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

Minutes of the meeting of November 1, 2007

Present: Jiansheng Guo, Barbara Hall, Tony Lima, Colin Ormsby (Presidential Appointee), Aline Soules, Khal Schneider, Jason Singley, Linda Smetana, Jay Tontz, Margaret Wright

Meeting convened at 2:00 pm

1. Approval of the Agenda
   Approved (Singley move, Smetana second), with addition of 8d (request for approval of two programs) by Soules, and the original 8d becomes 8e.

2. Approval of the Minutes

3. Report of the Chair
   a. Multimedia review issue: ExComm approved CAPR’s recommendation and Soules has spoken with Multimedia about the 12/15/2007 deadline for documents and presentation at 1/17/2008 CAPR meeting.
   b. 5-Year Review workshop: Peterson and Soules gave a Faculty Development workshop and may repeat it in winter or spring quarter.
   c. WASC visit: The following ideas were raised – more than one external reviewer for the 5-year review, more involvement of Deans in the 5-year review (tweaking CAPR 9), the use of Task Stream for assessment. WASC report will potentially be available in Feb. 2008.
   d. Geology and French/Spanish programs annual reviews have been received. According to their past five-year reviews, these programs should be monitored annually by CAPR (to be placed on the next agenda)
   e. Pending CAPR reports: Sociology (Guo), Ethnic Studies (Guo), Philosophy (Geron), G.E. (Singley, waiting for external review)

4. Report of Presidential Appointee
   No report. Guo queried the function of the Presidential Appointee. Ormsby and Soules proffered some thoughts, but Ormsby will check with the President about his view.

5. (Number 6 was nonexistent in agenda due to a typo. The original numbering is used here to be consistent with the original agenda)

6. Old Business
   a. The 5-year review schedule was finalized and liaison appointments reconfirmed. Soules will email CAPR members with the final list and notify program chairs.
Updates on outstanding CAPR reports: Philosophy 11/15 meeting (Geron will submit report), Ethnic Studies 11/15 meeting (Guo will submit report), Sociology 11/15 (if Guo submits report), Communications (Singley waiting for documents from the program).

Updates on outstanding Annual Report: Checklist (06-07) distributed to members.

New Business

a. Assigning meeting dates to Program Reviews: All documents due with CAPR for ALL programs by 3/1/2008. CAPR chair assign meeting dates for Spring quarter. Programs may negotiate for specific needs.

b. Annual monitoring of French/Spanish and Geology: Use Annual Report to monitor (reports by the two programs distributed to all members). Need to find original documents to check goals of annual monitoring.

c. Social Work 5-Year Review timeline: Due to an administrative error, Social Work was not notified of their five-year review being due in 2007-2008. Ideally, CAPR prefers staying with the original schedule. Soules will discuss this with the program chair.

d. Two new program approval requests: CAPR will try to accommodate these needs, but Soules will raise with ExComm CAPR’s concerns about the last minute nature of these requests, particularly in light of this just having happened with Ed. D. The explanation is that the programs need to be included in the catalog.

e. Discussion of policies and procedures for future 5-year reviews: Soules raised some issues, including timing of procedure steps surrounding moving review procedures up a quarter, completing documents in Fall, conducting meeting presentations in Winter, and cleaning up in Spring, without crossing two academic years. There was some discussion about the rubrics. Soules will draft a revised version for further discussion. Guo will draft a program report template.

Other Business

None

Adjournment

Meeting adjourned at 3:50 pm

Respectfully submitted
Jiansheng Guo
Fall Secretary