Present: James Ahiakpor, Economics
         Barbara Hall, Philosophy
         Pat Jennings, Sociology
         Collin Ormsby, Presidential Appointee
         Chung-Hsing Ouyang, Math and Computer Science
         Aline Soules, Library, Chair
         Margaret Wright, Nursing and health science

Apologies: Linda Smetana, TED
          Michael Lee, Geography & Environmental Studies

Withdrawn: Linda Beebe, General Education

Guests: Carl Bellone, AVP Graduate Studies & Academic Programs
        James Okutsu, Communications

Meeting called to order at 2:05 p.m.
1) Approval of the Agenda
   a) Jennings move to approve agenda, Second Ouyang
   b) Change – time certain for 3:30p Communications
2) Approval of the minutes of Feb 05, 2009
   a) Deferred to March 05, 2009
3) Report of the Chair
   a) Temporary suspension policy passed the Senate on Feb 10, 2009
   b) MOU meetings this past week: Chemistry and Spanish/French
   c) Upcoming meetings: Anthropology, Kinesiology, and Social Work
   d) Jennings and Soules will give a CAPR five-year review workshop on Mon., Feb 23, 2009, 3-4:30 p.m.
4) Report of the Presidential appointee
   a) There is a need to address the issue of the current year data for CAPR review documents. It was suggested that the wording of the CAPR policy & appendices be changed to reflect “the latest available data.”
   b) Most data is accessible on the Planning and Institutional Review website
   c) It was further suggested that CAPR offer a data workshop as follow-up to the CAPR five-year review workshop.
5) Old business
   a) Dealing with CAPR documents
      i) CAPR Review Outline - Required
         (1) CAPR would recommend that each program would write its own executive summary to resolve potential factual inaccuracies. The Executive summary of the program would include items 1-4 and be limited to 5-7 pages and would be a substitute for the “outline.” The summary would also include the formatted sample title page, which could then be eliminated from the CAPR web site. NOTE: CAPR would still write the evaluation and recommendations.
         (2) To facilitate the e-submission that is now accepted, CAPR would request a single document only, rather than separate files
(3) Moved Jennings, seconded Ahiakpor, approved with amendments discussed during the meeting.

ii) Timeline
(1) CAPR will recommend that the date be moved back to Feb 01, with notification to start the process no later than the winter of the previous year
(2) Requesting data from PIR (Planning and Institutional Research) will be added to the list of data to be organized and both will be moved earlier in the process
(3) Moved Ahiakpor, seconded Ouyang, approved with amendments discussed during the meeting.

iii) Student Learning Outcome Rubrics
(1) CAPR will recommend that the program not “grade” itself, but that CAPR will evaluate according to the rubric.
(2) The rubric, as amended by Bellone, was accepted.
(3) Moved Ahiakpor, seconded Jennings, approved with format changes discussed at the meeting.

iv) Outside Reviewer Rubric
(1) Wright will convert this into an appropriate rubric style.
(2) The rubric will be discussed at the next meeting.

v) Program Review rubric
(1) As there is none, CAPR will recommend that it be stricken from the web site.

vi) CAPR report evaluation response form
(1) CAPR will recommend that it be discarded in favor of the new Outline.

vii) Appendix 3 – CAPR format for response to five year program reviews
(1) The sections from Background through Strategic five-year plan will be moved to the Executive Summary in the Outline
(2) The rest will remain for CAPR to complete
(3) It was also suggested that CAPR bullet their recommendations in addition to providing the recommendation for continuation

viii) Example of possible matrix linking courses to program goals and objectives
(1) This is based on the WASC online format that links individual courses to the overall program objectives
(2) Carl will provide actual examples for CAPR to recommend substituting for this document

ix) Appendix CAPR 5 year review – statistics
(1) Soules will contact Ormsby about the statistics, asking him to review them and to make any appropriate recommendations.
(2) They should be added as an appendix to the CAPR documents

x) Items v- viii: Moved Ouyang, seconded Ahiakpor, approved with amendments discussed at the meeting.

xi) NOTE: All documents need to be in Word or Excel as well as in .pdf format.

6) New business
   a) Continuation request by Communications
      i) The original request was for an extension to May 1
         (1) There was a change in the chair
         (2) They are currently working on revising the curriculum and degree
         (3) The external reviewer has already consulted with department about program direction
         (4) There was discussion about the need to submit any report to ExComm by mid-May in order for the report to be on the Senate agenda during this academic year.
         (5) As CAPR cannot guarantee that the process would be completed this year, Okutsu will confer with the department about whether May 1 or early Fall would be more appropriate.

7) Other business
   (1) None

8) Adjournment
   a) Moved Ahiakpor, Seconded Jennings, adjourned at 3:58 p.m.