CALIFORNIA STATE UNIVERSITY HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Approved Minutes of the Meeting of January 20, 2005

Members Present: Judy Clarence, Vish Hegde, Michelle LaCentra, Sally Murphy, Julie Norton (Chair), Janet Patterson, Berna Polat, Linda Smetana, Gale Young

Members Absent: Kim Geron, Asha Rao, Helen Zong

Visitors Present: None

Chair Norton called the meeting to order at 2:10 p.m.

1. Approval of Agenda
   Agenda approved (Motion Smetana)
   Motion to Agenda Items 1 – 4 until arrival of Presidential Appointee at 3:00 pm – motion approved (minutes reflect agenda order rather than time order)

2. Approval of the Minutes of November 18, 2004, and December 2, 2004
   Minutes of both meetings approved

3. Report of the Chair
   a) Chair Norton reported a primary concern regarding discussion and acceptance of the delay policy requested by CAPR. Policy was removed from Academic Senate table and returned to CAPR for revision. Discussion proceeded on the policies and procedures for request for delay. Norton distributed the schedule for five year reviews to assist discussion. Note was made that the WASC Review provided additional impetus for program review and assessment of student learning outcomes. Norton to revise draft and send to CAPR members for review.

4. Report of the Presidential Appointee
   Presidential Appointee Young reported that the Provost agreed to meet with the Chair of the Academic Senate and the Chair of CAPR regarding the proposed procedure for hiring for tenure track positions. The Chair of the Academic Senate will present the timeline for the procedure to the Executive Committee and the Provost will be present for discussion.

5. New Business
   a. Academic Review Final (COT) Report (sent by email)
      Discussion postponed

   b. Revisions to Policies and Procedures
      Discussion postponed
6. **Old Business**
   a. **French/Spanish Program Review status (MLL)**
   Discussion postponed

   b. **Continuing review "Committee A procedures" and other CAPR documents**
   Discussion of how CAPR fits into proposed tenure track hiring plan
   - Norton presented plan
   - CAPR should support department growth and needs
   - Assessment rubric will be sent to departments to aid self-review in preparation for CAPR review
   - In distributing the rubric CAPR should take care to present it in non-threatening format and acknowledge it is in beta test format
   - Detailed discussion of revision of Committee A Report
   - Norton will revise Committee A Report following CAPR suggestions and submit to CAPR members for review

   c. **Draft Engineering Five-Year Review (Outside Accredited) document**
   (sent via email to committee members)
   Norton presented her review of the Engineering Department five year program self-review
   - WASC Student Learning Assessment rubric used a guide
   - Pages in the document that addressed statements in the rubric were identified
   - Minor corrections made to Norton’s review
   - Norton to revise and submit to CAPR members for email vote

   d. **Discussion of Graduate Multimedia Five-Year Review document**
   - Items requested from the Department Chair in November have not been delivered to CAPR; Norton will request those items
   - Norton to send SLO rubric to Department Chair for potential use in preparing review

7. **Adjournment**
   Meeting adjourned at 4:01

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Respectfully submitted,
Janet Patterson
Secretary