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**COMMITTEE ON ACADEMIC PLANNING AND REVIEW**

Tuesday, Dec. 3, 2019

**TO:** Members of the Committee on Academic Planning and Review (CAPR)  
**FROM:** Kevin Kaatz, Chair, CAPR  
**SUBJECT:** CAPR Agenda  
**MEETING DATE:** Thursday, December 5, 2019, 2:00-4:00pm in SF 329

**APPROVED AGENDA**

1. Appoint Secretary
2. Approval of the agenda
3. Approval of [11/21/19](#) minutes
4. **Reports:**
  - a. Report of the Chair
  - b. Report of the Presidential Appointee
  - c. Report of Academic Programs and Services (APS)
5. **CAPR Liaison Information:**
  - a. [Liaison](#) assignments 5-Year Reviews.
6. **New Business:**
  - a. 5 year reviews (use [18-19 CAPR 26](#), Appendix D, for writing Executive Summaries)
    - i. 5-Year Review Chair Report [Human Development](#), Keri O'Neil **2:15-2:30 Time Certain**
    - ii. 5-Year Review Chair Report **Social Work** Sarah Taylor **2:30-2:45 Time Certain**
      1. [Accreditation paperwork](#)
  - b. Timeline for completing the 5-Year Executive Summaries (January 29, 2020--but sooner the better!). Need for email approval.
  - c. ILO [Social Responsibility](#) and [Sustainability](#) Rubrics
  - d. [DRAFT](#) External Review doc from Maureen
7. **Discussion:**
  - a. Updating CAPR's Policies and Procedures document
  - b. Creating a survey for faculty/administrators on the Annual Review/5-Year Review process.  
Create a working group to create survey/assess results?
8. Adjournment