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

Approved CAPR Meeting Minutes, Thursday, April 30, 2009, 2:00 – 4:00 P.M

Present: James Ahiakpor, Economics
Pat Jennings, Sociology
Michael Lee, Geography & Environmental Studies
Colin Ormsby, Presidential Appointee
Chung-Hsing Ouyang, Math and Computer Science
Linda Smetana, TED
Aline Soules, Library, Chair
Margaret Wright, Nursing and Health Science

Apologies: Barbara Hall, Philosophy

Guests: James Petrillo, Director, Multimedia Program
Carl Bellone, Dean for Multimedia Program

AGENDA

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 02, 2009
   a) Ouyang move, Smetana second, passed

3) Report of the Chair
   a) MPA modifications include the term “management.” As AACSB accredits campuses rather than programs, CBE will review them first.

4) Report of the Presidential appointee
   a) None

5) New business
   i) Department of Multimedia Graduate Program –
      (1) Jim’s thanked Carl for his leadership with the Multimedia Graduate program
      (2) Evolution of program: it began in 1995
      (3) Original design was to ensure the campus didn’t experience each college and department creating individual approaches and buying equipment
      (4) But, they did, and the MM program evolved into something unique
      (5) The most challenging element has been to build faculty with unique expertise, but they are in place now
   ii) Five year plan includes 3 initiatives
      (1) An administrative shift to CLASS
      (2) Implementation of the administrative change, which will be an interdisciplinary program between Music and Art
      (3) A new curriculum, which needs to be revised every few years because of rapid changes in the field
   iii) Since the report, there have been slight revisions to the curriculum
   iv) Jim plans to step down as director, but a final date is not yet set and it may be as much as a year from now. A potential successor is suggested in the report; however, that has changed, but there is still a potential successor available.
   v) Discussion
      (1) Space: there was discussion about the joint space between Art and MM
i. Undergrad classes are taught until 3 p.m., Mon-Thurs; the rest of the time, the space is available for MM graduate students

ii. Michael raised the issue of the Art department and its space issues in the five year report. Jim said the Electronic Arts (Undergrad) uses 3 studios, where classes are held from 8 a.m. – 10 p.m., so the space is almost entirely filled with classes; also, because of the increase in photography classes (now digital), there is a need to put more classes in that area; finally, with the new curriculum where MM is moving more towards web design, the demand will increase even further

iii. Studios, therefore, are now impacted. Others can use the space if they know how to use the equipment and there is someone present to monitor the use of the equipment

iv. Open lab times are open lab times

(2) There is pressure to make all students in the Art dept. take a basic media class, but there is some resistance to this idea. They would be more able to make online portfolios, etc.

(3) It was noted that if the administrative change passes, the dynamic on all this will change

(4) Overall, space needs more examination by CLASS, as the new Art-Music combination will put them in three buildings—MB, A&E, VBT; there needs to be discussion about how the facilities (for curricular purposes) are managed

(5) Research grants: there was mention in the report about using grants as a way to help faculty increase their work on tenure-track efforts, gain experience, etc. The faculty is small and in close communication. The idea is to encourage individual faculty to try to get grants. Janet Green and Rafael Hernandez are applying for a NEH grant

vi) Curriculum and recommendations: there was mention of using “digital and electronic arts” as a new title for the program, but Jim is ambivalent about this idea.

vii) How will the new administrative structure affect the connection with Computer Science? Ray Mitchell is a lecturer in Computing Science, but MM is not a C.S. or Engineering program; it’s a program that is interactive and delivers content. There are 3 tracks/levels to address students without technical skills: Applications; Scripting; Programming. In the first year, focus is on scripting, hardware development, networking (not at the undergraduate level). Applications and scripting are required of students. As for programming, they need an understanding of this, but not necessarily an ability to program, per se

b) External Reviewer’s Report

(1) Lab manager: the issue of the lab manager’s lack of people skills and lack of timeliness in addressing faculty needs must be handled by Jim.

(2) Recruitment: there is a need for a plan or wish list. Jim has visited other programs, but something is needed beyond Jim’s office.

(3) Workload: there is a question of burnout, according to the reviewer. Also, there was a suggestion for additional release time in the first year of the new director’s term. Faculty do get some build up of WTUs for advising on the projects (which are equivalent to theses).

c) Multimedia was asked to write a response to the external reviewer’s report and include information about what is needed in terms of recruitment, workload, etc. by May 11.

d) SLOs: there was question about assessment beyond grades. MM is now creating scoring rubrics for a number of “things.” Also, scoring is by committee.

e) It was suggested that Multimedia be more explicit about their assessment methods

6) Old business

a) Retention data

i) An Ad Hoc committee was formed. Lee, Jennings, and Ormsby, plus Bellone as observer, will discuss options for possible retention data.

ii) Ormsby will provide sample data by May 7

iii) Bellone will check with WASC and other CSUs regarding retention data needs and samples

iv) They will meet on May 14 to finalize their ideas and submit them to the Chair for distribution

v) CAPR will discuss next steps at the May 23 meeting.

7) CAPR reports
i) Those will outstanding reports were asked to continue working on them. All reports should be approved by CAPR and submitted to ExCom before the end of this year.

ii) WASC ALO meeting notes

(1) CAPR discussed the suggestion that a faculty person be assigned as an assessment consultant for the faculty. Bellone will discuss this possibility with the provost shortly.
   (a) Suggested model is a Director of Educational Effectiveness, a full-time assigned position that would be part of the Faculty Development Office
   (b) CAPR will be happy to support this proposal
       (i) WASC connects effectiveness and reports/resources, and impacts CAPR 5 year reviews
       (ii) This person could be included on CAPR or, potentially, CAPR could ask the president to make this person his presidential appointee
       (iii) One possibility is that the position would be a three-year overlap term for a faculty member to ensure that the person be a resource, not a policy creator
       (iv) CAPR will place this on a future agenda

(2) Jennings suggested assigned time for the CAPR chair; however, if the proposed revisions pass, the workload should be less for the Chair and the members, and also better distributed across the year rather than the heavy load that is currently crammed into spring quarter.

iii) CAPR annual report will be drafted by Soules later in May

8) Adjournment
   a) Moved Lee, Seconded Soules, adjourned at 15:49

Current Plan for May meetings:
May 7. Political Science; various program modifications.
May 14. Subcommittee on retention data.
May 21. CAPR reports, retention data, Director of Educational Effectiveness