CALIFORNIA STATE UNIVERSITY EAST BAY
COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Approved Minutes of the Meeting of April 7, 2005

Members Present: Judy Clarence, Michelle LaCentra, Julie Norton, Janet Patterson, Asha Rao, Linda Smetana, Sally Murphy, Gale Young, Jessica Chevalier, Helen Zong

Members Absent: Kim Geron, Vish Hegde

Guest: Jim Kelly, Dee Andrews

Chair Norton called the meeting to order at 2:05 pm.

1. Approval of the Agenda
   Agenda approved as written

2. Approval of the minutes of March 3, 2005
   Minutes approved as written

3. Report of the Chair
   Chair Norton reported that schedule of program review was updated and would be reviewed by the committee.

4. Report of the Presidential appointee
   Presidential Appointee and Interim Provost Kelly shared his views on the role of the CAPR committee and emphasized its role in linking assessment to the university resources. Gale Young spoke about developing a goal statement to clarify the role of assessment in faculty hiring.

New Business
   a. History 5 year program review: Dr. Andrews was present to answer any questions the committee had regarding the report provided by the History department. The committee had questions regarding their process for contacting undergraduates who declared their majors, the potential for a history honors program, the performance review statistics, their concentration and breadth requirements, assessment data rubrics, the diversity of their tenure track/tenured faculty/lecturers, and their on site reviewers. The committee commended the quality of the report and advised on clarifying some of the above points in a revision, specifically the diversity and assessment data.
   b. Discontinuance of Urban Teacher Leadership Option program
      Approved

5. Old Business
   a. Consideration of timeline. Chair Norton elaborated on the status of the reviews and the committee reviewed the timeline for CAPR reports. Nursing – outside review approved with some reservations and they are making some of the recommended changes. Compensation for outside reviewers to provide feedback in a timely fashion. The
committee discussed compensating them for an extra day or two to stay on location to write up their reports and submit them in a timely fashion.

b. Rubric for external reviewers
   • Chair Norton presented the committee with a draft of a rubric for external reviewers
   • After committee review the draft will be sent to the Deans to review

c. Modern Language Update
   • Helen Zong presented a draft of her review of the program. The committee discussed the need to include program strengths and challenges in the executive summary, and emphasized the need to have program assessment data in a report.

6. Adjournment
   Meeting adjourned at 4:00 pm

   Respectfully submitted

   Asha Rao
   CAPR Secretary