



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

MEETING DATE: Thursday, February 1, 2024, 12:45-2:30 pm via Zoom

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APPROVED MINUTES

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

Guests: Mark Robinson, Ayona Chatterjee, Brian Perry, Michael Schmeltz

Absent: None

1. Approval of the agenda: Patrick moves to approve, Vivian seconds
2. Approval of [1/18/24](#) minutes: Mitch moves to approve, Jia seconds
3. Reports:
 - a. Report of the Chair: Working to invite programs that completed five-year reviews; will share what that schedule might look like later on in the meeting; will be drafting a CAPR document to formally add Mitch (in his role of Dean of Academic Programs & Services) as a formal member of CAPR.
 - b. Report of the Presidential Appointee: Fanny is continuing to work on small changes/updates to be made to the CAPR Portal, where the data gets embedded within the annual review - it is at approximately 90% and should be completed soon. Fanny then provided the committee with a short demonstration of the portal. WASC updates will be forthcoming; perhaps CAPR members can help to spread the word about taking a moment to view and reflect on the data.
 - c. Report of Academic Programs & Services: Mitch would like for CAPR to automatically discontinue a major's concentration once it is elevated to a full degree; it is recommended that CAPR rules state that, when a program is suspended, CAPR is required to hold departments to a plan regarding what the program plans to/are doing to improve. During the last Academic Senate meeting, there was much discussion regarding the Low Degree Conferring programs and Chancellor's Office recommendations/rules and what should be

involved in the process. Recommendations will likely be provided to the President in April, with implementation of suspensions/terminations likely to take effect Fall 2025.

d. Report of the Subcommittees (ILO and GE Assessment)

4. Discussion Items:

- i. [Draft CAPR Visit Schedule](#) for 22-23 Five Year Reviews: we have the Math Department lined up for next time (at time certain 12:45); our last meeting is in March, we are trying to squeeze in as much as possible before then.
- ii. [Letter to CAPR](#) from Mitch regarding concentration elevation (as mentioned above): there have been previous times when we had to scramble to terminate concentrations when a degree is elevated; it is suggested that we write this into the procedures of the committee by stating “Concentrations that become stand-alone degrees will be automatically terminated, but students who are currently enrolled in the concentration will have the ability to complete their declared concentration in a reasonable amount of time.”
- iii. Development of a rubric for CAPR Recommendations for Five Year Program Reviews (discussed on pages 28-30 of the [APRP](#)): Stephanie will work on this in between now and the next CAPR meeting.

b. Business Items:

- i. [CAPR 10](#): Adjustments to the CAPR Five Year Review Calendar: Result: Vivian moves to approve, Alex seconds. Yeses carry.
- ii. [Postponement request](#) for 23-24 Engineering Management Five Year Review. Result: Jolene moves to approve, Ana seconds. Yeses carry for a one year postponement, with the caveat that we would recommend against any resource requests put forward by the department if CAPR does not have their five-year plan by 10/1/24. Stephanie will either put this together or add it to the next agenda.
- iii. Degree Elevation Proposal – Result: Mitch moves to approve to forward this proposal to the Academic Senate, Vivian seconds. Yeses carry. Data Science BS degree ([Curriculum Proposal](#)) Statistics & Biostatistics Chair Ayona Chatterjee – time certain 1pm: Proposal is to elevate this to a full degree program. The proposal is directly tied to enrollment and the increasing popularity of this area, and represents a six-year process. Starting in Fall 2022, the College of Science Dean created a task force for exploring the Data Science degree as part of a joint process with other majors/colleges (including community colleges). There will be pathways so students can go into other disciplines/majors outside of Statistics for specialization. The department is not asking for any new resources, with the number of faculty currently being sufficient. However, they will eventually need more with the expected increase in enrollment. There is a lot of potential for growth.

- iv. [Biological Sciences 22-23 Five Year Review](#) [Biological Sciences Chair Ana Almeida and (former Chair Brian Perry added after agenda was posted) – time certain 1:20pm. The primary work towards this review has focused on student success. For example, students that were not on track and floundering have greatly benefited from the department’s mandatory advising. Additionally, BIOL 130 was developed as an introductory class for freshmen majors and includes field trips - this has proven to be very successful. Reports indicate that students are succeeding at a much higher rate, and there has been an overall increase in the sense of community and belonging among students as well. In addition, two new faculty members have been hired for Microbiology (which is now at 2.5 FTE), which is back up to what it needs to be. Faculty have participated in workshops to implement DEI. The new STEM building is coming online in October and classes, labs and offices will be moved around that time. However, there are no faculty offices in that new building. And assessments are ongoing.

Note: Vote was postponed. There were pages missing from the version of the review that was uploaded for CAPR, so the department will resubmit a complete version ASAP.

- v. Discontinuance Proposal – Health Sciences BS, Health Policy Concentration ([Curriculum Proposal](#)) Michael Schmeltz, Public Health - time certain 2pm. Result: Mitch moves to approve, Emelia seconds. Yeses carry. Health Sciences is requesting to sunset the Health Policy concentration and elevate the minor of Health Policy. There is a plan in place for students who still want the Concentration at this point, and they will be supported, but the goal is to ultimately sunset the concentration. Since the Health Policy Concentration is still listed on Cal State Apply for the 2024-25 Academic Year, it needs to be honored for those applicants/students who apply to it. However, it is thought that there can be something to at least prevent *current* students from switching to that concentration; there are currently 22 students with the Health Policy concentration.

5. 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](#)
6. Adjournment (2:28 p.m.)