CALIFORNIA STATE UNIVERSITY, EAST BAY  
COMMITTEE ON ACADEMIC PLANNING AND REVIEW  
Minutes of the meeting of January 17, 2008

Present: Kim Geron, Jiansheng Guo, Barbara Hall, Colin Ormsby, Aline Soules,  
                Jason Singley, Linda Smetana, Jay Tontz, Margaret Wright  
Apologies: Tony Lima  
Absent: Denise Wong  
Guests: Carl Bellone (AVP, Academic Programs & Graduate Studies, Dean for  
                Multimedia Program), Janet Green (Interim Director, Multimedia  
                Program)

Meeting convened at 2:00 pm

1. Approval of the Agenda
   Approved (Smetana move, Tontz second), with note that the date should read  
   “2008” not “2007.”

2. Approval of the Minutes of Dec. 6 [2007]
   Postponed until next meeting.

3. Report of the Chair
   a. Thanks to Tony Lima, who will be Secretary for Winter quarter.
   b. Annual review memos for Spanish/French and Geology were accepted by  
      ExComm its January 8 meeting Philosophy will be on the ExComm  
      agenda on Jan. 22. An MOU meeting was held for Human Resources;  
      Biology will be held on Jan. 22.
   c. Programs with “management” in the title must be considered as possible  
      candidates for review by the American Association of Colleges and  
      Schools of Business, depending on the percentage of their courses related  
      to management. This is a factor CAPR should consider in future when  
      reviewing new programs.
   d. Ormsby will report on providing data to departments later in the meeting.
   e. Another CAPR workshop should be offered in winter or spring (or both)  
      quarter(s). A co-presented is needed. Committee members were asked to  
      consider this, particularly those who will be likely candidates for Chair of  
      CAPR next year.
   f. The completion of various CAPR forms was discussed. The Biology  
      MOU meeting is the first time that the Student Learning Outcomes  
      Assessment Planning Rubric has been distributed along with the CAPR  
      report. Effort should be made to ensure completion of all appropriate  
      forms. In conjunction with this item was a question about deferment of  
      the five-year review process. This requires a request by the appropriate  
      Dean with good reason. Deferments will not be given often, in light of the  
      past experience of having to catch up on multiple programs in a given  
      year.
g. The Chair still needs to write up proposed changes to CAPR9, contact programs who have outstanding annual reports, and communicate with program chairs about 2008-2009 annual reports.

4. Report of Presidential Appointee
No report.

5. Old Business
a. Ethnic Studies
   Amendments were suggested to the Executive Summary portion of the report. Singley/Geron moved to accept the document with the amendment. Passed unanimously.

b. Departmental data
   i) For five-year reviews: Current enrollment and admissions data has been provided to those programs undergoing review this year. Due to PeopleSoft issues, business processes, and other matters, it will not be possible to provide current year departmental level data, e.g., FTE tenure-track, SFR, etc. There are also concerns about historical data. As a result, programs undergoing five-year review will need to use 2006/2007 data for those statistical areas.
   ii) For annual reviews: The situation is the same and there was extensive discussion about what to recommend to programs for annual reviews and how to present those requirements most clearly. There was some uncertainty about the timeline for this year’s annual review request as well. Soules will a) clarify the timeline in the relevant CAPR document, b) gather some information about the annual review, and c) place this item on the agenda for February 7.

c. Timeline for remainder of 2007 outstanding reports.
   The Sociology, General Education, and Information Literacy reports will be completed in February. The goal is to complete all outstanding reports before new reviews begin on March 1.

6. New Business
a. Regularization of business programs five-year review schedule on Academic Plan.
   As Economics is not reviewed by AACSB, there was a question about the need for this; however, many Economics faculty are involved in AACSB as they also teach in business programs. The question was whether to include Economics in the next business cycle (2008-2009) or to defer Economics until the cycle after that, since their MOU was just completed in Fall 2007. Soules will consult the Dean of CBE.

b. New program request from Modern Languages & Literatures: World Languages and International Travel Certificate
There were a number of questions concerning this request. These related to intended audience, purpose, and other matters. Details will be conveyed to the program chair and dean, who will be requested to come to CAPR on February 7 for a discussion about the program.

c. Request for discontinuance of 2 minors from Philosophy
   Singley/Tontz moved to approve this request. Passed unanimously.
   Soules will write a report for ExComm.

d. Multimedia Report
   It was noted that the description of assessment was thorough and complete and that the program engages in significant assessment through the students’ experience. There were some minor clarification questions about the content of the report, but it is anticipated that the Multimedia review, scheduled for later this year, will be in good shape. The report was accepted. Soules will write a report for ExComm.

e. Accessible Technology Initiative
   Bellone provided excerpts from the ATI campus report that related to CAPR requirements. CAPR will consider these requests, but it is likely that ATI will end up as a resource factor to be considered during five-year reviews. There was extensive discussion about how faculty and the campus will accommodate students with special needs and what communication will be needed to help everyone understand the appropriate actions to take.

f. Academic Plan discussion
   Bellone provided a copy of the current Academic Plan that is submitted to the Chancellor’s Office annually. This is a listing of all programs and proposed programs, the proposed starting date for new programs, and the schedule for review of existing programs. This list can change annually through additions, corrections, deletions, etc. The university catalog lists all these programs with descriptions and also lists options, certificate programs, etc. with similar descriptions. That acts as the campus-level academic plan.

7. Other Business
   None.

8. Adjournment
   The meeting adjourned at 4:00 p.m.