Minutes

1. Approval of the agenda
   Motion: Lana Wood, 2nd Dawna Komorosky
   Approved

2. Elections (amended)
   a. Fall 2017 Quarter Secretary – Cherie Randolph nominated
      Approved

3. Approval of 10/12/17 draft minutes
   Motion: Michele Korb, 2nd David Fencsik
   Approved

4. Reports
   a. Report of the Chair
      Annual reports due 10/20 by 11:59pm. Review liaison responsibilities for annual report.
   b. Report of the Presidential appointee
      Continuing to field questions on data
   c. Report of APGS
      No report
   d. Report of Semester Conversion
      No report

5. Liaison appointments
   Review of liaison program/degree assignments and buddy pairs. Review of reports turned in and reports outstanding as of 10/19. Check with departments to ensure all degree programs listed will move forward when university transitions to semester system.
Sophie Rollins will match liaisons to departments by 10/23, at which time liaisons need to reach out to departments. Two weeks grace period for departments/programs missing or incomplete annual reports.

6. Discussion Items:
   a. Adding new Master’s programs to 5-year schedule
      M.S. in Nursing launches Fall 2018.
      M.A. in TEOSL added to 2019-2020 program review
      M.S. in Early Childhood Education and M.S. in Educational Tech added to 2019-2020 program review
      CBE – Jason Smith will follow up on details
      Motion: Lana Wood, 2nd Duke Austin
      Approved

7. Future Items:
   a. Temporary Suspension Policy (needs updating for semesters)
      Updated language for semester conversion (quarter and Winter term eliminated).
      Departments who wish to temporary suspend a program for the next academic year should submit proposals by the 1st week of the Spring semester. Sophie will update document, then submit for review.
   b. Five-year Program Review Flowchart for CAPR Liaisons document (needs updating for semesters)
      Flowchart on CAPR team drive. Outlines the timeframe for liaisons to reach out to assigned departments/programs. Use the template (under Academic Program Review Procedures and Information) on Academic Senate site as a guide to determine that all information has been submitted on reports. Liaisons will be assigned departments, not programs. Jason Smith will serve as a resource for liaisons.

8. Adjournment
   Motion: David Fencsik, 2nd Donna Komorosky
   3:00 PM