CALIFORNIA STATE UNIVERSITY HAYWARD
COMMITTEE ON ACADEMIC PLANNING AND REVIEW
Approved
Minutes of the Meeting of December 2, 2004

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

Members Absent: Michelle La Centra, Sally Murphy, Asha Rao

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

1. Approval of Agenda
   The agenda was approved.

2. Approval of the Minutes of November 18, 2004
   Approval of the Minutes was postponed.

3. Report of the Chair
   Chair Norton reported that CAPR actions have gone through EXCOM and will go on to the Senate if necessary.

4. Report of the Presidential Appointee
   The Provost has requested that we delay discussion concerning the Committee A report until he has had a chance to meet with the deans, who are currently engaged in a discussion of tenure-track allocation procedures. Probably the process in the 2005/2006 school year will closely resemble last year’s. In the Fall, departments will present their tenure-track requests. In March, a “snapshot” will be taken of each department’s status (number of faculty retired, budget situations, etc.). The deans and the Library director will then prioritize the requests into a first and second tier. In Spring, the most urgent requests (those in the first tier) will be granted; after the July budget has been finalized, the deans and Library director will begin looking at the second tier. Norton asked how this current year’s allocations are being processed. Young replied that the process will probably be the same as last year’s.

   The deans and the Provost are dedicated to rebuilding the tenure-track base. The Provost showed Young a document which indicates separations from university over the last ten years, which average 22.9 per year. But over the past five years they averaged 28.

5. New Business
   a. Academic Review Final COT [Campus Outcome Team] Report
      Young asked if this review is concerned only with degree and certificate programs. The WASC process suggests that CAPR should deal with General Education (GE) too. Norton responded that CIC has traditionally
been charged with reviewing the GE program, which will come up for review again around 2007/08. She suggested that perhaps CAPR and CIC should consider doing parallel reviews, CAPR and CIC.

Young asked if CAPR is being asked to approve this report. Norton responded that we should consider it along with our CAPR policies and procedures, which are our internal procedural documents. Procedures for departments to follow as they prepare their reports need to go to Senate. Norton suggested that over the quarter break, we should all take a look at how the final review COT fits together with our policies and procedures. Hegde suggested we prepare a timeline. Norton will put this on the agenda for the first meeting in January.

b. Revisions to Policies and Procedures
Norton said she is not yet ready to discuss this.

6. Old Business
   a. French/Spanish Program Review status
      The draft report is not quite ready yet. (Both Engineering and Multimedia are also still in process.)

The remainder of the meeting was spent in a discussion of CAPR documents and their relationship to one another. Incorporation of ideas from the Academic Review Final (COT) Report with our own CAPR Policies and Procedures was seen as a high priority. We need also to examine the Committee A Procedures document, especially the part that insures that faculty continue to be involved in tenure-track hiring. Most of the remainder of the Committee A document has been well covered in other documents, so may be discontinued.

CAPR 7 (2001) (available on the website) contains the current program review procedures that were approved by the Academic Senate. When we finish reviewing the COT report and incorporating our recommendations into the CAPR Policies and Procedures document, we’ll revise CAPR 7 and it will become CAPR [whatever number]. Our ultimate goal is to produce one document which brings together all the best qualities of the other documents.

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Judy Clarence, Acting Secretary