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

Present: Aline Soules, Library, Chair
James Ahiakpor, Economics
Barbara Hall, Philosophy
Pat Jennings, Sociology
Chung-Hsing Ouyang, Mathematics and Computer Science
Linda Smetana, Teacher Education
Margaret Wright, Nursing and Health Science

Apologies: Colin Ormsby, Presidential Appointee
Michael Lee, Geography & Environmental Studies

Guests: Terry Schwartz, Dean, College of Business and Economics
Nan Maxwell, Chair of Economics, Interim Chair of Marketing
Joanna Lee, Director, Graduate Programs, College of Business and Economics
Carl Bellone, AVP Graduate Studies & Academic Programs

A G E N D A
Meeting called to order at 15:08

1) Approval of the Agenda
   a) Smetana move to approve agenda, Second Ahiakpor, passed

2) Approval of the minutes of Mar 19, 2009
   a) Smetana move to approve, Second Hall, passed

3) Report of the Chair
   a) MOU anthropology tomorrow
   b) No other report

4) Report of the Presidential appointee
   a) Not available

5) Old business
   a) Dealing with CAPR documents
   b) External reviewer rubric revision
      i) Move to approve – Jennings, Smetana second
         (1) Soules will reformat it to the SLO rubric format
      ii) Data report
         (a) Sue Opp, Aline Soules and Colin met about data
            (i) Colin suggested adding retention which raised concerns as some programs have major issues with how to track such data
            (ii) Aline will follow up with Colin
         (b) Put on next week’s agenda
      iii) Timeline
         (1) Current suggestions are External reviewer comes in Fall—by forcing program to hand in report month earlier than current
(2) Counter suggestion is to request that the report come in May to be ready for the next academic year; this would allow CAPR the full year for review and facilitate a timely follow-up with MOU meetings
   (a) Question – would changing program chairs affect the program reviews? This can happen now as CAPR reports don’t all get through the Senate in the same year, making a new CAPR chair responsible for the work of the previous committee
   (b) This would also enable external reviewers to visit in winter quarter, as now. This would be better than requiring a fall visit or rushing a winter quarter visit
(3) Reformat timeline – as reviewers have moved to list with checks vs timeline, Aline will do reformat and sync the date across the documents
(4) Will move to the May 1

6) New business
   a) College of Business and Economics
   b) Accreditation process completed (ACSB)
   c) Liaison – Ahiakpor
      i) Questions – CBE headway in appointing multi-ethnic diversity in faculty, appointed 22 new faculty despite salary scale below market – how was that done and what could CSUEB do to help the process– might be helpful to other depts?
         (a) Shortage of PhDs in business, key for new hires was competitive offer that provided a life style they wanted in a place they wanted
         (b) Easy to hire diverse faculty in a diverse area that offers cultural incentives to many groups (included family diversity issues). Location is critical. Still need a competitive package.
         (c) Attention given to recruiting by Dean, assets are the faculty and intellectual capital, Recruitment approach is for a lifetime and the focus is on a fit with the mission and values of CBE
         (d) Competitive package incentives, which vary by discipline. Relative across discipline is the need to be competitive. The Deans need to work with the administration and convince them of the needs within the discipline.
         (e) Need a lot of resources to get new hires, need special resources to recruit competitively
      ii) Question – pg 22, closure of international programs lead to considering changes in offerings at CSUEB (how it currently reads) wondering if it was the other way around
         (a) Really that is the order that it happened, the programs were closed and then redesign here
         (b) Historically, the curriculum wasn’t revised in long term, once programs shut down had more resources to evaluate and redesign curriculum and develop routines for this
            (i) Programs discontinued for a variety of reasons, still have international programs, but doing that differently with new systems and processes to assess, and revise, so operate in a continuous process mode
            (ii) With closing of international program, AACSB accreditation started to drive need for evidence about overall and local program, which became a way to move more in the QIP process within the program
      iii) Question – pg 3, difference between SLOs and CLOs
         (a) SLOs are program wide student learning objectives
            (i) Every SLO will not be in every course
         (b) CLOs are course level objectives, linked to SLO but not 1:1
      iv) Question – Appendix C, pg 4, Proficiency in CBE undergrad programs– what accounts for the erratic behavior of the IT relating learning outcomes? And steady decline in communication? And phenomenal increase in economic knowledge?
         (a) Assessment efforts started in full in 2004/5, accomplished a lot though not ‘there’ yet
         (b) Econ knowledge: instructor required they test as part of the course (nationally normed test); next year test was not required, just requested, and students didn’t take it seriously; changed curriculum to conduct an exit exam that would focus on the needs that faculty saw were needed in the curriculum (students must pass exit exam to graduate)
(c) IT – no data initially, next year used rubric with different people administering, still working through kinks, need to look at inter-relator reliability, etc.
(d) Have been focusing on grad level, will be doing more in undergrad in next years, working on inter-relator reliability
(e) This is report that goes (assessment reports) to faculty yearly

