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

Minutes of the meeting of February 21, 2008

Present: Jiansheng Guo, Kim Geron, Barbara Hall, Tony Lima, Colin Ormsby, Jason Singley, Aline Soules, Jay Tontz, Denise Wong, Margaret Wright

Apologies: Linda Smetana

Absent: 

Guests: Sally Murphy (Director, General Education Program)

Meeting convened at 2:07 pm.

1. Approval of the Agenda
   Approved unanimously (Lima motion, Tontz second) with the addition of 5.f. (CAPR report for Sociology).

2. Approval of the minutes of the meeting of Feb. 7, 2008
   Approved (Tontz motion, Guo second) unanimously.

3. Report of the Chair
   In order to get an extension of time for five year reports, a formal letter of request must be filed. The chair stressed the importance of notifying chairs of departments under review this year that they must submit such a letter.

4. Report of the Presidential appointee
   Deferred pending arrival of Colin Ormsby.

5. Old Business
   a. New program request from Modern Languages & Literatures: World Languages and International Travel Certificate
      The program has addressed all the issues CAPR raised except travel funding, preparation, etc. Discussion on the report was deferred until that information is made available.

   b. CAPR report on Multimedia’s Interim Report
      Motion to approve report as circulated (Tontz motion, Guo second). Approved unanimously.

   c. CAPR report for Information Literacy
      Deferred pending arrival of Colin Ormsby. Discussion begun after 5.f. Remaining issue: how workloads are calculated when comparing library staff to faculty. It was noted that there has been a substantial increase in workload with the increase from one to two units. However there has been no increase in staffing.

      Motion to approve (Tontz, Guo second). Approved unanimously.

      Agenda continues with item 6.a.

   d. CAPR report for General Education
Deferred pending arrival of Sally Murphy and Jason Singley. Continued from 6.a.

Cluster approach takes more faculty time than regular classes. Tenure-track faculty is self-selecting out of teaching cluster courses. About 65% of cluster sections are taught by lecturers. Some ideas to encourage tenure-track faculty to teach clusters: (1) begin a faculty-in-residence program; (2) encourage the administration to fund assigned time for faculty teaching cluster courses; (3) offer research support; (4) offer support for equipment/supplies purchases; or (5) potentially offer other incentives.

Sally Murphy noted that a faculty-in-residence program would not be consistent with the flexibility required by either the course clusters or the faculty members’ departments, but would be useful in other ways (see below). She supports some sort of support for cluster faculty. CSUEB benefits from clusters with very high freshman retention. Some of that benefit should filter back to the faculty members teaching in the program. She would love to have an advisory board. The GE subcommittee deals with curriculum review and does not act as an advisory board. However, a faculty-in-residence program is independent of teaching in the cluster courses. It’s more of a succession plan for director of GE.

There was general agreement on faculty-in-residence program as a good idea. Discussion will continue on how this impacts PT&R at a future meeting. General principle: the university PT&R committee should make sure each department is following its own rules – and not be concerned with inter-departmental comparisons.

e. Annual reports issues – data, timelines, etc. (if needed)
f. CAPR report for Sociology
Motion to approve report as circulated (Tontz motion, Geron second). Discussion ensued. Approved unanimously, with the amendment that the “action requested” line be updated to reflect the written changes in the recommendations.

Agenda continued with 5.c.

6. New Business
a. Scheduling 2007-2008 reviews
Two reviews each at meetings of March 6, April 3, April 17, May 1 and May 15. The chair encouraged committee members to contact the chairs of departments for which they are responsible and try to get them on the schedule. The chair will send a proposed schedule for the committee’s consideration.

Agenda continued with 5.d.

7. Adjournment
Motion to adjourn (Lima, Guo second) passed unanimously. The meeting was adjourned at 4:01 pm.

Respectfully submitted
Tony Lima
Secretary