CAPR Meeting Minutes, Thursday, April 9, 2009, 2:00 – 4:00 P.M

**Present:** James Ahiakpor, Economics
Barbara Hall, Philosophy
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

**Guests:** Carl Bellone, AVP Graduate Studies & Academic Programs
Melany Spielman, Chair, LHLS
Mary Fortune, LHLS
Nancy White, LHLS
Chris Chamberlain, LHLS
Zaher Hallab, LHLS
David Epperson, LHLS
Jodi Servatius, Interim Dean, CEAS

**A G E N D A**

*Meeting called to order at 15:08*

1) Approval of the Agenda
   a) Jennings move to approve agenda, Second Chung-Hsing, passed
   b) Addition to agenda of annual reports

2) Approval of the minutes of April 02, 2009
   a) Jennings move, Smetana second, passed, with amendments
   b) Changes – Nan Maxwell needs to be Executive Director of HIRE or Chair of Economics and Interim Chair of Marketing
   c) 6.2 lead should be led
   d) 6.2.a “is” should be “it”
   e) 6.c.4 needs editing
   f) 6.xi.i.1 needs editing “our” should be “are”
   g) Next line – “want” should be “what”
   h) Next 3 – “requires” should be “require”
   i) Two lines down – “were” should be “we are”
   j) “They are suspended” should be changed to “search was suspended” and “only” should be inserted before “1”

3) Report of the Chair
   a) MOU for Anthropology is complete
   b) MOU for Social Work is coming up later in month

4) Report of the Presidential appointee
   a) No report

5) Old business
   a) Dealing with CAPR proposed revisions
     i) Data
Questions about data were embedded into body of document to encourage program reviewers to think about the impact of data on their programs; also, the data was streamlined by Bellone, Ormsby, Opp, and Soules to reflect available data in the CSU system and what is reasonable to expect programs to consider (e.g., eliminated costs section).

Data issues – programs historically not using data other than to fill in the form; need to encourage programs to discuss impact of data on programs and resource management at the program level. That’s why it was streamlined.

(a) Demographics are basic for the campus and what is needed by administration
(b) Student type is related to program focus and types of courses needed/offered
(c) Faculty information is related to the balance of tenure track and lecturers, and broken down by level, which relates to program retention (which is affected by whether a student can make contact with a tenure track faculty at the lower level, which is where programs tend to lose students)
(d) Timing of data to be used
   (i) The language in the CAPR documents has been adjusted to require the ‘most current data available’ so programs can integrate data into the review from the outset, and not just add it at the end
(e) Databases currently don’t have GE data directly available, but programs can get at this information through upper/lower division data
(f) Data should be included for all five years of the program report
   (i) Data for each year becomes available every fall after the census is taken (which is common practice in higher education)
(g) Data questions in the academic review procedures
   (i) The questions are mostly ‘word equations’ and there was discussion about whether that data could be given to faculty rather than requiring them to calculate the data individually.
   (ii) The goal of the questions is to get the program to look at the data and really work with it.
   (iii) These are starting points, just to get them thinking
   (iv) Discussion about preparing the data: Should questions lead programs to the math, thereby forcing them to wrestle with the data, or should the math be done for them and a way be found to encourage them to analyze the data?
      1. requiring the reports have data and not then do anything with the data is not useful to anybody
      2. the fewer the steps required, the more likely people will consider them
      3. the guiding questions need to be changed to “why,” with the math prepared for them to fill in the form
         a. Colin could provide a department spreadsheet with the data elements, which programs could use to compare with CSUEB overall data
      4. Colin will develop the basic spreadsheet layout to do the math
      5. Aline will review the questions
      6. The questions will be “guiding” not required, but programs will need clarity on what is expected
(v) Outsider reviewers rubric – reformatted with wording changes to reflect the new format and a question added since last week’s meeting
(vi) Final Draft of all CAPR documents will be sent to CAPR members as soon as possible
(vii) Next week, there are two program reviews, but as the CAPR documents musts be finalized next week in order to be sent to Excom by the appropriate deadlines, the vote will need to be done either in a brief extension of next week’s meeting or by email

