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ACADEMIC SENATE
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COMMITTEE ON ACADEMIC PLANNING AND REVIEW

Tuesday, August 25, 2020

TO: Members of the Committee on Academic Planning and Review (CAPR)

FROM: Arnab Mukherjea, Chair, CAPR

SUBJECT: **CAPR Agenda**

MEETING DATE: Thursday, August 27, 2020, 12:45-2:30pm via Zoom

APPROVED MINUTES

1. Introductions:
    a. Attendees - Arnab Mukherjea, Megan Cherewick, Julie Stein, Maureen Scharberg, Denise Wong, Nidhi Khosla, Jia Gho, Kristen Gustavson, Mariana Guzzardo, Michael Lee, Michele Korb, Stephanie Alexander, Yung-I Liu, Mark Robinson
2. Elect/Appoint Secretary
    a. Agreed to rotate by alphabetical order each week
    b. Appointed Secretary for August 27th, 2020: Megan Cherewick
3. Approval of the agenda: Approved by unanimous consent
4. **Reports:**
    a. Report of the Chair
        i. 2019 - 2020 Chair's Report
    b. Report of the Presidential Appointee: Not yet appointed
    c. Report of Academic Programs & Services: Maureen Scharberg
        i. **Assessment Guidance (WSCUC, CO)**
        ii. **Overview of APS meeting with WSCUC Vice President, Stephanie Huie**
            i. Positive feedback that we had a "comprehensive and impressive" story clearly articulating what we are doing and how we are capturing student learning
            ii. Wanted to know 1) how new faculty are being oriented to assessment - and 2) how we are connecting students to job fields and ways we are following students beyond graduation

        iii.   **Review of Watermark's academic assessment solutions** - they exclusive carry educational assessment products

             i.   APS (Caron, Sara, Maureen, Julie) reviewed 3 products in summer for curriculum management and catalog 2) academic review and ILO assessment 3) Accreditation planning and tracking

             ii.   Enter once - able to see everything

             iii.   Their products are excellent, and they are moving forward towards full integration, but they are not there yet.

             iv.   We are going to keep tabs with them and pull in CAPR when ready for demos and possibly more

             v.   We can get ready now by (for any future platform that makes work easier) by simplifying and improving the forms/process with an eye for a more integrated approach for all of our curriculum management processes at some future point- maybe in a few years

        iv.   **Expansion of Co-curricular role i**n **assessment** focused on articulating and gathering evidence how their contributions are helping student assistants and students build ILO competencies (examples - Center for Student Research -oral comm, information literacy, AACE - communication skills, Peer academic coaches- leadership, collaboration

        v.   **Draft CAPR Letter to be reviewed by EEC** first recommending the extension of Temporary Policy for Academic Reviewwith caveat to work with associate dean. A review of the national landscape around assessment indicates that during this time of significant change and disruption a "flexible" assessment approach can be especially meaningful to answer, who are my students? What are their learning experiences in my course? What did I learn that I can apply right now?

        vi.   MS: Recommendation to work with Educational Effectiveness Council and Associate Deans to introduce CAPR at additional time points outside of the initial new faculty orientation.

5.   [Introduction](#) to CAPR

        i.   ML: following up on appointment of 2 associated students

        ii.   [Institutional Learning Outcomes](#)

        iii.   Recommendation to streamline 5-year reports. For example, to require submission of a truncated 5-year report that focuses on "need to know" priorities such as required resources and student equity.

        iv.   AM: recommends an interim policy for truncated reports the year of and the year after 5-year report.

        v.   AM: Recommendation to align CAPR and COBRA more closely.

        vi.   MK: Recommendation to follow up on the best way forward to close the loop between department 5-year reviews and provosts

    b. Institutional Learning Outcomes (ILO) Subcommittee: Julie Stein
        i. JS: [ILO Subcommittee Overview](#)
        ii. JS: Excitement about potential to be successful with the Excellence in Assessment Application
    c. General Education (GE) Assessment Subcommittee: Maureen Scharberg
        i. JS: Assessing GE at the upper division in addition to the first year
        ii. AM: Will work with the committee to move work forward
        iii. Timeline for appointing [membership](#)

