



COMMITTEE ON ACADEMIC PLANNING AND REVIEW

21-22 CAPR 23
Thursday, February 24, 2022

TO: The Academic Senate

FROM: Committee on Academic Planning and Review (CAPR)

SUBJECT: 21-22 CAPR 23: Revisions to Academic Program Review Procedures

PURPOSE: Action by the Academic Senate

ACTION REQUESTED: That the Executive Committee approve the proposed revisions to the Academic Program Review Procedures document

BACKGROUND INFORMATION:

At the CAPR meeting on February 24, 2022, members voted unanimously to approve the proposed updates to the Academic Program Review Procedures (APRP) as indicated in this [link to revised document](#). These proposed revisions were made based on discussions that took place during CAPR meetings in the Fall semester 2021 and the Spring semester 2022. The following are a summary of major changes made to the document:

- Incorporated FDEC (Faculty Diversity and Equity Committee) Diversity, Equity, and Inclusion (DEI) Rubric into the five-year review guidelines
- Streamlined the review process. These revisions include an improved approach on connecting Department Chairs or Program Directors with their liaisons: (1) The CAPR liaisons will send a reminder email to Department Chairs or Program Directors; and (2) the spreadsheet of CAPR liaisons will be available on the CAPR website. Besides, to further help Department Chairs or Program Directors complete the reviews, exemplary reports (a full Annual Program Report, a truncated Annual Program Report, and a Five-Year Academic Program Review) chosen by last year's committee will be posted on the CAPR website every year.
- Revised the guidelines (requirements and timeline) for requesting for delaying the submission of the Five-Year Academic Program Review
- Removed the requirement of the CAPR chair to be present for Memorandum of Understanding (MOU) meetings between the Provost and members of the department under review, as all input to the Office of Academic Affairs from CAPR will have been

provided in the form of Executive Summaries with committee recommendations. The CAPR chair or designee will be present at MOU meetings only by request of the department or program.

- Updated the data resources
- Removed any reference to resources or documents (e.g., workshops or statistical data) that are not provided by CAPR
- Added a budgetary consideration “A2E2” to the Resources section of the Five-Year Plan
- Made terminology more consistent