



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

MEETING DATE: Thursday, March 28, 2024, 12:45-2:45 pm via Zoom

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APPROVED MINUTES

Members Present: Stephanie Alexander, Seung Paek, Vivian Cueto, Emilia Ianeva, Alexandra (Alex) Sandoval, Mitch Watnik, Juleen Lam, Patrick Huang, Brian Johnson, Patricia Drew, Jia Guo, Fanny Yeung, Ana Almeida

Guests: Mark Robinson, Farnaz Ganjeizadeh, Michael Lee, Rick Rader, Andrew Wong, Sarah Taylor, Saeid Motavalli, Farzad Shahbodaghlou, Alex Sumarsono, Derek Jackson Kimball, Ryan Smith, Erik Helgren, Kim Greer, Gr Keer, Julie Mielke, Jeffra Bussmann

Absent: none

1. Approval of the agenda: Juleen makes a motion to approve, Ana seconds (per 3/30 email)
2. Approval of [3/14/24](#) minutes: Alex makes a motion to approve, Patricia seconds (per 3/29 email)
3. Reports:
 - a. Report of the Chair (delivered via email due to time running out)
 - i. Thank you to everyone for participating in the email vote for the BS Stats Data Science Concentration discontinuance
 - ii. I sent an email to the committee this morning with information for the CAPR summaries – we need to discuss/vote on them at our next meeting on Thursday 4/11. Please review the APRP language and draft rubric and come prepared to discuss a CAPR recommendation at that meeting. Understand that time is tight so if people need assistance I'm happy to help please let me know and I can work on them next week.
 - iii. Have additional Curriculog proposals that need to be addressed on our 4/11 meeting.
 1. NEW
 - a. Certificate in Crime Scene Investigation
 - b. Certificate in Hospitality Management
 - c. Minor in Filipina/x/o American Studies
 2. Revisions
 - a. Counseling MS

- b. Kinesiology MS
 - c. Speech Language Pathology MS
 - iv. Discontinuance
 - a. Kinesiology MS/Physical Activity and Exercise Concentration
 - v. Have received about half of the FDEC Memos for the 23-24 Five Year Reviews, others are in process per FDEC Chair
 - b. Report of the Presidential Appointee
 - c. Report of Academic Programs & Services
 - d. Report of the Subcommittees (ILO and GE Assessment)
4. Business Items:
- a. Anthropology Faculty (Chair Michael Lee and Professor Andrew Wong) – time certain 12:45pm. **Result: Mitch motions for both the bachelor’s degree revision proposal and the discontinuance of the concentrations to be considered on the same document, then have said document be considered by the Academic Senate; Patrick seconds, and the yesses carry.**
 - b. Anthropology BA degree revision proposal ([Curriculog](#))
 - i. Concentration discontinuance – Archaeology and Biological Anthropology ([Curriculog](#))
 - ii. Concentration discontinuance – Culture, Discourse, and Society ([Curriculog](#))

Firstly, the major department is requesting the elimination of both existing concentrations. The goal is to provide students with more latitude in working with their advisor individually and increase overall flexibility, without sacrificing anything. The other request is to add both an all-online degree program and a hybrid degree program to the pre-existing on-ground one. It has already been determined that both of the proposed degree programs will still align with all pertinent accreditations and relevant governing bodies at the national level.
 - c. Social Work Faculty (Chair Sarah Taylor) – time certain 1:10pm. **Results: Patricia made a motion to bundle all three MSW proposals into one; Mitch seconds, and the yesses carry. Seung made a motion to move forward with the BSW proposal; Alex seconds, and the yesses carry (with three abstentions).**
 - i. Bachelor of Social Work (new degree program proposal) – [Curriculog](#)
 - ii. Social Work MSW
 - 1. Degree revision proposal – [Curriculog](#)
 - 2. Children, Youth, and Families Concentration (discontinuance proposal) – [Curriculog](#)
 - 3. Community Mental Health Concentration (discontinuance proposal) – [Curriculog](#)

The Social Work major department is requesting the elimination of both existing MSW concentrations in favor of a more generalist approach. Students currently need to be enrolled in one concentration or the other. The current setup 1) leads to much confusion from students about which concentration they should be in, with some moving back and

forth between them, and 2) causes administrative confusion and excessive paperwork. The other proposed (future) update for the MSW program is for there to be an Advanced Standing status for applicants/students who already have a BSW. The plan is for Advanced Standing students to attend a summer bridge-like program at CSUEB, then go directly into the second year of the MSW program. Regarding the BSW degree proposal, there are admittedly costs associated with it, though it currently does have an initial \$1.2 million state grant. However, it is currently unknown where funding beyond the state grant will come from. It is currently estimated that the BSW will be slightly less expensive to run than the MSW.

