Approved Minutes of the Meeting of March 3, 2005

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

Members Absent: Farnaz Ganjeizadeh (replacing Zong)

Guest: Don Sawyer

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

1. Approval of the Agenda
   Agenda approved as amended (Motion Smetana; second LaCentra)

2. Approval of the minutes of February 3, 2005
   Minutes approved as written (Motion Smetana; second LaCentra)

3. Report of the Chair
   Chair Norton reported that the CAPR Report of the Department of Engineering Five Year Review was forwarded to The Academic Senate Office and will be reviewed by the Executive Committee at its next meeting.

4. Report of the Presidential appointee
   Presidential Appointee Young reported that Interim Provost Kelly received copies of CAPR’s work. Interim Provost Kelly wanted to attend the March 3 CAPR meeting but was off campus; he will attend the next meeting on April 7.

   Young reported that Interim Provost Kelly proposed a Mock WASC visit the week prior to the WASC visit. Curriculum Review is highlighted in both visits and CAPR members are asked to attend a Mock WASC session on March 10 from 1:00 – 1:30, and the WASC session on March 17 from 10:30 – 12:00.

5. New Business
   a. Department of Environmental Science request for delay in submitting the Outside Reviewer Report until April 8, to conform to the Outside Reviewer’s schedule.
      Action: Motion (Patterson; second Murphy) to accept the request
      Motion approved

   b. Department of Psychology request for delay in submitting Outside Reviewer’s Report until mid-March to conform to the Outside Reviewer’s schedule
      Action: Motion (Murphy; second Smetana) to accept request
      Motion approved

6. Old Business
   a. French/Spanish Program Review (MLL)
      • Report revision in progress
b. Review of first draft of revised principles from "Committee A procedures"
   • Murphy presented draft of “Committee A Procedures” and will send to CAPR members via email for review at 4/7/05 meeting
   • The plan is that parts of the following documents will be revised and combined into an umbrella document
     o Tenure track timeline (new)
     o 98-99 BEC-6
     o CAPR7
     o A Guide to Regular (Tenure Track) Faculty Hiring at California State University, Hayward, 2000-2005 (aka Committee A Report)
     o Academic Program Review COT: Spring Report, May 21, 2004
   • With more information available on the web such as:
     o Sample assessment rubrics
     o Examples of Five Years Review – easy and difficult
     o CAPR Policies and Procedures for Committee Operation

c. Discussion of Graduate Multimedia Five-Year Review document
   • L. Smetana has scheduled a meeting with Chair Petrillo to request additional data prior to completing the CAPR report

d. Academic Review Final (COT) Report
   • Document review
     o Page 4, item 3
       ▪ Omit first sentence (Clarify the process…)
       ▪ second sentence - Omit “From a list…developed” Sentence to read, “An External Reviewer is selected preferably from a list of such reviewers prepared by a national association, and continually updated…”
       ▪ second to last sentence – add “under review”. Sentence to read, “The Dean of the department of program under review should request…”
       ▪ last sentence – add space before the sentence.
   • Action: Document accepted as modified in preparation for insertion into umbrella document

e. Proposed assessment models
   • Review of models postponed until 4/7/05 meeting

6. Adjournment
   Meeting adjourned at 3:22 pm

Respectfully submitted

Janet Patterson
CAPR Secretary