

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Thursday, October 21, 2004 3:59 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 10/21/2004

Notes from the meeting of October 21, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of October 21, 2004

Present: Zellmer, Perry, Oheneba-Sakyi, Daughtry, Hudson, Kemp, Hansen,

Absent: Ward (student), Miles (student), Dickerson

Visitors: None

The meeting was called to order by Chair Randy Perry at 1:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of September 23, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

The subcommittee would like to welcome Doug Hansen from the College of Arts and Humanities.

4. Discussion of the Program Review schedule

We currently have one program review submitted to our Subcommittee: The Department of Geography

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 1:00 p.m., Thursday October 28, 2004 in MCL 193.

Agenda:

1. Approval of the minutes of October 21, 2004
2. Approval of the agenda
3. Communications and Announcements
4. Strategies for Program Review
5. Program Review: Department of Geography

Minutes submitted by D. Zellmer.

## Meeting Notes:

We currently have one Program Review Report from the Department of Geography. We held extensive discussion about what our new guidelines will be in view of recent Academic Senate actions.

Next time we will attempt to firm up our new guidelines and begin review of the documents from the Geography review.

\*\*\*\*\* Information provided by the Secretary following the meeting \*\*\*\*\*

The new guidelines affecting this Subcommittee may be found in the On-Line Academic Policy Manual at

<http://www.csufresno.edu/aps/apm/220ProgramReview8-04.pdf>

specifically on pages 220-3 to 220-5. Note that this version differs from the hard copy most of us have in our possession in that it includes the numerically ranked recommendations that were to come out of our subcommittee, including a possible recommendation for program discontinuance.

We have subsequently been told that there is an interim document that does not involve this subcommittee in matters of program discontinuance, but has as our charge the evaluation of programs undergoing "routine" review. I note that the On-Line APM is titled:

Policy on the Procedures and Guidelines for the Periodic Review of Academic Programs May 10, 2004

and does not have "Interim" in its title. My understanding is that this is the official document until it is officially replaced. The hard copy document which is called "Interim" does \*not\* include these categories:

1. Recommendation to Approve a Program with Notation of Exceptional Quality
2. Recommendation to Approve a Program of Quality and Promise
3. Recommendation to Approve a Program for Conditional Continuation
4. Recommendation to Suspend a Program
5. Recommendation to Discontinue a Program

The part of our Charge which should still apply would be:

The campus program review committees will review the reports provided, interview representatives of the program and the administration as appropriate, and provide their recommendations based on the reports provided. They should also comment on the outcomes assessment process in the department and on the SOAP. The committee report should be completed no less than one month following receipt of the material and should be delivered to the review officer(s).

If we wish to break these down into action categories for our Program Review Meetings, they would be: (I have added a few comments of my own.)

1. Review the reports provided, (which typically include the Self Study, the External Review, the Chair's Response, and the Dean's Response.)
2. Interview representatives of the program and the administration as appropriate. (This reflects our past policy of bringing the principal players together when some issues need clarifying or resolving.)
3. Provide recommendations based on the reports provided. (However, under the Interim Guidelines, we would not be providing the recommendations as categories 1 through 5 as given above, which would imply a de facto faculty committee ranking of the health of the program. Instead, our recommendations should assist the program in the realization of their goals.)

4. Comment on the outcomes assessment process in the department and on the SOAP.
5. Complete the report [within] no less than one month following receipt of the material.
6. Deliver the report to the Review Officer(s).

I would suggest that we discuss these six items and clarify our perception of the meaning of each at our next meeting.

\*\*\*\* Subcommittee Membership as of 10/21/2004\*\*\*\*

The term dates come from <http://www.csufresno.edu/senate/committees/roster.html>. Dr. Perry has the official letters of appointment, and may need to correct some of these.