- d. Engineering Faculty (Chair Farnaz Ganjeizadeh, Professor Saeid Motavalli, Professor Alex Sumarsono, Professor Farzad Shaboudaghlou)
- e. 22-23 Five Year Reviews
 - 1. [Computer Engineering BS](#)
 - a. Enrollment has been declining, with the latest number of students at 129. However, the number of graduates is up (16 last year). All of the necessary courses are taught by tenured faculty, despite the number of faculty members (three) not changing since 2017. The department only has one technician for all labs and one staff member for administrative tasks. Construction Management BS: BS is accredited, though MS is not (meaning slightly different documentation is asked for);
 - 2. [Construction Management BS](#)
 - a. The program is in its 14th year and currently has approximately . It recently underwent an external review, with the only negative conclusion (out of the many positive ones) from it being that its faculty are under too much pressure. From the report: “During the past five years, the BS in construction management has grown from around 90 students to over 179 students at the present. This growth has happened during the period that the overall University enrollment has decreased.”
 - 3. [Industrial Engineering BS](#)
 - a. Enrollment is down, partially due to fewer international students. During the course of this review, a previous weakness was identified - namely, that senior projects do not have enough realistic (i.e. “real world”) constraints. There remains a high graduation to career rate in the major (and not just in manufacturing). Partnering with community colleges and outside agencies is the plan moving forward, which will hopefully increase enrollment and business for the university.

4. [Construction Management MS](#)

- a. The graduate program is in its 15th year and has approximately 100 students enrolled. The external review covered this program as well, with the same overall conclusions being found. There were 80 graduates last year, and 95 are expected for Spring 2024. There are big hopes for the upcoming Civil Engineering program. The latest faculty member hired in 2023 is for the Civil Engineering program, bringing the total number of faculty to four. However, it is thought that another faculty member will need to be hired to keep up with enrollment. It has been very difficult to hire outside lecturers, with the program often looking at recent or soon-to-be graduates for consideration.

f. Physics Faculty (Chair Erik Helgren) – time certain 2pm

i. [22-23 Physics Five Year Review](#)

1. Physics is a required subject for many other majors, and the program continues to provide strong general education and service course offerings. One out of the two requested faculty have been hired, since 2018. The department recently underwent an external review from a colleague at Cal Poly Humboldt. Their recommendations largely involved the hiring of more faculty, with a focus on diversity. The program's graduation numbers are admittedly on the low side, but are still on par with similar institutions across the country. The department is not content with that, however, and a main goal for 2023-2028 is to grow the department. Efforts to increase its enrollment (and maintain its excellence) include the Cal-Bridge academic scholarship, mentorships, promoting representation in the Spitzer Seminar series, as well as connecting with local community colleges (such as Chabot College) and practicing "intrusive advising" by meeting with high-risk students on a very regular basis.; strong collaboration with Chabot College over the years; 23-28 goals mainly involve growing the department. Another effort to bring in more students is highlighting Brittany Karki, a recent graduate of the program who is African-American (a rarity in the field). The department continues to promote and strengthen the "Physics in Action! Spitzer Seminar" series, as well as continues to provide undergraduate research experiences for all interested students. There is a high student satisfaction rate among major students. Adding to the department's accolades is the recent Distinguished Faculty Award Dr. Derek Kimball was recently awarded prestigious.

5. Discussion Items:

- a. Visit from Provost Greer – Update on the Low Degree Conferring Task Force – **time certain 2:30pm**. The initial review phase (Phase 1) discovered 24 academic programs that have already been discontinued or suspended, which will now be accurately reported to the Chancellor’s Office. Phase 2 involves the compilation of data for the remaining low-degree-conferring programs. The taskforce has been attempting to continue to follow a shared governance model as much as possible, and all of the work that remains must be completed by 5/10/24. One of the key questions asked of the low-degree-conferring programs include: “Given the university’s structural budget deficit and lack of available resources, what strategies have you been considering to increase program enrollment and retention?”. Some solutions that programs are considering have been merging with other ones, doing away with some/all concentrations, or finding that it’s best to discontinue a program entirely. The taskforce will need to listen, pay attention to the complexities involved with each program and potential solutions. The timeline depends upon each individual recommendation, but the current plan (after information is gathered) is for there to be a forum before summer to discuss the results. It was thought that whatever procedures and shared governance policies that are adapted from this be established for the future - especially in case there are future directives from the CO.
- b. [Draft Rubric](#) for Five Year Reviews (language from [APRP, pp. 28-30](#))
- c. [CAPR Visits and Summaries](#) for 22-23 Five Year Reviews
6. CAPR Liaison Work
 - a. **Liaison Tasks**
 - i. 22-23 Five Year Program Review - [Overview Slides](#)
 1. Liaisons/CAPR/Visit guidelines described in [APRP, Appendix H](#) (p. 48)
 2. CAPR Liaisons will work on CAPR Executive Summaries of five year reviews prior to each program’s visit to CAPR
 - ii. 23-24 Five Year Reviews
 1. CAPR Liaison assignments on [23-24 Liaison Spreadsheet](#)
 - b. 23-24 CAPR working documents
 - i. [23-24 CAPR Overview](#) (slides)
 - ii. [23-24 CAPR Timeline](#) (spreadsheet)
 - iii. [23-24 CAPR Liaison Assignments](#) (spreadsheet)
 - iv. [Five Year Academic Program Review Calendar](#) (spreadsheet)
 - c. CAPR Senate Documents, 23-24 Revisions
 - i. [Academic Program Review Procedures](#)
 1. [Draft document](#) with list of potential revisions
 - ii. Draft changes to [CAPR Policies and Procedures](#)
7. Adjournment