CALIFORNIA STATE UNIVERSITY HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Approved Minutes of the Meeting of February 3, 2005

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

Members Absent: Michelle LaCentra, Asha Rao, Helen Zong

Visitors Present: None

Chair Norton called the meeting to order at 2:12 p.m.

1. Approval of Agenda
   Agenda approved

2. Approval of the Minutes of January 20, 2005
   Minutes approved as corrected

3. Report of the Chair
   a. Chair Norton reported that the procedure for requesting a delay in five year review was revised and sent to D. Sawyer Chair of Academic Senate and Provost Clark to their input
   b. Helen Zong reported via the Chair of CAPR that she was preparing the review document for the French/Spanish Program Review
   c. James Petrillo, Chair, Multimedia Graduate Program, reported via Chair of CAPR that responses to questions posed by CAPR are forthcoming

4. Report of the Presidential Appointee
   a. Presidential Appointee Young reported that meetings about a proposed procedure for tenure track hiring are proceeding amidst generally favorable response
   b. Presidential Appointee Young reported a favorable review of the WASC COT SLO Rubric in general and its application to the Engineering five year review
5. Old Business
   a. French/Spanish Program Review status (MLL)
      Review in progress (see Report of CAPR Chair)

   b. Continuing review "Committee A procedures" and other CAPR documents
      Document reviewed at 1/20/05 meeting and positive aspects identified
      An introduction to the document will be required
      Action → S. Murphy will prepare first draft of revised principles for CAPR review

   c. Draft Engineering Five-Year Review (Outside Accredited) document
      (sent via email to committee members)
      Document presented to CAPR
      Motion to approve – Norton; second Smetana
      Motion carried
      Report to be sent to Academic Senate via Executive Committee

   d. Discussion of Graduate Multimedia Five-Year Review document
      Postponed until response received (see Report of CAPR Chair)

   e. Discussion of draft CAPR document regarding the 5-Year Review Postponement
      Requests, subject to timeframe (provided by email or at the meeting)
      Document to be bundled with others as a guide to chairs

   f. Revisions to Policies and Procedures
      Document passed at Executive Committee except part describing delay procedure
      Delay procedure revised (see Report of CAPR Chair)
      Task completed

6. New Business
   a. Academic Review Final (COT) Report (sent by email)
      • Following Provost Clark’s suggestions CAPR will prepare one page
        Executive Summary of all five year reviews highlighting the strengths and
        directions for change for the department under review

      • Discussion of each section of the CSUEB WASC Campus Outcome Team
        document
        Suggested changes
        Page 4 #2 add “where possible” after shall select
        Page 4 #3 Clarify the process and committee members
        Indicate that this does not apply to departments or
        programs under external review
        Add that the Dean of the department or program under
        review should request guidelines used by the
        external reviewer
        Page 5 add #11 to state that Provost’s Report should be forwarded
to CAPR and the Chair of the Academic Senate
Page 6 clarify that the Annual Report is to be viewed as “progress on the plan”
Discussion to continue next meeting on Page 6 Academic Program
Review COT Recommendations section

5. **Adjournment**
   Meeting adjourned at 3:50

Respectfully submitted,
Janet Patterson
Secretary