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

Approved CAPR Meeting Minutes, Thursday, May 21, 2009, 2:00 – 4:00 P.M

Present: James Ahiakpor, Economics
Barbara Hall, Philosophy
Don Gailey, Biology, new member
Pat Jennings, Sociology
Michael Lee, Geography & Environmental Studies
Monique Manopoulou, Modern Languages & Literatures, new member
Colin Ormsby, Presidential Appointee
Chung-Hsing Ouyang, Math and Computer Science
Linda Smetana, EDPSY
Aline Soules, Library, Chair
Margaret Wright, Nursing and Health science

Apologies: Tuyen Nguyen, new member

Meeting called to order at 15:08
1) Approval of the Agenda
   a) Lee move to approve agenda, Second Smetana, passed
2) Approval of the minutes of April 30, 2009
   a) Lee move, Jennings, second, passed
3) Report of the Chair
   a) CAPR’s Proposed Revisions were passed by the Senate on Tuesday, May 19, with the exception of the Outside Reviewer’s rubric. The rubric and all references to it were deleted. The concern was that it would penalize innovation. There was also discussion about the data elements and concern that the elements would not be available to programs to include in their reports; however, it passed. It was also mentioned that CAPR will consider retention data in the coming year.
   b) In addition, the Senate passed a proposal that 4 WTUs be assigned to each of the CAPR and CIC chairs. The CIC chair did not approve of this proposal because he thought that it would discourage group effort. The CAPR chair expressed some reservations because the new timeline will alleviate the end-of-year “crunch” to get the five-year reviews completed.
4) Report of the Presidential appointee
   a) There has been discussion about the creation of a position entitled Director of Institutional Effectiveness. It is likely to be established and the administration will find the resources to fill it. The concept is to engage a faculty member for a three year appointment to be served over four years, with half a year overlap at the beginning and end of each term. The position will be housed in Faculty Development. This will help the university and the programs to meet WASC requirement for accreditation.
5) Old business
   a) Report of Ad Hoc Subcommittee of CAPR on retention data. Using sample data from previous years, the committee found that the potential of this data is significant. More work is needed to develop suggested uses for the data and a pilot project will be conducted with data from Sociology. Lee, Ormsby, and Jennings will consider the data over the summer and bring it back to CAPR to discuss in fall 2009. Several models will be considered.
6) New business
   a) Election of Academic Year 09/10 Chair for CAPR
      i) Ahiakpor, Hall, Jennings, Lee, and Ouyang are eligible
      ii) Nominated Lee (Ahiakpor/Jennings)
(1) Lee accepted with the caveat that there is a slight possibility that Lee might resign from the committee in fall 2009

iii) Lee elected CAPR chair for Academic Year 2009/2010

b) Election of Academic Year 09/10 Secretary for CAPR.

i) Nominated Ahiapokor, Jennings, Manopoulos, Ouyang. All declined.

ii) CAPR will need to reconsider this position in fall 2009

c) CAPR reports

i) Public Administration

(1) Motion to accept – Smetana/Jennings

(2) The biggest concern is the suggestion that there might be an ethical issue concerning the possible assignment of grades to secure good student evaluations

(3) Several edit changes

(4) Passed as amended

ii) Political Science

(1) Motion to accept Ouyang, Second Smetana, passed

iii) Graduate Multimedia Program

(1) Motion to accept Wright/Jennings

(2) Several edit changes

(3) Passed as amended

iv) Interdisciplinary Studies

(1) Motion to accept Smetana, Second Jennings, passed

v) Criminal Justice

(1) Motion to accept, Ouyang, Second Jennings

(2) The decision to place the program on annual monitoring is couched positively to give the program an incentive to develop a plan and learning outcomes, and to encourage the provision of needed resources

(3) It was recommended that the report include the Outside Reviewer’s concern that the department needs to make time for regular meetings to develop a plan and give the program “a sense of itself”

(4) Some editorial changes

(5) Passed as amended

vi) Discussion of Annual Monitoring as a practice

(1) Annual monitoring: CAPR uses the annual report to determine whether the program is moving towards the recommendations finalized in the five-year review. It is possible to ask the program to visit CAPR for a discussion, as needed.

(2) Few annual reports have been submitted this year, in spite of two emails from the CAPR chair and a direct email from the provost. This will need attention in the coming year

(3) The annual monitoring list is reflected on the agenda template that will be passed to the incoming chair by the outgoing chair and is reflected on the ongoing agendas from meeting to meeting

7) The May 21 minutes will need to be approved by email

8) Chairs annual report will be circulated for comment

9) Aline Soules was presented Certificate of Appreciation from the Committee

a) The Committee tenders its appreciation and thanks to Aline Soules as the Outgoing Chair

b) Special thanks from the President’s Representative in appreciation of the non-adversarial relationship between the faculty and the administration that has been exhibited in this committee

10) Adjournment

a) Moved Soules, Seconded Lee, adjourned at 14:55