

COMMITTEE ON ACADEMIC PLANNING AND REVIEW

25-26 CAPR 26
March 13th, 2026

TO: The Academic Senate

FROM: Committee on Academic Program Planning and Review

SUBJECT: 25-26 CAPR 26: Revisions to the Annual and Five-Year Program Review Templates

PURPOSE: For Action by the Academic Senate

REQUEST: That the Academic Senate approve the Changes to the Annual and Five-Year Reports

SCOPE OF ACADEMIC SENATE (check all that apply):

Instructional policies
Curriculum development
Academic standards
Faculty appointments
Faculty, staff, and student involvement in university decision-making
☒ Other (please specify): Changes to the Annual and Five-Year Review Templates

BACKGROUND INFORMATION:

For more than forty years, the Committee on Academic Planning and Review (CAPR) has overseen academic program review at California State University, East Bay in accordance with California State University Chancellor's Office policy first established in 1971 and updated in 1980. During this time, the Academic Program Review Procedures (APRP) were established, implemented, and periodically revised through Academic Senate processes. In light of current institutional priorities, declining enrollment trends, changing student educational needs, as well as responding to the [WASC Senior College and University Commission \(WSCUC\) letter of concern](#), CAPR proposes updates to the annual and five-year program review templates.

During AY 2023, a comprehensive CSU wide review of program review practices has found that although the CSU Chancellor's Office and WSCUC require program review, each campus determines its own procedures for ensuring that program review is meaningful, accountable, and actionable.

Changes to the Annual Report

In Fall 2024, CAPR convened a working group to examine and revise the annual program review template. The working group included Stephanie Alexander (Chair, CAPR [23-25]; Librarian, University Libraries), Maureen Scharberg (Professor, Chemistry and Biochemistry), Ana Almeida (Chair, Faculty; Biology), Kevin Kaatz (Director of General Education; Chair, CSU General Education Council; Professor, History), and Julie Stein (Academic Programs and Services). The working group reviewed CSUEB, CSU, and WSCUC program review guidelines; examined CSU wide WSCUC accreditation evaluations to identify effective practices; analyzed prior CSUEB faculty and leadership feedback and survey data regarding program review; and considered national trends in program assessment and review. Based on this work, the group prioritized elements that align program review with CSUEB’s strategic direction and developed a draft annual program review template.

The proposed annual report template is designed to simplify and streamline the current process while aligning more clearly with high priority institutional goals, CSU requirements, and accreditation expectations. The revision places greater emphasis on the relationship between student learning outcomes assessment and the professional fields served by programs, encourages increased collaboration among program faculty, and incorporates links to relevant policy documents and brief faculty developed guides.

The proposed template includes the following sections: identification of program learning outcomes; description of the assessment approach; summary of assessment results and analysis; reflection on previous “close the loop” actions; new “close the loop” actions based on findings; resource requests; and CAPR requested information when applicable.

Comparison of Annual Reports	
Proposed Sections	Current Sections/Requirements
1. Identify PLO (1, 4) 2. Describe Assessment Approach (5) 3. Summarize Results and Analysis (5, 6) 4. Previous Close the Loop (2) 5. Close the Loop (3, 6) 6. Resource Requests (3, 9) 7. CAPR Requested Information (if applicable)	1. Five-Year Goals (1) 2. Progress Towards Goals (4) 3. Program Changes and Needs (5, 6) (Curriculum/Students/Faculty/Staff/Resources/Assessment/DEI Initiatives/Other) 4. Identify PLO (1) 5. Summary of Assessment Process (2) 6. Summary of Assessment Results (3) (includes Closing the Loop) 7. Assessment Plans for Next Year (1) 8. Discussion of Trends and Reflections (3) 9. Request for Resources (6)

Changes to the Five-Year Report

During AY 2025–26, CAPR undertook a revision of the five-year program review template to improve alignment between annual assessment reporting and comprehensive program review. This effort also responds to a request from President Sandeen and the Academic Senate to revise the Academic Program Review process following the [WSCUC letter of concern](#), which identified standards at risk of non-compliance and areas for institutional development. Specifically, the Commission required the university to redevelop the academic program review

process to better integrate considerations of budget, enrollment, and the cost of instruction (CFR 2.4, 3.4, 4.1, 4.5, 4.8). In response, CAPR drafted an updated five-year program review template designed to support a review of academic programs that incorporates both programmatic and fiscal data.

To ensure broad faculty and administrative input, CAPR circulated the draft template to members of the Committee on Budget and Resource Allocation (COBRA), the Faculty Diversity and Equity Committee (FDEC), the Educational Effectiveness Council (EEC), and the Chair of the Information Technology Committee (ITC), inviting review and suggested revisions. Feedback from these groups informed the revision process.

Changes to the Five-Year Review

The proposed template maintains the existing requirements outlined in the Academic Program Review Procedures ([APRP](#)) while reorganizing them to improve clarity and reduce duplication. The primary changes are as follows:

1. **Integration of budget, enrollment, and cost of instruction.** In response to the WSCUC Notice of Concern, the template incorporates sections that prompt programs to address enrollment trends, resource considerations, and the cost of instruction as part of the comprehensive review process.
2. **Integration of the FDEC rubric.** The template includes sections at the end of relevant parts of the review for programs to address elements of the FDEC rubric. This change is intended to help programs respond to the rubric and for CAPR and FDEC committees to review the information provided.
3. **Alignment with annual program review.** Key components of the annual program review have been embedded within the five-year review in order to strengthen continuity between annual assessment reporting and the comprehensive program review process.

Together, these revisions are intended to clarify expectations for programs, streamline reporting requirements, and strengthen the connection between program assessment, planning, and institutional decision-making.

Comprehensive Program Review for Externally Accredited Programs

Concurrently, CAPR also developed a template for a comprehensive program review for externally accredited programs. These programs do not follow the standard Five-Year review cycle; instead, they submit a Comprehensive Program Review to CAPR in the year following their external accreditation review.

As with the five-year review template, the proposed template maintains the existing requirements outlined in the APRP while reorganizing them to improve clarity and reduce duplication. In response to the WSCUC Notice of Concern, the template includes sections prompting programs to address enrollment trends, resource considerations, and the cost of instruction over the period under review. The primary change is the integration of these factors into the comprehensive program review process.

CAPR approved the revisions to the Annual Report template at its meeting on September 11, 2025, and approved the proposed templates for the Five-Year Review and the Comprehensive Program Review for Externally Accredited Programs at its meeting on March 12, 2025.

If approved by the Academic Senate, this policy will replace the current Annual and Five-Year Report guidelines with new templates detailed in this memo.

RELEVANT DOCUMENTS

[Proposed Annual Review Template](#)

[Proposed Templates for Five-Year Review & Comprehensive Program Review for Externally Accredited Programs](#)