



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

MEETING DATE: Thursday, November 3, 2022, 12:45-2:30pm via Zoom

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APPROVED MINUTES

Members Present: Lee Adams, SaeHya Ann, Patricia Drew, Vivian Gonzalez Cueto, Jia Guo, Patrick Huang, Brian Johnson, Seung Paek, Maureen Scharberg

Guests: Sarah Nielsen, Mark Robinson, Jiming Wu, Hongwei Du, Yi He, Gangaram Singh, Steve Peng

Members Absent: Fanny Yeung

1. Elect/Appoint Chair
2. Elect/Appoint Secretary: Patricia Drew
3. Approval of the agenda: Motion: Lee Adams. Second: Jia Guo. Approved by unanimous consent.
4. Approval of [10/20/22](#) minutes. Motion: Patrick Huang. Second: Vivian Gonzalez Cueto. Approved by unanimous consent.
5. **Reports:**
 - a. Report of the Chair: Sarah Nielson: No new reports. Lee Adams question: One program did not submit an annual report (MBA), TT requests are in though CBE. Maureen: If you let it go for one program, more may follow. Maureen and CAPR leaders will send out requests for reports to departments.
 - b. Report of the Presidential Appointee. Fanny Yeung: Has conflict today. She wants to report that the CAPR data portal is working again. Is working with IT to do a deep revision of the portal.
 - c. Report of Academic Programs & Services: Maureen Scharberg: For liaisons working with programs with 5-year reviews, remind them of Adobe sign for external reviewers. As you go through AR, if programs are seeking to suspend or terminate, please notify Maureen – either state side or self-support programs.
6. **Business Items:**
 - a. New program proposals ready for CAPR review: Two CBE programs that have submitted new proposals – requesting that they are added to the Master Plan in California. Both proposals are timely and highly in-demand in the marketplace; both are following a

fast-track process. A second proposal will come through in SP 23 for launch of all programs in Fall of 2024.

- i. M.S. Marketing Analytics [[Curriculog Proposal](#)] Yi He: Chair of Marketing. Growing demand for degrees in marketing analytics, and growing job opportunities available. There is a unique comparative advantage in analytics and technology. Two Bay Area private schools offer MS in Marketing, but we will be the first Bay Area CSU campus to offer MS in Marketing Analytics. Have hired two new TT faculty already and can use their expertise. Anticipate starting with 20-30 students, no new faculty needed.
- ii. B.S. in Business (Accounting and) Analytics [[Curriculog Proposal](#)] Jiming Wu: Want to have students from different groups attend East Bay, and offer new programs to attract new students. Leading to rewarding careers, helping students to succeed. Will use existing faculty resources. Will modify existing courses for the new program. Steve Peng: Business analytics is a hot area and will help undergraduate students to get into the field. St. Marys, GG and Santa Clara all have Business Analytics degrees; no CSUs in the area have Analytics.

Singh: It is a critical juncture where CSUEB has lost many students, and we need to revise to address pressing labor demands. These programs will eliminate gaps. Are likely to support existing students and attract new students. Faculty are excited about these opportunities.

Lee Adams: What will you need from the library to support these new programs? The library has experienced significant cuts.

Sarah Nielson: You have consulted with Computer Science and Statistics, what were their thoughts? Peng: We met with and are working with these departments to have mutual benefits. If we attract Frosh students, the students will take CS classes in lower div.

Maureen Scharberg: They have also aligned with AD-T in CS, which is great because most students after 2025 will be AD-T students.

Motion to approve MS in Marketing Analytics: Maureen Scharberg. Second: Jia Guo. Approved by unanimous consent.

Motion to approve BS in Business Analytics: Lee Adams. Vivian Gonzalez Cueto seconds. Approved by unanimous consent.

- iii. Nursing Programs

1. [Nursing Program Memo Draft](#): External review in lieu of 5-year review with DEI addressed separately. Maureen Scharberg: 5 page summation with some DEI information included.
 2. Recommendation for combined report for MS and BS: Maureen Scharberg: Fine to combine the two.
 3. Recommendation for Fall 2023 submission and Spring 2024 for CAPR meeting: Fine to submit in Fall 2023 and visit CAPR in Spring 2024. Will plan on next CAPR 5-year report in Fall 2028; visit CAPR in Fall 2029.
 4. Sarah Nielsen will revise the memo draft and CAPR will vote on the memo at the next meeting.
- b. Annual Reports: [Liaison Assignments](#) and [Timelines](#)
- i. Summary of department resource requests [[DRAFT Memo to Provost Jacobs](#)]
 - ii. Liaison updates: kudos, concerns and other issues
- c. Five-Year Review timelines: general confusion about the timeline provided in the 5-year review manual re: due dates and visits.
- i. Vivian Gonzalez Cueto : Multiple programs in the same department asked for a single TT hire; note in one field and indicate that it covers the rest of the programs in the department.
 - ii. Sarah Nielson: Saehya noted that there are a number of programs that are coming in on 11/4; should we delay the report to the Provost? We will alert late departments one last time and will forward the memo to the Provost on the 10th. As of 11/3/22, there are 46 TT requests.
 - iii. Lee Adams: Reports are quite long, but we are asking for a lot of information. Maureen Scharberg: It may be a good time to look at what we are asking for, and think about what to cut. Sarah Nielsen : We may look at this over Winter Break or (as a committee) next Spring Semester. Think about scaffolding AR towards 5-year reports.
 - iv. Saehya: Are there example truncated reports to have available? Maureen: Let's put templates in a folder.
- d. Five-Year Reviews (2021- 2022). Sarah: At our next CAPR meeting, we will discuss how to go through the reviews.
- i. [Art BA BFA/Art multimedia MA](#)
 - ii. [Hospitality, Recreation & Tourism MS](#), Hospitality & Tourism BS, Recreation BS (extension from 2020-2021)
 - iii. [Kinesiology BS](#) & MS (extension from 2020-2021)
- e. 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
- xviii. Physics BA BS
- xix. French BA
- xx. Spanish BA

f. Five-Year Review extension requests

7. Information items

- a. none

8. Discussion:

- a. Future Directions and CAPR alignment. Sarah: Dept Chairs know that there is overlap between Annual Reports and DEI reporting. Scharberg: Will have a smart metric to see it. Saehya: Maybe we keep CAPR documents as-is, but ask departments to include as an attachment. Do we have to make changes to CAPR documents? Sarah Nielsen : We can show how it is aligned with CAPR reports. Scharberg: We are part of the shared governance that considers innovative programs.

9. 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
 - i. Reminders to Department Chairs
 - ii. External Reviewer Process & Documentation
 - iii. Key Dates

10. Adjournment: Motion: Patrick; Second: Saehya. 2:12 PM