that while their original assumption was that the department would expand their Hospitality Management offerings, the drop-off in tourism after 9/11 had resulted in a reluctance among businesses to pay for their staffs to attend such extension courses. Unexpected market forces thus cut into their original projections for expanding their student population. She noted that the department is working on establishing good connections via articulation with local community colleges, whose students could then continue degree work in the CSUH’s department, which is currently, “the only game in town.”

Chair Lee asked if pursuing accreditation literally, rather than within the current “as-if” scenario, would enhance recruitment: could that be addressed in the department’s five-year projections? Dr. Spielman countered that pursuing accreditation would require an additional faculty member, and that accreditation itself, once achieved (another Catch-22), might enhance faculty recruitment, but not necessarily student recruitment.

Chair Lee reminded the department that it must also include a justification of credits required beyond 180.

Desmond questioned if it were indeed CAPR’s role to ask a department to address the issue of program accreditation; if enrollment isn’t suffering, shouldn’t it be up to the individual department to decide whether or not to pursue accreditation, based on their own faculty’s expertise in the field?

Dean Towner noted that there are further plans to enhance enrollment and internship possibilities for students via the department’s external relationships, such as that with the YMCA’s Camp Arroyo.

7. Discussion of CAPR Response to Criminal Justice Administration Program Review

Chair Lee commended Jiansheng Guo, CAPR’s respondent, on an excellent, thorough written response. In discussing the draft of this response, the committee’s major concern was how to respond appropriately to the Criminal Justice Department’s allegations of unfairness and bias that their five-year document raises vis a vis the college’s allocation of resources. Guo’s draft response to these allegations proposes that CAPR provide some form of mediation between the department and the administration to discuss what he characterized as a “strong complaint.” Lubwama stated that proposing such mediation was not in CAPR’s province. No evidence of such bias or unfairness, he added, had been presented in their report. Provost Martino noted that Criminal Justice had been granted three out of four of their last tenure-track requests. Strait suggested that Guo’s draft replace the word “cause” on page 8, paragraph 1, line 2 with “evidence.” Lee suggested deleting the last four lines of the same paragraph, to reflect the committee’s understanding that it’s not CAPR’s role to suggest such mediation. There was general agreement about these revisions to the response document.
Lubwama moved that the Criminal Justice Administration Program be continued without modification. **M/S/P**

8. **Discussion of CAPR Response to Kinesiology and Physical Education Program Review**
   CAPR’s designated respondent, Steve Peng, presented an initial draft of his response and asked for some clarification of how extensive an overview of the program was necessary. Chair Lee directed him to last year’s response to the Biochemistry five-year plan as the accepted model for both length and detail. Lee asked that once the necessary material has been added to the written response that Peng make the edited version available to other committee members via e-mail for a quick response. Lee asked that comments be addressed to Peng by the following Monday, changes incorporated and sent back to members via e-mail by Thursday, then the completed document be made available again by the subsequent Monday for review and to be voted on during the next meeting of CAPR.

9. **Continuing Discussion of the Referral from ExComm regarding Program Reviews**
   See Chair’s Report, April 17, 2003, Items 1 and 2. Chair Lee noted that no permanent change to 00-01 CAPR 7 leaves the door open for discussion by future CAPRs, but no longer for CAPR in 02-03.

10. **Request for 2 Year Extension of Environmental Science B.S. Program’s Five-Year Review**
    Strait moved to postpone. **M/S/P** with one abstention

    At the end of the meeting, Guo raised the issue of CAPR’s exact role in tenure-track allocations and whether or not CAPR is overstepping its mark in suggesting priority-setting. Chair Lee said that CAPR can at least refer to a department’s five-year self-study’s projections for faculty hires and provide opinions as a peer group. Strait added that CAPR did not rank tenure-track requests last year; however, that might not mean CAPR couldn’t vet them in terms of the departments’ own five-year plans, as previously submitted.

    Lubwama moved that the meeting be adjourned. **M/S/P**
    The meeting was adjourned at 4:05.
    The next meeting of CAPR is on **May 1, 2003**.

Respectfully submitted,

Susan Gubernat