



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

MEETING DATE: Thursday, February 16, 2023, 12:45-2:30pm via Zoom

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APPROVED MINUTES

Members present: Lee Adams, Vivian Cueto, Moayed Daneshyari, Patricia Drew, Jia Guo, Patrick Huang, Brian Johnson, Seung Paek

Guests: Ching-Lih Jan, Sarah Nielsen, Gwyn Rhabyt, Mitch Watnik

Members Absent: SaeHya Ann, Maureen Scharberg, Fanny Yeung

1. Elect/Appoint Secretary [[secretary sign up](#)]
2. Approval of the agenda
 - The agenda is approved unanimously (Patrick Huang motions & Moyad Daneshyari seconds)
3. Approval of [2/2/23](#) minutes
 - The minutes are approved unanimously (Vivian Cueto motions & Lee Adams seconds)
4. **Reports:**
 - a. Report of the Chair: No specific reports (SaeHya Ann is at a conference)
 - b. Report of the Presidential Appointee: Fanny is not here today.
 - c. Report of Academic Programs & Services
 - o Mitch Watnik is here for Maureen Scharberg.
 - o President Sandeen is looking to add more online degree completion programs (four-year online programs). Human Development could be a potential candidate for the plan.
5. **Business Items:**
 - a. Annual Reports: [Liaison Assignments](#) and [Timelines](#)
 - i. Adding Athletics to 5-year review schedule
 - b. Five-Year Reviews (2021- 2022)
 - i. [Art BA BFA/Art multimedia MA](#) (1:00 PM time certain w/ Gwyn Rhabyt)
 - o Feels that the CAPR liaisons' executive summary is a fair assessment.

- o At the time of conversion to the semester system, the department revised its curriculum successfully.
 - o There was a fifty-seven percent increase in the number of students over the past five years. Most of the students concentrate on design.
 - o Since the time of the five-year review submission, the department has hired one tenure-track faculty member, but it is still heavily dependent on the lectures. More full-time faculty members are needed to perform teaching, advising, and other duties effectively and efficiently.
 - o The program (student population) has become as diverse as the rest of the programs in the university. There are no metrics or current numbers (Pioneer Insights was down today) to discuss neurodiversity and DFW courses in detail.
 - o The department plans to improve the quality of instructions among new instructors.
 - o The department has developed ten to fifteen course competencies for each class in addition to the existing PLOs.
 - o We will get back to approval of the review next time (Patricia Drew)
- ii. [Hospitality, Recreation & Tourism MS](#), Hospitality & Tourism BS, Recreation BS (extension from 2020-2021) (March 2, 1:00 PM time certain w/ Saehya Ann)
 - iii. [Kinesiology BS](#) & MS (extension from 2020-2021) (Will not join as the liaisons do not have questions)
- o There seem to be unanswered questions (Moayed Daneshyari: few parts are missing including the external review). We will talk about this when SaeHya Ann returns next meeting.
- c. Five-Year Reviews (2022-2023)
- i. Anthropology BA (given extension to 2022-2023)
 - ii. Communication BA MA (given extension to 2022-2023)
 - iii. Computer Engineering BS (given extension to 2022-2023)
 - iv. Criminal Justice BS (given extension to 2022-2023)
 - v. Environmental Studies BA (given extension to 2022-2023)
 - vi. Geography BA BS (given extension to 2022-2023)
 - vii. Industrial Engineering BS (accreditation 2021-2022; last was 2015; given extension to 2022-2023)
 - viii. Political Science BA (given extension to 2022-2023)
 - ix. Biochemistry BA BS
 - x. Biological Science BA BS MS
 - xi. Chemistry BA BS MS
 - xii. Computer Science BS MS
 - xiii. Construction Management BS MS

- xiv. Global Studies BA
 - xv. Marine Science MS
 - xvi. Math BS MS
 - xvii. Nursing BS (*postponed to Fall '23*)
 - xviii. Physics BA BS
 - xix. French BA
 - xx. Spanish BA
- d. Draft [22-23 CAPR 18](#): Bachelor of Science in Accounting Analytics: Program Concentration - Elevation to Full Degree (2022-23 AY) - Select Shared Core - **(1:30 PM time certain with Ching-Lih Jan, Professor and Chair Department of Accounting and Finance)**
- o Beginning January 10, 2024, the Certified Public Accountant (CPA) exam will introduce a new format that requires students to take a discipline area in addition to the three traditional core subjects.
 - o The new degree program will focus on data analysis and reporting which are at the foundation of the new discipline area requirement of the CPA exam.
 - o To enhance student success in the field and help them prepare for the revised exam, the department is requesting an elevation.
 - o The request is approved unanimously (Lee Adams motions & Vivian Cueto seconds).
- e. Draft [22-23 CARP 19](#): Customer Service Certificate
- o Ask questions to SaeHya Ann when she returns next meeting:
 - o Self-support program cannot be offered through open university program (Mitch Watnik).
 - o We cannot call it a certificate if acquired through open university program (Mitch Watnik)
- f. Draft [22-23 CARP 20](#): Event Planning and Management Certificate
- g. Draft [22-23 CARP 21](#): Food and Beverage Management Certificate
- h. Draft [22-23 CARP 22](#): Lodging Management Certificate
- i. Draft [22-23 CARP 23](#): Tourism Management Certificate
- j. Draft [22-23 CARP 24](#): Event Planning and Management Minor
- k. FDEC recommendations: contacted [Christina Chin-Newman](#)
- o FDEC has a plan to move forward but probably needs some additional time. March 16 is the target due date (Sarah Nielson).

6. Information items

- a. none

7. Discussion:

- a. Future Directions and CAPR alignment
 - i. [Future Directions-5YR-FDEC Rubric Grid DRAFT](#)
- 8. CAPR Liaisons:**
 - a. Review of roles and responsibilities
 - i. [Academic Program Review Procedures](#)
 - ii. [CAPR Policies and Procedures](#)
 - b. Annual Reports: discussed above
 - c. Five-Year Reviews
 - o Computer Engineering and Nursing will submit their five-year reviews next academic year
 - i. Reminders to Department Chairs
 - o Liaisons are asked to reach out (e-mail) to their assigned department and ask for the dates on which the external reviewer visit dates.
 - ii. External Reviewer Process & Documentation
 - iii. Key Dates
- 9. Adjournment
 - Patrick Huang motions & Vivian Cueto seconds