6. CAPR Liaisons
    a. Review of roles and responsibilities
        i. [Academic Program Review Procedures](#)
        ii. AM: Recommends committee to review annual report procedures
        iii. AM: Committee will be assigned departments for outreach to Chairs of department, to share the Academic Program Review Procedures and what to include in truncated reports.
    b. Annual Reports
        i. Truncated vs Full Reports
            i. YL: Is there a template for the truncated report?
            ii. AM: Have not seen a template, but asking to emphasize tenure track requests placed in context of SLO, ILO, program sustenance and expansion and the same is true for all resource requests
            iii. MK: No current template for truncated reports, but if we formalize truncated reports this year, it may be useful to highlight which parts of the academic program review procedures should be included in the truncated report.
            iv. AM: Fanny is exceptional at providing data that can substantiate requests for resources.
            v. ML: May be useful for annual reports to mention DEI (Diversity, Equity and Inclusion) and perhaps ask the chair of FDEC for recommendations for data to include in the reports and self-studies.
            vi. AM: Both FDEC and COBRA should be included in the discussion to demonstrate shared collaborative, governance and effectiveness of standing committees.
            vii. AM: If someone asks what's in a truncated report they should be advised to review the Discussion of Program Data and Resource Requests (Pg 12) and should provide evidence to support those requests. The more evidence the better to demonstrate a compelling need.
        ii. Liaison Assignments for Departmental/Program Reviews
            i. AM: [Shared Liaison List.](#)

        ii.   Each Liaison should contact the Department Chair and let them know that they have an Annual Report (truncated or full) due to the Senate Office on October 1st. May want to include the link to the academic senate policy.

        iii.   AM: If someone requests a postponement or deferral, please cc AM because the Dean must approve that postponement. Please say that you are cc'ing the CAPR Chari who will follow up with the request.

        iv.   MS: Postponement deadline: November 1st

  iii.   Key Dates

        i.   Department Annual Reports due October 1st

        ii.   Postponement/Deferral deadline: November 1st

        iii.   MG: What happens if a department misses the deadline?

        iv.   ML: It will be reported and the provost will no longer consider the department for new hires/resources.

        v.   MK: Annual reports are important because they build towards your five year report. This is a formative step to reflective development of the department.

        vi.   ML: Idea is that this is part of best practice in academic strategic planning.

c. Five Year Reviews

  i.   Reminders to Department Chairs

        i.   AM: Remind those who have 5-year reviews due this year to begin the process.

        ii.   AM: Has notified deans, associate deans and provosts so that each department chair should be aware of their 5-year review responsibilities

        iii.   AM: Liaisons should reach out to department chairs to remind them of the 5-year review

        iv.   MK: Suggestion to include a template for emailing the chairs of annual and 5-year review.

        v.   MS: Associate Deans should also be included

        vi.   AM: Happy to follow up with providing a template for emailing that liaisons can use to contact chairs.

        vii. SA: Should we advertise the postponement deadline?

  ii.   External Reviewer Process & Documentation

        i.   MS: Reviews the committees and external reviewer. The external reviewer gets paid (1k) for their final report to the College. Any questions on external review process can be sent to MS.

  iii.   Key Dates

    i. AM: By Oct 1st they should have created their review committee and identified their external reviewer

    ii. AM: Departments have to get the self-study of the 5-year review into CAPR before winter break.

    iii. AM: What happens if you don't turn in a 5-year report?

    iv. ML: Program would be considered delinquent, could consider suspending or discontinuing the program.

    v. ML: When a program is given a postponement, it makes it a 6 year or 4 year review so their timeline changes.

    vi. MS: Postponement may result in not having the truncated report but full report.

7. **Business Items:**

 a. [20-21 CAPR 1](): 2020 - 2021 Communication Timeline for Quantitative Reasoning and Critical Thinking Assessment Results of Student Learning

   i. Motion to Approve: Megan Cherewick

   ii. Second: Kristen Gustavson

   iii. Passed by Unanimous Consent and sent to the Academic Senate and Excom

 b. Interim Policy for Annual Reports for Departments/Programs with Five Year Report Submissions in Prior Years

 a. Five Year Reviews (2019 - 2020)

   i. [English]() (received 5/13/20)

   ii. [Informational Literacy & Library Services]() (received 5/27/20)

   iii. Health Sciences ([Self Study](), [External Reviewer Report](), [Departmental Response]()) (received 5/27/20)

   iv. [Health Care Administration]() (received 8/12/20)

   v. [History]() (received 8/21/20)

   vi. Liberal Studies ([Self Study](), [External Reviewer Report]()) (received 3/13/20) [no Departmental Response to External Reviewer Report]

   vii. [Music]() (received 5/27/20)

   viii. Psychology (postponed from 2019 - 2020)

   ix. Speech Pathology & Audiology [not received as of yet]

   x. Speech-Language Pathology [not received as of yet]

   xi. Philosophy (postponed to 2020 - 2021)

   xii. Sociology (postponed to 2020 - 2021)

   xiii. [Theatre Arts]() (received 7/7/20)

8. **Discussion:**

 a. External Reviewer Process adjustments during COVID-19

 b. Streamlining Five-Year Review Process

   i. Auto-population of standard data

    c.   Coordinated Efforts with other Standing Committees of the Academic Senate
- i. Committee on Budget and Resource Allocation (COBRA)
- ii. Faculty Diversity & Equity Committee (FDEC)

9. Adjournment
   a. Motion to Adjourn: Nidhi Khosla
   b. Second: Kristen Gustavson
   c. Meeting Adjourned: 2:29pm