Approved Minutes of the April 1, 2010 Meeting

Present:  James Ahiakpor, Don Gailey, Liz Ginno, Pat Jennings, Monique Manopoulos, Tuyen Nguyen, Chung-Hsing Ouyang, Nancy White, Donna Wiley

Absent:  Michael Lee

Guests:  Jiansheng Guo, HDEV, Patricial Guthrie, HDEV, Jim Murphy, English; Gale Young, CLASS

1. Approval of the Agenda

   M/S/P (Ahiakpor/Ouyang).

2. Approval of the prior minutes 02-18-2010

   M/S/P (Ahiakpor/White).

3. Report of the Chair

   Jennings, acting as chair in Michael Lee’s absence, referred the committee to Michael’s emailed Chair’s report.

   As you all know, we did not have a quorum for our last scheduled meeting at the beginning of March and it was cancelled. Shortly after, I represented CAPR at an ExComm meeting at which there was to be discussions on the issuance of a memorandum on behalf of CAPR to program chairs/directors, deans and administrators reminding them of the need to follow established governance procedures if planning to pursue program discontinuance, program suspension, or program mergers and name changes. I had drafted such a memo but ExComm wished to both consider the language and if to send it out from the Academic Senate, not just from CAPR. A few word changes were suggested and the decision to send out the memo jointly from the CAPR Chair and from the Senate Chair was made. A copy of the memo is attached for your reference.

   As agreed earlier in the academic year, Toni Fogarty, the Public Affairs and Administration Chair, submitted an electronic and hard copies of the revised MPA five-year review at the end of the Winter quarter. The hard copy is in the Senate Office and I have an electronic copy. I hope to complete my review and have a report ready for the committee before our next meeting on 04-15-2010.

   As of Monday this week, I got news from Susan Correia that only two programs had met the Winter Quarter deadline and submitted annual reports: English and Psychology. Another reminder was sent out by the Senate Office on March 25 and I will report back to you next week on which programs are not compliant and begin contacting Chairs directly thereafter.

   Have a great meeting. I am doing pretty well following my knee surgery. I have my first physical therapy appointment this morning (Thursday). I have very little range of
movement in the knee due to the residual swelling, but the pain level is pretty manageable considering what they did to it! I look forward to seeing you all on 04-15-2010.

4. Report of the Presidential Appointee

Colin Ormsby officially resigned and we await word for his replacement.

5. New business

a. New Early Childhood Development Certificate (time certain 3:30pm)

   Drs Guthrie and Guo answered questions about the confluence of stateside students taking courses through extension – all certificate students need to go through extension to earn their certificate.

   Jennings offered a suggestion to clarify language for the catalog as to what courses are needed for each permit.

   M/S/P (White/Gailey) to approve.

b. Revision to BA English Options

   Dr. Murphy noted that this complex request is due to our procedure and is simply to consolidate two existing options into one with some tinkering with the core to make that happen. Since 1992, the English Department has had five very traditional options, including one in English & American Literature, and another in New Voices in Literature. They also offer a single subject preparation option which is no longer needed with the CSET. As the New Voices option was not considered new anymore, the Department felt that by combining it with the English & American Literature option, they could rework both options into one that would incorporate global literature and streamline the degree option for students. Wiley asked if the merging would make graduating easier for students; Murphy answered that it does help the students to negotiate the graduation process easier. Nguyen asked about the order of classes and how it will be laid out in catalog; the new option would be “English B.A., Option in Literature.”

   M/S/P (White/Ouyang) to approve all requests.

c. CAPR Assessment Sub-committee – Continuation of discussion

   Wiley gave an overview of the subject. WASC review spurred on the discussion to create a sub-committee of CAPR responsible for the assessment process of University-wide learning outcomes (ILOs). Representatives would be sought from each College who either have the knowledge of or are responsible for the assessment for that college. ExComm was also interested in involving someone from student services and the library as well. The committee would set up the processes, set up training for departments, and create learning objectives, etc. Most CSUs have some kind of assessment committee to do this.
Jennings clarified that members of CAPR do not necessarily have to serve on the committee, but would be responsible for recommending members and tracking the progress and reporting back to ExComm.

