COMMITTEE ON ACADEMIC PLANNING AND REVIEW
October 2, 2008

Present: Linda Smetana, Educational Psychology
         Aline Soules, Library, Chair
         Chung-Hsing Ouyang, Math and Computer Science
         Margaret Wright, Nursing and health science
         James Ahiakpor, Economics
         Pat Jennings, Sociology & Social Services
         Michael Lee, Geography & Environmental Studies

         Colin Ormsby, Presidential Appointee

Apologies:

Absent: Linda Beebe, General Education

Guests: Carl Bellone, AVP, Graduate Studies & Academic Programs
        Jong Jun, Public Affairs and Administration
        Gail Young, Assoc. Dean, CLASS
        Vivian Reed, Training

Meeting convened at 2:08 pm

AGENDA

1. Approval of the Agenda

Approved unanimously. Moved Smetana, seconded James

2. Report of the Chair

CAPR agreed to defer the Program Review for Public Administration because of the timing of their accreditation. Due to accreditation challenges, the schedule established for their review will need to be changed.

Last year’s program reports have moved through Senate and ExCom, except for Spanish/French, Social Work, and World Travel Certificate.

Spanish/French is expected to be sent back to CAPR due to various concerns, such as enrollment and resources.
The MOU meeting for Chemistry has been completed. The remainder of last year’s programs will meet over this and Winter quarters.

3. Report of the Presidential appointee

We are experiencing the largest enrollment at CSUEB. The administration appreciates Departments’ patience in completing data on this. It impacts classroom scheduling. The Chancellor’s Office considers this campus to be under-utilized in class space, based on their formula. The Fire Marshall also impacts classroom space.

There was general discussion about space issues and how they might potentially affect CAPR reviews. While space may not be a CAPR issue generally, it is likely to come up over resources and, potentially, limits to the ability to enroll students in specific classes.

4. Old Business

See Chair’s report.

5. New business

a. Public Administration

Having been denied accreditation, the department is in the process of reapplying for accreditation, which will go forward in Spring/Summer. The Accreditation Team is anticipated to come in Winter/Spring 2010. In terms of their CAPR review, they planned to draw excerpts from their accreditation materials, but at this point, they have not started on their 5 year review. They also needed to know whether to move forward as a program with or without accreditation. Initially, Public Administration was scheduled for 5 year review in 2007/08.

Questions for Public Administration from CAPR:

Would Public Administration find it helpful to do a five-year review as preparation for accreditation? A: If postponed to the end of Winter Quarter, then they would have data for accreditation.

If they complete a five-year review as a program without accreditation, would they need an outside reviewer, which would be a problem for program review this quarter? A: They could complete the five-year review by March 1, 2009.

CAPR suggested that they complete their five-year review by March 1. It would be understood that there would be no change in the review pattern, making the next one due in 2012-13. It would also be helpful to have a brief status/progress report by Jan 15, 2009.
The Dean needs to send a formal request to CAPR for this change.

b. Forms: CAPR report
The current CAPR documents can be found at http://www.csueastbay.edu/senate/5-Year%20Program%20Review.htm.

As part of proposed changes submitted to ExCom in spring, 2008, it was suggested by CAPR that a new template be substituted for the CAPR Report Evaluation Response Form. This would help programs develop their reports and also help CAPR by setting up the self-study and other documents in alignment with the CAPR report structure. The Chair distributed this document to the members, although it has not been approved.

The Annual Report has been useful to CAPR, particularly for evaluating programs that are given specific items to address.

c. Review of policy and procedures
Excom has tabled the CAPR proposals for change due to concerns with some of the proposals. A sub-committee has been formed to review the proposals and the resulting new proposals will be sent to CAPR for consideration. The sub-committee consists of Sue Opp, Sally Murphy, Rita Liberti, Jennifer Eagan, and Aline Soules.

Proposals include: changes in timelines to move due dates earlier in the year; the addition of an ex-officio member in the Assoc. Vice President for Student Affairs and Graduate Studies (responsible for the Master Plan), increased emphasis on consultation with resource providers, the addition of assistive technology/accessibility issues, consultation with deans regarding the MOU, changing the reference to external review to external reviewer(s) to meet a WASC recommendation, embedding a requirement that CAPR provide a regular workshop for upcoming five-year review program chairs, changing the MOU membership of the CAPR Chair to CAPR Chair (or designee), and moving to electronic submission of documents (which is on the agenda, initiated from another source). The other proposals relate to the rubrics. These are the most difficult and raise the most concerns. There is no program rubric (no one has been able to find one); the outside reviewer rubric says “suggested” in the appendix to the main document, but that word is removed from the separately mounted document; the student assessment outcomes rubric is particularly difficult to manage, due to the difficulty of extracting page numbers and assigning the grade.

d. Liaison assignments
From 2007-2008:
Public Administration – Colin Ormsby
Recreation – Linda Smetana

For 2008-2009
Art – Michael Lee
Business Administration, Economics, Taxation (Note: even though Economics was reviewed a couple of years ago, their review pattern was officially changed to
enable all CBE to be reviewed at the same time.) This is a review with accreditation. – James Ahiakpor

Communication/Speech Communication – Pat Jennings
Criminal Justice – Barbara Hall
Interdisciplinary Studies - Chung-Hsing Ouyang
Multimedia – Margaret Wright
Political Science – Linda Beebe

e. Sharepoint overview

The URL is http://sharepoint.csueastbay.edu (enter ad\NetID and your password to enter the system.

The CAPR page is open to all Sharepoint users to view, not change. This includes discussion.

If sharing documents, users may overwrite documents if they don’t remove the check box. “Check it out” is like taking a book out of the library for exclusive use, so nobody else can edit it at the same time. Edits are tracked. A group/team discussion is needed regarding how the committee will deal with Shared Documents. If it is decided that policy changes are needed, Susan Correia is the person to consult.

MS Sharepoint training modules can be found at http://www.csueastbay.edu/its/training/resources.html.

f. List of Fall Activities to date

The Deans or Associate Deans plan to come for these discussions, as well as program chairs, so it might be best to work with each College’s requests as a single group. The documents to accompany the Degree and Certificate changes are in Sharepoint. CBE/CLASS/CEAS items will be considered Oct 16 (next meeting) CSCI items will be considered Nov 6. CAPR members are asked to read these documents before the relevant meetings. If there are advance questions, please email them to the Chair, who will convey them to the appropriate persons in advance of the meeting.

g. Appointee to University Advisory Committee

Linda Smetana has volunteered.

h. Proposed change in document submission

Previously, 15 hard copies were submitted. The suggestion has been made that there be e-submissions with one hard copy for the Senate Office. The e-copy will be downloadable. It was suggested that there be two hard copies in the Senate, one to borrow and one to retain in the office.

7. Other business
In Spring, CAPR may need to meet weekly due to the report time crunch. It was suggested that CAPR take a hard line on dates and deadlines with program reviews.

8. Adjournment

Time: 3:33 pm

Respectfully submitted by Margaret Wright, CAPR secretary