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

CAPR Meeting Minutes, Thursday, Dec 2, 2008  2:00 – 4:00 P.M

Present:  Aline Soules, Library, Chair
           Margaret Wright, Nursing and Health Science
           James Ahiaikpor, Economics
           Pat Jennings, Sociology & Social Services
           Michael Lee, Geography & Environmental Studies
           Barbara Hall, Philosophy

Apologies: Linda Smetana, TED
           Chung-Hsing Ouyang, Math and Computer Science
           Colin Ormsby, Presidential Appointee

Absent:  Linda Beebe, General Ed

Guests:  Carl Bellone, AVP Graduate Studies & Academic Programs
         Gail Young, Assoc Dean CLASS

A G E N D A
Meeting called to order at 15:12
1)  Selection of a Secretary pro-tem, as necessary
   a)  Chair and Secretary present, no pro-tems needed
2)  Approval of the Agenda
   a)  Lee move to approve agenda, second Jennings
   b)  Changes – Secretary Winter Quarter, 5 year Review Workshop
   c)  Welcome back to Aline
3)  Approval of the minutes of Nov 20, 2008
   a)  Moved Lee, seconded Jennings
   b)  Approved as written
4)  Report of the Chair
   a)  Senate meeting Tues Dec 2
      i)  everything that CAPR sent to Senate passed
      ii)  document about Social Work degree was approved with additional document from ExComm
5)  Report of the Presidential appointee
   a)  Apologies not here today
6)  Old business
   a)  Program Temporary Suspension Policy
      i)  Review of the proposed document
         (1)  Included wording to make it faculty based
         (a)  Discussion of issue raised by administration as to whether administrators, not just faculty, could request a suspension
         (b)  Carl Bellone suggested that program review would trigger the suspension process but that administrators could also bring up the idea of program suspension
         (i)  This would still require that CAPR would review that suggestion, even if initiated by an administrator
         (ii)  Question: is there a way for faculty to propose and send that proposal to CAPR, even without administration approval?
1. Bellone proposed that Deans could initiate and drive the process, but they
would have to consult students and faculty, even though they could start the
formal process without faculty agreement or input. Technically, they would
not have to have faculty agreement, but would need to include the impact
on them
2. It was suggested that CAPR could add wording to section B2 that the
majority faculty in a program would have to agree to a proposal before it
progressed to CAPR. That way, both faculty and administration would
have to agree
3. It was suggested that adding the administration to those who could propose
a suspension could address the situation where faculty wouldn’t ask for a
suspension, but the Dean wouldn’t fund upper division classes because of
very low enrollment
4. Would this drive proposal to a stalemate?
5. It was then suggested that approvals be changed to documented consultation
of all affected parties
6. Would there be a process for rebuttal of any consulted parties?
a. It was decided to add wording to state that if a proposal was initiated by
administration, faculty would be required to respond to the proposal
within 30 academic days
(iii) Question: is this idea driven by budget issues where administration needs to
drop classes/programs for financial reasons?
  1. Probably not given the other changes, but it could be interpreted that way
  2. Interested in changing culture so students actually enroll in classes and
majors and not just defer to future quarters
(iv) Question: would this affect five year review?
  1. No, the five year review schedule is on a set pattern that can only be
changed by a formal process that comes to CAPR and works its way
through the Senate
(2) Base the timeline on academic days in order to deal with summer and holidays
(3) Include program in annual reports even while in suspension, so that there is a report on
what is being done to get the suspension lifted and meet the requirements in the
suspension proposal
(4) Lee will write a formal proposal and will check how it meshes with the discontinuance
policy
(5) Will do an email vote on the proposal
b) Referral from Academic Senate Chair regarding 07-08 CAPR 21 & 22
  i) At the end of last year, CAPR made a number of proposals, many of which were kept out of
the formal policy in order to facilitate more frequent changes
    (a) The Senate Chair prefers that changes be built into the document so it has strength.
    Also, all the documents need to be in sync for clarity and ease of implementation.
(b) Issues
  (i) timeline
  (ii) template for review
  (iii) the biggest issue is the student outcomes rubric which has to sync with the
policy and the template, and be easily understood
  (iv) also need to look at outside reviewer rubric
(c) Will need to have a subcomm look at it
(d) Wright interested in helping with student learning outcomes section
(e) Deal with pieces and then recommend changes need to the policy to sync it all
7) New business
   a) none
8) Other business
   a) 5 year program review workshop
      i) To explain how 5 year program reviews are done, and the timeline
Last year, it was given in Winter quarter. Previously, it was given in late Spring, but that proved to be too short a timeline.

Aline will post materials on Sharepoint

Need somebody to do it with Aline, preferably a returning CAPR member for 2009-2010

One of the CAPR proposals was that the annual workshop be mandatory

Secretary for Winter quarter

Wright will be secretary for Winter Quarter

Aline may be out for one meeting in January

MOUs before end of the quarter

Geography and Environmental Studies is scheduled

Latin American studies is scheduled.

CAPR reviews are posted on the web under CAPR documents

They are not Sharepoint

They are only posted when approved

Under CAPR committee documents

Look at prior year documents

Need to look around in the list to find them

Adjournment

Moved Lee, Jennings seconded, meeting adjourned 15:17.