Jennings opened up the discussion with a question about workload. Implementation seems to be unclear on how to create/implement, etc. Is there a report/review on how the campus wants to have this done with a proposed budget on how to accomplish the work? Wiley remarked that ExComm saw these as part of the subcommittee’s responsibility. Jennings remarked that if committee members are not given the assigned time to do this and with no guarantee that all the work will be used/implemented when there is no funding to do so, is there any way to help the committee members by giving them assigned time? Young/Wiley remarked that there were well-founded concerns about the workload and there are some definite concerns and questions about what is being asked of this committee; how do we structure it when we have to do it for WASC vs how/when we do this for the University? She agreed that this is definitely an accreditation issue as Wiley stated. Jennings asked if either Wiley or Young saw any possible action that would push this forward. APGS is hoping to go forward and help the committee collect, assess, and evaluate and create a consistent format for this project on campus. Young noted that there is a lot of assessment information on the WASC web pages (2007) that just needs some updating. Gailey added that as a former chair that it is important to assess what we have/done in hand; the last component of the CAPR annual reviews is assessment along with a department’s 5-year program plan; what happens to the department reports – where is that body of data? Is it being used for anything? Jennings replied that the Senate office has paper and electronic reviews, but that there are no consequences for not turning in the annual review. Gailey remarked that once the department has done its job with its annual review and turned in its report, the oversight committee should compile and analyze the data – why should that analysis be a faculty responsibility? Jennings agreed that analysis of the reports ought to be done by an administrative office with the necessary knowledge to do so. Ahiakpor noted that CAPR would still be reviewing individual department reviews, but we need to have a larger view for the University ILOs. Jennings asked about a timeline; Wiley asked that we try to form the committee this quarter. White asked then if the call for interested volunteers to serve on such a committee should come from the CAPR chair. Jennings remarked that some campuses center this work in their faculty development area. Young remarked that this is a problem for our campus as we have not been able to designate where to center a university assessment project.

Young asked for the clear charge from ExComm – Manopoulou read the letter from Dianne. One goal at this level is standardization, Gailey noted. Our charge is to divine ILOs at the institutional level – White remarked that CSU Chico, San Marcos, San Jose, etc., already have a lot of data/information we can adapt.

Jennings will put this topic on the next agenda. Young noted that the campus already did a lot of research on rubrics with Sally Murphy and will give Jennings/Lee the lessons learned. Wiley asked if we would consider it a friendly charge to add a member from student services; the group agreed unanimously.

6. Suspension of the MA in Sociology
Jennings wrote the proposal and introduced the request. They are asking to suspend the MA program for 2 years because of the budget situation and the loss of department lecturers. Courses needed by the current cohort of students would still be offered.

Ahiakpor asked if it was acceptable to make up for the loss of graduate courses to have them enroll in undergraduate course and assign them extra work; also, is it acceptable to give them credit from other institutions? He added that the practice has been discontinued in the College of Business and Economics.

Nguyen asked if the University has ever suspended programs before; Young responded that we have never formally done so (she noted that this is the first time under the procedures of this Committee). Wiley noted that she and Opp reviewed the request and would like to review the governing document to edit any redundancy/date questions.

How will the program be restarted? Timeline looks a bit off. The dept would have to meet and review their situation to see if they can restart it.

M/S/P (Ahiakpor/White) to approve.

Jennings will send the clean copy with the inclusion of the course credit from other institutions statement.

7. Other business

Ginno asked Wiley if she would like to have a regular agenda item for reports, if any; and the answer was yes. Wiley handed out some information on ILOs. American Association of Colleges and Universities who are very involved in assessment and learning - “Liberal Education and America’s Promise (LEAP) is an initiative that champions the value of a liberal education—for individual students and for a nation dependent on economic creativity and democratic vitality. The initiative focuses campus practice on fostering essential learning outcomes for all students, whatever their chosen field of study,” see http://www.aacu.org/leap/.

<<<Diversity ILO – awaiting word from Linda/Audrey>>>

Manopoulos reminded the committee that Lee asked us to come to this meeting with our own ILOs; request Michael to add this info to the agenda of ILOs using the docs given by Wiley as our base.

8. Adjournment

M/S/P (Ahiakpor/Gailey) at 3:38pm.