Minutes of the meeting of October 2, 2003

Members Present: Judy Clarence, Susan Gubernat, Jiansheng Guo, Chris Lubwama, Frank Martino (Presidential Appointee), Gloria Rodriguez, Michael Strait (Chair)

Members Absent: Vish Hegde, Assim Sagahyroon, Helen Zong

Visitors: Tom Acord, Michael Lee

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

1. Approval of the Agenda
   Lubwama moved that the agenda be approved. M/S/P

2. Report of the Chair
   Chair Strait noted that though this committee has been operating under the title “Committee on Academic Planning & Resources,” its correct appellation is “Committee on Academic Planning & Review.”
   He reported that the Executive Committee of the Academic Senate has forwarded all of CAPR’s remaining business from last year to the Senate; this includes five-year reviews of English, Political Science, and Education, as well as Nursing Program changes. No action has been taken on the five-year review of the Department of Modern Languages and Literature, which is required to submit revised documentation this quarter.
   There is an ALSS vacancy on CAPR, due to Pat Radin’s untimely death. There is some discussion as to whether or not this position could be filled by a part-time regular faculty member. In addition, ExCom will appoint someone to fill Professor Sagahyroon’s slot (College of Science). Since no student has stepped forward to serve on CAPR, Strait promised to solicit Associated Students for a representative.
   Strait noted that even though so much of CAPR’s time last quarter was devoted to tenure-track allocations, ExCom has chosen not to respond to this committee’s recommendations; CAPR’s continuing role in the process, he said, will be a matter for review by ExCom and the Senate. In the meantime, he suggested that CAPR not devote its time and energies to the matter.

3. Report of the Presidential Appointee
   Provost Martino acknowledged that he is uncomfortable with the committee’s name change – from “Resources” to “Review.” In his view, it isn’t useful to make the kinds of recommendations CAPR is charged to make without studying the fiscal ramifications of such recommendations. Lubwama asked if CAPR would be represented on COBRA. Strait said that he attended the most recent COBRA meeting and found them not ready to decide on the matter, but it was suggested that COBRA would be setting up their own subcommittee on tenure-track allocations and that CAPR might have a representative on that COBRA subcommittee.

4. Discussion of the 02-03 CAPR Year-end Report
   Michael Lee, last year’s CAPR Chair, referred to his year-end report urging that CAPR have earlier involvement in the process of tenure-track allocation; he said that it was essential to be more pro-active vis a vis the Deans’ decision-making, rather than to be consulted, pro forma.
and after the fact, as has been the case. Strait acknowledged that one of the weaknesses of the system was the disjunction between CAPR’s five-year review cycles and the annual judgments being made about tenure-track allocations. Guo speculated that perhaps a CAPR database capturing program-review histories could be given to the Deans ahead of time, so that they would have to justify their decisions in light of already-established departmental needs. Clarence noted that these weren’t new issues; that, in fact, CAPR had been grappling with the committee’s role in the process for years, and without satisfaction. And Lee warned that unless better long-term planning is tied more closely to tenure-track allocations, departments won’t have a compelling reason to project forward – such projections being important for both internal and external purposes.

Strait then addressed the matter of some unfinished business: He will remind the new Chair of Modern Languages and Literature of her department’s responsibility to submit revised five-year planning documents this quarter. According to Assoc. Dean Acord, Anthropology is now responding to its outside reviewer and intends to submit its materials this quarter to CAPR.

The question of whether to revisit CAPR’s recommendations to the Senate regarding departmental reporting on academic standards in their five-year reviews arose, since the Senate did not approve those recommendations. Lee claimed that it was now a “dead issue” since CAPR had fulfilled its charge, as defined by ExCom. Chair Strait countered that a subcommittee on standards-reporting should be formed to continue to address the issue.

In the matter of the review of programs with outside accreditation, an item for further discussion was whether programs granting an M.A. in addition to a credential should be subject to a separate review for the graduate program itself. Rodriguez noted that, in the case of Educational Leadership, for example, such a separate review would be unnecessary because the credential program and the graduate degree are co-terminus. Strait suggested that CAPR should, at the very least, ascertain if this is true for all such programs. Further, CAPR needs to address whether the timing of outside accreditation reviews should supercede its own internal schedule for program reviews. Strait advised the committee that the upcoming reviews of two of the largest programs—Liberal Studies and Business Administration—will continue to raise such questions.

Strait also targeted reporting on outcomes assessment as unfinished business from the previous year; he noted that while the Chancellor’s office may be modifying and streamlining reporting requirements, CAPR is left to decide whether or not to require more detail in its own guidelines for five-year program reviews. Michael Lee suggested that CAPR could act as “gatekeeper,” ensuring that assessment data is in the form that Carl Bellone’s office needs. Strait said that it’s not that simple.

Lubwama moved to accept the 2002-2003 Year-end Report as submitted. M/S/P

Guo added that Michael Lee should be commended for his excellent work as Chair of CAPR last year.

5. **Review and discussion of CAPR Policies and Procedures for Committee Operation**

Last year, no changes had been made to the document, whereas there are a number of minor and substantive changes to be considered this year. It was noted that a minor typographical change in the document’s format should be made: Under item 2, “Duties and Organizations,” sections should be designated as capital letters rather than as numbers. In light of the establishment of COBRA, CAPR’s responsibilities vis a vis the Academic Master Plan and facilities planning were questioned. Strait counseled retaining those sections of the document, given that COBRA’s main concern this year would be learning about the budget; he said he doubted that, at least for the time being, COBRA would consider CAPR’s responsibilities as usurping their own. Clarence questioned whether the committee’s role was to adopt the document, or to amend the document, as already adopted. Further discussion of and amendments to Policies and Procedures for Committee Operation were deferred to the next meeting.
6. Status of ALSS and Associated Student Seats [and appointment of Secretary W/Sp 03]

Strait said that he would seek clarification on whether or not interim members can be appointed to fill the aforementioned vacancies on the committee. He also agreed to consult the bylaws as to what constitutes representation on the committee from among the university population designated as “Student Services Electorate,” of which he himself is a member. (Also, see the Chair’s Report in these minutes in reference to plans to solicit student representation.)

Also noted: Judy Clarence agreed to serve as Secretary pro tem for the winter quarter.

7. Discussion of new subcommittees and representatives to other committees for the 03/04 year

The need for various subcommittees was discussed. Strait noted that, for example, more clearly outlined procedures would help clarify and streamline the process for five-year reviews. A subcommittee on “procedures,” for example, could draw up a specific checklist so that all departments followed the same structure and format. Lubwama noted that a subcommittee devoted to working with the Deans far in advance of tenure-track allocation priority-setting could ensure that CAPR plays a role in the process. He also underscored the need for a subcommittee to re-visit the Academic Standards Report and to craft a policy to present again to the Senate for a vote.

The following subcommittees were proposed (listed according to their foreshortened designations):

- Outcomes: Strait, Rodriguez
- Standards: Strait, Clarence, Lubwama
- Procedures: Strait, Gubernat, Guo
- Tenure Allocation: Strait, Guo, Lubwama

Strait said he would contact absent members and ask them to join subcommittees needing members. CAPR representation to COBRA and to CIC was placed on hold.

8. Standing Appointments

Representative to the Campus Planning Committee: Needs self-nomination
Representative to the Library Advisory Committee: Guo
Representative to the Layoff Committee: Clarence

9. Adjournment

The next meeting of CAPR is October 16, 2003.

Respectfully submitted,
Susan Gubernat, Secretary