APPROVED Minutes – Committee on Academic Planning and Review (CAPR)

Thursday, October 12, 2017 2:00 PM – 3:30 PM, SF 328

Attendees: David Fencik, Duke Austin, John Tan, Rose Wong, James Hershey, Dawna Komorosky, Lana Wood, Michele Korb, Jason Smith, Cherie Randolph

Note: Donna Wiley (in lieu of Maureen Scharberg)

Guest: Julie Stein, Academic Programs and Services

Minutes

1. Introductions
2. Approval of the agenda
   Motion: Duke Austin, 2nd David Fencsik
   Approved
3. Reports
   a. Report of the Chair
      Review the purpose of the committee – review academic programs and assess
      resources available
   b. Report of the Presidential appointee
      No report
   c. Report of APS
      No report
   d. Report of Semester Conversion
      No report
4. Appointments
   a. ILO Subcommittee
      i. Balaraman Rajan, CBE (17-18)
      ii. Sarah Nielsen, CLASS (17-18)
      iii. Martin Castillo, Co-Curricular Program
      iv. Patrick Huang, CSCI (17-18)
      v. Caron Inouye, GE (17-18)
      vi. Sandy Luong, CBE (17-18)
      vii. Sharon Radcliffe, LIB (17-18)
      viii. Jason Smith, CAPR Chair (17-18)
ix. Julie Stein, Educational Effectiveness Project Manager
x. Nancy White, CEAS (17-18)
xi. Jen Nguyen (SCAA)

Purpose of the committee is to provide learning outcome pilot tests to measure and feedback on program assessment; outlines how university is doing in respective programs.

Motion: Duke Austin, 2nd Lana Wood
Approved

5. CAPR Liaison Introduction
   a. Liaison report resources
   b. Buddy system (one second year CAPR member paired to a first year)
   c. Assignments needed

Reviewed homepage - Documents for CAPR Liaison Use
http://www.csueastbay.edu/faculty/senate/committees/capr/index-capr.html

Jason/Sophie will assign new/old CAPR members for buddy system; upon assignment the pairs will review/complete liaison reports and report back to CAPR committee

6. Action Items:
   a. **16-17 CAPR 16**: AGES merger/new unit request
      Motion: Lana Wood, 2nd Donna Komorosky
      Approved

   b. Nursing and Health Sciences (*in Curriculog: 3:00pm time certain; reviewed and accepted as information by CIC on 10/2/17)*:
      i. Dissolution of the Department of Nursing and Health Sciences
      ii. Formation of the Department of Nursing
      iii. Formation of the Department of Health Sciences
      Motion: Lana Wood, 2nd David Fencsik
      Approved
c. **16-17 CAPR 16**: AGES merger/new unit request *(reviewed and accepted as information by CIC on 10/2/17)*
   Duplicate to Agenda Item 6a

d. **16-17 CAPR 17**: 2015-2016 Five-Year Program Review for Industrial Engineering
   Motion: John Tan, 2nd Duke Austin
   Approved

e. **16-17 CAPR 18**: Request for University Adoption of Institutional Learning Outcome (ILO) Diversity Measurement Rubric
   Motion: John Tan, 2nd Lana Wood
   Approved

f. Department Name Change: Department of Philosophy and Religious Studies *(in Curriculog; reviewed and accepted as information by CIC on 10/2/17)*
   Motion: David Fencsik, 2nd John Tan
   Approved

g. Five year review schedule (review and approve)
   Table to next meeting

7. Discussion Items:
   a. CAPR Policies and Procedures document; changes or updates?
      Incorrect title for Dean of Academic Programs and Services; document needs to be updated; CAPR committee will review
   b. Nursing 5-year review scheduled review date
      Table to next meeting
   c. Temporary Suspension Policy (needs updating for semesters)
      Assigned to Duke for updates
   d. Program Discontinuance Policy; CAPR or CIC needs to develop
      Assigned to Cherie for updates
   e. Five-year Program Review Flowchart for CAPR Liaisons document (needs updating for semesters)
Assigned to Jason for updates

f. Data Discussion (Added to agenda)
   Data for program reports missing most recent numbers; not reflective of
   individual programs within a department; liaisons need to encourage departments
   to outline needs in department narratives; need a better breakdown of student
   demographics; include data for part-time students

8. Adjournment
   Motion: David Fencsik, 2nd Donna Komorosky
   3:30 PM