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

Minutes of the meeting of November 20, 2008

Members:

James Ahiakpor, Economics, Present
Linda Beebe, General Education, With apologies
Barbara Hall, Philosophy, Present, With apologies
Chung-Hsing Ouyang, Mathematics, Present
Patricia Jennings, Sociology, Present, Acting Secretary
Michael Lee, Geography and Environmental Science, Present
Linda Smetana, Teacher Education, With apologies
Aline Soules, Librarian, Chair, With apologies
Margaret Wright, Nursing, Secretary, Present, Acting Chair

Colin Ormsby, Presidential appointee, With Apologies

Guests:
Meling Wu, Modern Languages
Iliana Holbrook, Modern Languages
Chung-Hsing Ouyang, Mathematics, Present
Patricia Jennings, Sociology, Present

The Chair sent her apologies. The Secretary, Margaret Wright, served as Chair, and Patricia Jennings served as secretary.

A G E N D A
1. Selection of Secretary pro-tem.
   Jennings agreed to serve as Secretary in place of Wright.
2. Approval of the Agenda—Moved Lee, seconded Ouyang, passed unanimously.
3. Approval of the minutes of November 6, 2008—Moved Lee, seconded Wright (four members voted to approve, Wright abstained since she was not present at the last meetings)
4. Report of the Chair, No report
5. Report of the Presidential appointee, No report

6. Old business

Meling Wu and Iliana Holbrook from MLL were present. We reviewed the requested change to the Chinese Language and Cultural Studies Minor proposal. The change was approved by CIC. The program had added a statement that non-speakers would possibly need up to 12 more units of Elementary Chinese to be able complete the minor. The
change made by the program met concerns previously raised. Lee moved that CAPR approve the change, Ouyang seconded, and it passed unanimously.

7. New business
   a. Program Temporary Suspension Policy

Lee stated that he was not familiar with the referral from the Academic Senate Chair since he was not on the committee when this document was produced. Wright indicated that she was the only one present at today’s meeting who was on the committee last year. Lee indicated that new members need to be briefed on the content of the document. Lee indicated that it would be helpful to have Sue Opp present at the meeting since she sent the memo requesting revisions to the Program Evaluation & Planning document and is familiar with the document as she was on the Executive Committee in 2007/2008 academic year. Wright stated that she would check to see if the documents were on Sharepoint so new committee members could familiarize themselves with them.

Lee moved to postpone the discussion until our next meeting. This was seconded by Wright and approval was unanimous.

b. Referral from Academic Senate Chair regarding 07-08 CAPR, 21 & 22

Lee, Jennings and Smetana were previously charged with reviewing the temporary suspension policies of CSU, Humboldt and S.F. State. (Carl Bellone provided the policies to the sub-committee.) Lee and Jennings were present at today’s meeting and they reported their recommendations. Jennings reported the strengths and weaknesses of the two policies and indicated that she favored S. F. State’s policy with modifications. Modifications included the implementation of timeline for filing the proposal and a turn-around time for proposal reviews. She also indicated that closer attention should be paid to protecting students.

Lee distributed a handout that compared aspects of each policy. He explained and clarified each policy. Lee suggested that we create a hybrid of the two policies. He suggested utilizing S. F. State’s policy as a foundation, but he recommended that we incorporate several changes. Lee suggested that in line with Humboldt’s policy, we should draft a policy that includes detailed information on how the program will serve students during the suspension phase. He also suggested that more consultation between the department and the appropriate sub-committee of the Faculty Senate is needed. Lee suggested that we retain the resolution language (the opening resolutions) in Humboldt’s policy. Committee members agreed. Lee indicated that the S. F. State policy needs more clarification on which parties will review the proposal. Lee suggested that CAPR would be an appropriate committee to review the proposal given that we are charged with program review. CAPR would review the proposal, which, upon approval, would be sent to the Executive Committee.

Lee agreed to draft a suspension policy based on input from today’s discussion. He will send the draft to Jennings and Smetana for review. We will then ask to meet with Carl
Bellone. The reviewed document will be brought to CAPR for discussion at the next meeting.

8. Other business

Lee asked if anyone had met with the departments that they are assigned to. Jennings indicated that she met with the chair of Communications. James asked that the role of the liaison be clarified for new committee members. Wright explained the process that she went through with Anthropology. Wright indicated that Soules conducted a workshop for department chairs and she indicated that the power point notes are available. Wright suggested that new members review these notes. Lee asked if examples of Executive Summaries and Five-Year plans are available for committee members to review. Wright indicated that they are available though she was unsure if last year’s would be available on Sharepoint as that was brought up over the summer. If anybody wants to see a copy, they can contact Wright and she will email Anthropology’s 5 year review and CAPR response report.

Gale noted that CAPR documents are not user friendly. She suggested that at some point in the future we should develop a handbook and/or make physical copies of the CAPR documents available to departments.

9. Adjournment at 1500. Lee moved to adjourn, Jennings Seconded.

Respectfully submitted: Pat Jennings