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

Minutes of the meeting of March 6, 2008

Present: Jiansheng Guo, Kim Geron, Barbara Hall, Tony Lima, Colin Ormsby, Jason Singley, Aline Soules, Margaret Wright
Apologies: Linda Smetana, Jay Tontz, Denise Wong
Guests: Carl Bellone (Associate Vice President, Academic Programs & Graduate Studies), Andrea Lum (Academic Programs & Graduate Studies), Iliana Holbrook (Chair, Department of Modern Languages & Literature)

Meeting convened at 2:06 pm.

1. Approval of the Agenda
   Approved unanimously (Lima motion, Guo second) with the addition of:
   6.c. (Meeting dates spring quarter)
   6.d. (Appointment of a secretary for spring quarter)
   6.e. (Computer Networks program pattern for five year review)

2. Approval of the minutes of the meeting of Feb. 21, 2008
   Approved unanimously (Singley motion, Guo second).

3. Report of the Chair
   All the CAPR reports referred to ExComm have been sent forward to the Senate. The next CAPR meeting will be April 3.

4. Report of the Presidential appointee
   Nothing to report.

5. Old Business
   a. New program request from Modern Languages & Literatures: World Languages and International Travel Certificate
      Discussion deferred pending arrival of Iliana Holbrook. Agenda proceeded to 5.b. Continued after item 5.d.

      There are significant liability and insurance issues involved in running this program. The program chair is recommending that course instructors each receive travel expenses, a per diem, 4 WTUs. Extension courses may require one chaperone for every 10 students. A minimum of 12 students is required for the course to be approved. Holbrook will email a memorandum on this subject to the Chair of CAPR, c.c. appropriate deans. CAPR will seek to ensure appropriate resources are planned prior to recommending that the program be added to the master plan.

      Agenda continued with 6.c.
b. Requests for extensions
The chair reported that she had received three formal requests for extensions. Since CAPR will need to receive each report a minimum of ten days before the meeting at which it is discussed, the following deadlines were proposed:
Kinesiology and Physical Education: March 24, to be reviewed at April 3 meeting, if possible.
Geography and Environmental Studies: April 21, to be reviewed at May 1 meeting.
Public Administration: facing a May 1 deadline for addressing some accreditation issues, the department requested a deferral until the academic year 2008-2009. A tentative due date of October 13 was assigned pending further discussions with the department.

The agenda continued with 5.d.

c. CAPR report for General Education
Deferred, pending the arrival of Sally Murphy (Director of General Education). Unfortunately, Prof. Murphy did not attend the meeting. In her absence, Jason Singley led the discussion.

As noted at the February 21, 2008 meeting, the 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. Singley recommended:

(1) increased staffing in the General Education office.
(2) providing more support for the director with a faculty-in-residence program. We recommend 24 WTU per year. The idea of an advisory board is laid aside.
(3) increased compensation for faculty teaching cluster courses. As noted earlier these courses require more work both coordinating with other faculty and advising students. One suggestion is to give these faculty members extra compensation equivalent to about one WTU for each cluster course taught.
(4) Based on previous discussions, drop the idea of recommending that teaching cluster courses be embedded in the PT&R document.

Bellone reported that many CSU campuses have standing committees on GE. Who should be on such a committee? What would they do? This is another possible option to consider.

Singley will write up these recommendations and circulate them via e-mail. Motion to this effect made by Lima, seconded by Geron, passed unanimously. Singley also requested a vote on the options at some point after the distribution.
Agenda continued with item 7.

d. **Updates on Scheduling 2007-2008 reviews**
   Continued from 5.b.
   Tentatively, the following schedule will be pursued by the chair:
   April 3: Chemistry and Biochemistry; either Spanish/French or Kinesiology and Physical Education
   April 17: either Spanish/French or Kinesiology and Physical Education, whichever is not discussed on April 3
   May 1: Geography and Environmental Studies
   May 15: Social Work

Agenda continued with item 5.a.

6. **New Business**
   a. **MOU process**
      Continued from 6.e.

      Carl Bellone made a presentation, including providing the committee with three sample MOUs. He stated that the MOU process was working well with nine completed, two in process and three yet to be scheduled. Particularly important for the MOU is the recommendation section in the CAPR report, as it helps guide the discussion and direct attention to the programs’ needs.

      During discussion, there was a review of the committee’s role concerning ensuring resources, with the Ed.D. degree being used as an example. Bellone is less concerned with programs where the state allows the CSU to be reimbursed at the same rate per FTE as the UC system and charge fees commensurate with the cost of the program. If it is discovered that the fees are insufficient to cover costs, an adjustment can be made. What is more worrisome are the costs of courses where fees are set and cannot be adjusted.

   b. **Program Assessment**
      Bellone spoke to the importance of annual reports. They are used to determine which departments need help with their assessment processes, as well as the appropriate type of assistance. They are also used to judge progress toward the department’s goals.

      Agenda continued with 5.c.

   c. **Meeting dates spring quarter**
      Meetings are scheduled for April 3, April 17, May 1, and May 15. An additional meeting may be required if too many reviews are delayed.
d. **Appointment of a secretary for spring quarter**
   Colin Ormsby volunteered. The outgoing secretary thanked him profusely.

e. **Computer Networks program pattern for five year review**
   When this option was reviewed, CAPR only looked at the computer science side. The business administration part of the program was not reviewed or possibly reviewed with business programs at an earlier time. Now that the option is entirely housed in computer science, their review should coincide with other programs in Computer Science. There was sentiment in favor of handling these two reviews in the same year, but there remains the issue of which year. At the meeting, dates for Computer Science and Computer Networks were reviewed on the master plan and on the list provided by the Senate Office. The five year review for Computer Science is stated as 2010-11 on the master plan, but 2009-2010 on the document from the Senate Office. Computer Networks is currently schedule for 2008-2009. Soules will investigate, get back to the committee by email for a final decision, and inform Computer Networks of next steps.

   [Post-meeting note: Bellone discovered the master plan is incorrect. Computer Science is scheduled for review 2009-2010.]

   Agenda continued with 6.a.

7. **Adjournment**
   Motion to adjourn (Lima, Geron second) passed unanimously. The meeting was adjourned at 4:02 pm.

Respectfully submitted
Tony Lima
Secretary