CALIFORNIA STATE UNIVERSITY, EAST BAY
COMMITTEE ON ACADEMIC PLANNING & REVIEW

Minutes of the Meeting of April 3, 2008

PRESENT: Jason Singley, Jay Tontz, Linda Smetana, Barbara Hall, Margaret Wright, Aline Soulis (Chair), Kim Geron, Colin Ormsby
APOLGIES: Jiansheng Guo, Tony Lima
ABSENCT: Denise Wong
GUESTS: Sally Murphy, General Education
Carl Bellone, AVP, Graduate Programs
Ann McPartland, Chemistry
Anne Kotchevar, Chemistry

Meeting convened: 2:08 pm

1. Approval of the Agenda

Approved unanimously (moved Tontz—second Smetana)

2. Approval of the minutes of the meeting of March 6, 2008

Approved unanimously (moved Singley—second Smetana)

3. Report of the Chair

- Deadlines for committee work to be considered by the ExCom or the Senate is now May 16, 2008 in order that amendments can be made this academic year.
- On the May 27, 2008 CAPR meeting we will be meeting in the Library Conference Room. The Chair will send a reminder.

4. Report of the Presidential appointee

- Presidential appointee gave no report.

5. Old Business
   a. New program request from Modern Languages & Literatures: World Languages and International Travel Certificate (if needed)

ExCom has asked for clarification regarding the International Travel Certificate Program.
b. CAPR report for General Education

Some members raised concerns that CAPR’s recommendations might border on telling General Education what to do. Other members felt that the recommendations reflected what the General Education report requested and the outside reviewer proposed. Concerns were addressed by suggesting that the wording of the document contain language that might mirror the following:

“The committee sees a need of greater support for the Director of the General Education, such a mechanism might be…..

“Additional language around supporting cluster faculty and encourage tenure tracked faculty involved might in also include……”

“We see a program that needs more resources and here are some ways in which we might provide more support.”

In this manner the committee can give suggestions without appearing prescriptive.

CAPR will still recommend the continuation of the program, but the committee will want to see how the resource issues are addressed. It is an excellent program, but the resources to sustain it are not in place. The committee continues to have concerns with the increase in the size of the freshmen class, and the expectation that General Education will continue to support these students means an even greater need to support the program.

The committee thinks that if the University is going to increase the size of the freshmen class, it must make a commitment to support the program. This is particularly important in light of the fact that the University is experiencing increases in students going on probation and being disqualified.

Program approved unanimously (Moved Tontz—seconded Hall)

c. Update on Scheduling 2007-2008 reviews

- KPE review will be on April 17, 2008
- Anthropology (received electronically) hard copies are not yet in hand
- French/Spanish (no document received as yet)
- Geography & Environment Studies May 1, 2008
- Anthropology May 1, 2008
- Social Work May 15, 2008

6. New business
a. Chemistry five year review (time certain to be determined)

Representatives from the department had not yet arrived so the committee began to discuss the report.

The committee raised some concerns that the department may not have enough support especially in light of the fact they are growing and that they have a very young faculty.

2:58 p.m. Chemistry representatives Ann McPartland and Ann Kotchevar arrived to present Chemistry’s five year review report.

Chemistry representatives reported the department’s activities:

- Departmental faculty changes include loss from retirement and death; however, they now they have five new and energetic faculty
- Enrollment is up
- Since the last five year review, the department developed new courses as proposed in the last plan, including a new BS with option in forensic science and streamlined BA and BA bio-chemistry degrees
- New faculty has brought vitality to the department and they are very involved in research.
- Faculty has also increased the number of departmental publications
- They have been active in grant writing, which has allowed them to acquire a FTNMR
- They have also revised a number of courses
- Their assessment program has been implemented—students scored on average nationally and 70 percent achieved the department SLOs on embedded questions in their assessment instrument.
- FTES is up about 37 or 38 percent.
- The department has tried get all faculty members involved in advisement.
- The department has also provided road map program designs to help students get through their program in a timely manner.

Chemistry representatives listed the following challenges:

- Program enhancement funds have not been sufficient.
- Classroom lab equipment is insufficient.
- They need additional laboratory classrooms and laboratory space for faculty research and there are serious restrictions in their current location.

In their new academic plan the department developed a BA in education and is moving forward with bio-technology. The department also hopes to be in conversation with the School of Economics and Business. Chemistry has not yet approached CBE to explore this possibility, but they think it could be a strong match.
They also plan to put forth several 4000 and 6000 level courses, which they realize is ambitious, but they have a experienced great growth in the Master’s program and the 4000 level course would benefit both the undergraduate and graduate programs.

They also hope to add two upper-division GE courses.

They have asked for a dedicated advisor with assigned time to help with advise majors.

They hope to hire three faculty members in the next two years and more later to replace retirements.

They suggested that the University develop a discretionary fund to help all departments pay for service contracts on equipment after original contracts run out. The department currently must pay for contracts out of pocket once the purchase contract runs out. For the NFMNT alone that was $9,000 this year.

Although the external reviewer wondered if their proposals were spreading current faculty too thin, the department thinks it is needed to respond to student requests for great selection.

Graduate students are concerned that they cannot always get into a lab to do their research for their degrees. Graduate students are also concerned that there are not enough teaching assistants. However, the department does not want to compromise the quality of teaching assistants.

The department is also concerned about the lack of private offices for faculty.

CAPR committee members asked whether the department has research space for new faculty.

Departmental representatives indicated that there is the possibility of re-capturing some existing space, but that will accommodate only two of three new hires unless they hire a computational chemistry faculty member.

CAPR committee members asked whether the department has a realistic capacity for plan A students.

Departmental representatives indicated that the greatest capacity for master’s students is 18. Faculty with master’s students is assigned 2 WTU. This is true regardless of the number of graduate students taken on. The outside reviewer thought they should get 6 to 8 WTU a year. They would also like to get coordination units back which they lost in the last budget crunch. Students are enrolled in a course and do generate FTE.

Some CAPR committee members inquired about the purpose of the non-thesis major.
The department representatives indicated that the non-thesis students are currently in the field and need the master’s for promotion.

Some CAPR committee members asked whether there is a plan to be out in Concord.

The department representatives indicated that right now Concord does not have the lab capacity to support increased department activity.

CAPR committee member asked how the department was coping with such a heavy workload.

Department representatives said they are hiring lectures, and they hire people from industry to teach some specialized Master’s program courses; however, that does not solve their lack of lab capacity.

The CAPR chair asked the departmental representatives to name their top two to three major issues.

Departmental representatives indicated the following:

1. More faculty, but they have been told they will be given some tenure-track lines
2. Better faculty compensation for research activity
3. Increased laboratory space
4. Better space for classrooms and labs
5. Resources for maintaining equipment

7. Other business

- A CAPR committee member attended the Library Advisory committee for Winter 2008 Quarter.
- There will be an April 21st workshop for departments and especially invited those chairs whose departments are up for review next year.

8. Adjournment

Respectively Submitted
Colin Ormsby
Spring Secretary