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

CAPR Meeting Minutes, Thursday, Jan 15, 2009, 2:00 – 4:00 P.M

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

Apologies:     Colin Ormsby, Presidential Appointee

Absent:        Linda Beebe, General Ed

Guests:        Carl Bellone, AVP Graduate Studies & Academic Programs

Meeting called to order at 15:14
1) Approval of the Agenda
   a) Lee move to approve agenda, Second Jennings  
      b) Approved
2) Approval of the minutes of Nov 20, 2008
   a) Moved Lee, Seconded Jennings  
      b) Approved as written
3) Report of the Chair
   i) Geography and Latin American Studies MOUs are completed since the last meeting  
      ii) Will be scheduling 2008 reviews this quarter  
      iii) Interim reports received from Leadership and Hospitality and Leisure Studies,  
            and Public Administration; will be scheduled for Feb. 5 meeting
4) Report of the Presidential appointee
   a) none
5) Old business
   a) Program Temporary Suspension Policy
      i) Sent out discontinuance policy for feedback and to ensure consistency  
      ii) Discussion
         (1) The Whereas will be incorporated into a cover letter by Soules
         (2) Do we need to match the routing of all discontinuance procedures? As the  
             approval procedure is for suspension, it doesn’t need to match each step.  
         (3) Could justify the differences on simplification and this is temporary not  
             permanent like discontinuance  
         (4) Might want to incorporate fall as the only starting point for the suspension  
             procedures. This would match the discontinuance policy. There was
discussion on the potential impact on students and it was decided that was not really needed for a temporary suspension

(5) Does “majority” mean a simple majority or a supermajority? If “majority” is the term used, it means simple majority.

(6) There was discussion about adding a sample timeline for illustration, but this was dropped in favor of including a “latest possible date for submission” in order to clear the process before the start of summer quarter (section B3).

(7) Do need we need to define suspension? The challenge is taking into account programs that admit only once a year, e.g. MS/MA or Nursing. The issue is programs, such as French, which didn’t accept students for two years. There may also be service-oriented programs that don’t have applicants yearly but offer classes as service, while there are other cases where there are applicants, but the program can’t admit or serve them.

(8) What do we mean be academic day? Days within a quarter.

(9) C5 and B5 are redundant? As the signature of the VPAA is required for B5, that section will be retained.

(10) There was extensive discussion of item E. The language will be amended. CAPR will send notification to ExComm and notify others that this has been done. A program can come in the 3 years and demonstrate that a plan to resume has been developed. CAPR will assess its adequacy and ensure there is a timeline. Everything may not need to be complete in three years.

(11) The revisions will be reviewed via email and an e-mail vote taken.

(12) There was a suggestion that CAPR review the Discontinuation policy and streamline it; however, the paper trail of the temporary suspension will streamline any discontinuation process that arises from this route.

iii) Workshop for chairs and deans for the 5 year review process

(1) Need to get on the faculty development calendar (sometime in Feb)

(2) Aline will teach, would like team teacher for continuity

(3) Pat is interested.

iv) List of issues for policy recommendations

(1) Need to add our Fall recommendation of 2 print copies and an electronic copy

(2) The appendices are not part of document for the Senate approval, but Sue Opp has suggested that they be imbedded in document to give the appendices teeth

(3) The template is not currently an official part of document or even an appendix

(4) Sue Opp suggest that programs write executive summaries, and not CAPR

(a) Complaints that summaries have incorrect information, but programs were given the time to correct facts in the summaries

(b) There was an idea that there might be a conflict of interest

(c) CAPR would still write recommendations

(d) Programs will require a page limit for the executive summaries
(5) Sue Opp suggested that there be clarification of which document is targeted at which group—CAPR or the program

(6) Rubrics (student learning outcomes assessment plan rubric and outsider reviewer rubrics) have been difficult and contentious for people, especially as the language is legal and educational. There is much emotion vested in these rubrics.

(a) One issue is the time it takes to insert the page numbers. The template may address this to some degree

(b) The original design was that both the program and CAPR would grade the rubrics, although the page numbers would be supplied by the program

(c) Aline will set up a group in Sharepoint of Margaret, Aline, Carl, Colin, and, potentially, someone recommended by Sue Opp

(d) Margaret will do a first pass at revising the student learning outcomes rubric in an appropriate rubric format and generalize the language by Jan 26

(e) Another concern is that the rubrics appear to go nowhere, but they are supposed to be used by programs for self-improvement and they are saved with the five-year reviews for reference and WASC accreditation

(7) CAPR Evaluation response form

(a) This form is directed to CAPR to complete, but the new template is more effective

(8) VPAA or designate added to the membership for CAPR

(9) Want to move forward to Excomm in March

(a) Plan to devote Feb 19 meeting to dealing with these policies

(10) Everybody is asked to look at the main document, and see how the pieces fit and what would work

6) New business
   a) none

7) Other business
   (1) None

8) Adjournment