6) New business
   a) Department of Hospitality and Recreation
      i) Dept intro – program has significantly changed from a traditional parks and recreation dept, to a hospitality and leisure department. This has been accomplished through the strategic plan.
Their goals were to get into GE to enable students to discover them, to create a fully functioning major in Concord, and to create a hospitality major to match the movement in the field. Since then, the online portion of the program has evolved so now the major is offered fully online. They plan to seek national accreditation, but need to wait until next year due to the campus budget issues. The SLOs are linked to criteria for the national accreditation that are will go forward in near future

ii) Liaison Soules. Question – how is advising handled within the department?
(1) Created a new position for a student advisor in the department by converting a qualified admin support person. She handles the core class advising, major advising, and tracks students through their course work. Faculty is assigned to students and monitors the professional side of student development.

iii) Liaison Question – what happens with the projections for department growth given the new enrollment caps?
(1) CEAS has several departments that are either stable or losing enrollment, so Hospitality is able to expand even with the cap

iv) Liaison Question – pg 11, statement about number of faculty needed for NRPA accreditation. Can this be clarified?
(1) Accreditation requires certain degrees among faculty. Historically, the department had faculty who didn’t meet the degree type requirement, but now, there is only one such position and the program has enough faculty with the correct degrees to meet accreditation needs. Now, increases are needed only to meet growing enrollment.

v) CAPR Question – how does the electronic portfolio work for monitoring student learning outcomes?
(1) electronic portfolios are done in TaskStream; student creates and gives permission to faculty to review, faculty gives feedback; the ultimate goal is to enable student to seek employment (student can burn the portfolio to a CD or provide access to a web address if they maintain their subscription to TaskStream)
(2) historically, LHLS has used BlackBoard, which doesn’t work well, so they are still developing logistics for this

vi) CAPR Question – in the social justice component of the core curriculum, is environmental justice included?
(1) Social justice focus is towards people interacting with other people, but not towards individuals interacting with the world

vii) CAPR Question – would you be interested in a course in eco-tourism, which is of interest in geography courses?
(1) Would love to follow-up, tourism will be the natural area to add next (as will special events planning)
(2) Suggestion from CAPR member - could also tie to study abroad
(3) Might add geography to electives

viii) CEAS Dean – comment on process
(1) This process for program evaluation and assessment worked well, especially as the university has no office of program assessment. CAPR fills this role, thank you to the committee for that role, which is very needed and useful to the whole university community
(2) CAPR response – great to see a program that includes assessment as part of their regular program and process and is not just a required addition or not integrated into the program

b) Name change request: the degree name can’t be changed and remains as “Recreation,” so the department would like to include that as part of its name and are proposing “Department of Hospitality, Recreation, and Tourism” (HRT is the acronym)

i) Leisure Management is an option which does not require AASCB accreditation

ii) Lee moved to accept proposal, Smetana seconded, passed

c) Minor – Hospitality: a lot of business students are interested in the hospitality business

i) Is there a demand for option, which would be fewer units than a minor? Might start tourism and ecotourism that way, but have been asked for the full minor

ii) Minor is listed on diploma; certificates are not

iii) Wright moved to accept proposal, Smetana seconded, passed
iv) Question about the inclusion of management courses, but this program is all online and business does not offer much online

v) Degree is already WASC-approved, so the minor doesn’t need to be approved separately by WASC

d) Minor – Recreation Therapy: a student could have a degree from another area that is related (such as KPE and HSC), but to be certified, the student must have a certain set of courses that would be available through this minor

i) Need “Recreation Therapy” to show on the transcript

ii) Ahiakpor moved, Lee seconded, passed

iii) Question – how does minor work, given that many students aren’t really working on a degree?

   (1) This minor provides a cogent group of courses and listing it as a minor makes it more visible and easier to find in the catalog. It also enables students to gain these courses without getting another degree. The catalog descriptor will indicate that the minor will satisfy the requirements for professional certification

7) CBE, Art and Recreation – CAPR documents are being worked on by the liaisons, need to be completed, including being voted on for sending forward to ExComm

8) Adjournment
   a) Moved Lee, Seconded Smetana, adjourned at 15:52

Next meeting April 16, Criminal Justice and Political Science are reporting