v) Question – pg 2 references to CBE citation in several reports, in table 1.2.1 – employers’ assessment of graduates much lower than alums assessment, what does this say about the program?
(a) Employers more experienced than alums (only out 3-5 years out)
(b) Need to meet needs of employers, changed surveys to get more feedback from wider group of employers

(2) What do employers ID as biggest problems?
(a) Not totally analyzed yet, generally communication
   (i) One of the challenges (and that employers voice) is the diversity of students’ written and oral communication and group work skills coming from their multiple ethnic backgrounds
   (ii) Employers say students ‘hit the ground running’

vi) Question – plan looks like a review of their history, and need a response to the external report (6 year maintenance of accreditation report) – will send that as pdf (hard copy came in)

vii) Question – how is diversity of faculty defined?
   (i) Appendix E, answers

(2) Do you feel like doing better than nationally?
   (i) Location helps, majority of graduates in PhD programs are foreign, so mixed across country

viii) Question – just listening to general reports, employers across the board say students do well with computers, but have trouble writing across the board.

ix) Question – 5 year plan, converting a faculty from AQ and PQ category, AASCB seems to say that there is no difference between the two in terms of prestige
   (i) Want to convert “other” to AQ or PQ, so they need to work on that
      1. “Other” doesn’t meet requirements for academically or professionally qualified, and need to get them up-to-date in their field

x) Question – next AASCB visit?
   (i) Back in 2013 (08/09 is year one of next five year cycle)

xi) Question – top 3 things the program wants reflected in the recommendations
   (i) Resources is always an issue – unfair to deal with in the environment, as all are having to do more with less, need to educate university community of needs of CBE
      1. Program needs to identify resources that are more than the state resources, need to augment what the state can allocate, for instance CBE has a shortfall for next year (everybody has this issue), so need to locate other resources
         a. at same time the CSUEB has to do this (need to benefit faculty, College and University)
      2. Resources are critical (for all programs)
      3. Tremendous asset in faculty, changes require ability to trust, difficult in current environment given all watching money (resources) go forward
   (ii) Need more faculty – currently they are searching for at least 2 faculty, they are suspended
      1. historically CBE hadn’t hired in a long time, 22 new faculty in last 2 years, that is challenging, need to bring a few people in every year so they can be absorbed, shows just where the deficit started
      2. still have programs with a dire need
         a. e.g. Econ had no hire between 1991 and 2007
         b. e.g. Marketing and entrepreneurship – only 1 faculty now going on sabbatical
3. historic period – where CBE hired faculty who weren’t in the business field, e.g., math experts hired to teach accounting. CBE is working on that issue.

(iii) Continued flexibility
1. E.g. CSUEB requires proposal submission by 04/24 for any online course next fall, WASC doesn’t need it as early, but CSUEB committees work over summer. These deadline dates do not line up.

xii) Question – anything program wants to address?
(a) Not really
(b) AASCB, requires continued focus, including annual reports of numbers, etc.

xiii) Will send in the pdf of the 6 year maintenance report

d) Communicative Sciences and Disorders
i) Wants to move its 5 year review cycle due to accreditation timeline
ii) Reason: their accreditation is on an 8 year cycle, having 2 program accreditation reviews that want to realign to 2012. Campus policy is to follow the cycle of accreditation
iii) Chung-Hsing moves, Smetana second
iv) Approve change to 8 year cycle to match their accreditation

e) KPE annual report – last year asked that they give a report on their assessment
i) Acknowledge they are making progress
ii) Do we want to continue annual monitoring? Yes. CAPR will continue annual monitoring, which will give incentive to continue improvement. Soules will write a letter.

7) Adjournment
   a) Moved Soules, Seconded Smetana, adjourned at 15:36.

Next meeting April 9, Recreation