David Zellmer, College of Science and Mathematics (2007)  
Randy Perry, College of Agricultural Sciences and Technology (2007)  
Yaw Oheneba-Sakyi, College of Social Sciences (2005)  
Jody Daughtry, The Kremen School of Education and Human Development (2005)  
Angela Hudson, College of Health and Human Services (2007)  
Deborah Kemp, The Craig School of Business (2006)  
Doug Hansen, College of Arts and Humanities (2005?)  
<unfilled>, College of Engineering and Computer Science (2006?)

Ex Officio: Diane Dickerson, Associate Dean, Division of Graduate Studies (and Review Officer)

We also have two student members, Krystal Ward and Emily Miles.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Thursday, November 04, 2004 3:26 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 11/4/2004

Notes from the meeting of November 4, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
 Minutes of November 4, 2004

Present: Zellmer, Perry, Dickerson, Hudson, Kemp, Hansen,

Absent: Oheneba-Sakyi, Daughtry, Miles (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 1:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of October 21, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

We have been informed that Krystal Ward (student) has resigned from the subcommittee.

4. Strategies for Program Review

This has been clarified: The current group of Program Reviews will be considered under the Interim Guidelines for Periodic Review of Academic Programs. Reviews submitted in AY 2005-2006 will be reviewed according to policy 220 recently added to the Academic Policy Manual (<http://www.csufresno.edu/aps/apm/220ProgramReview8-04.pdf>)

5. Program Review: Department of Geography

The review as submitted was discussed. We agreed to invite the College Dean, the Department Chair, and the Self-Study Coordinator to our next meeting for consideration of their Program Review.

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 1:00 p.m., Thursday November 11, 2004 in MCL 193.

Agenda:

1. Approval of the minutes of November 4, 2004

11/5/2004

2. Approval of the agenda
3. Communications and Announcements
4. Program Review: Department of Geography

Minutes submitted by D. Zellmer.

#### Meeting Notes:

Dickerson: The programs we will be review this academic year and next academic year will be done according to the "interim" policy. Those submitted in AY 2005-2006 will fall under the new policy, now on-line, which includes the "Five Categories."

We also discussed at what point we invite the department to our meeting. Our normal order would be to discuss the report at Meeting One. Call in the department at Meeting Two. Develop the report in Meeting Three. Dickerson suggested that we should invite the department at Meeting One to shorten the process. The subcommittee felt there was enough time to follow the Three Meeting format.

We agreed that all members of the subcommittee should read and comment on the entire report. It was suggested that each would concentrate on one area. This was deemed a less desirable idea.

The action categories from the Interim Policy have been listed below, with some additional comments. We have made some changes to the order in which we will do this.

1. Review the reports provided, (which typically include the Self Study, the External Review, the Chair's Response, and the Dean's Response.)
2. (formerly 4) [Examine] the outcomes assessment process in the department and on the SOAP. (Evidence from this process should be used to justify action items in the Review.)
3. (formerly 2) Interview representatives of the program and the administration as appropriate. (This reflects our past policy of bringing the principal players together when some issues need clarifying or resolving. Typically this would be the Dean, the Department Chair, and the Self-Study Coordinator.)
4. (formerly 3) Provide recommendations based on the reports provided. (However, under the Interim Guidelines, we would not be providing the recommendations as categories 1 through 5 as given in the current APM item 220, which would imply a de facto faculty committee ranking of the health of the program. Instead, our recommendations should assist the program in the realization of their goals.)
5. Complete the report [within] no less than one month following receipt of the material.
6. Deliver the report to the Review Officer(s).

\*\*\*\* How to proceed with the Geography Review \*\*\*\*\*

Question: How is Geography related to ISIS? One of the three Geography tracks is GIS-centered. Who should carry this track? When we meet with the Dean, Dept chair, and faculty next time, we will raise this question. The outcome of this will somewhat determine our recommendation about Three Tracks (Geography) vs. One Track (External review). We also need to look at their plans for a SOAP for their revised curriculum. Members will raise other points as they identify them.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Tuesday, November 16, 2004 10:59 AM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 11/11/2004

Notes from the meeting of November 11, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of November 11, 2004

Present: Zellmer, Perry, Oheneba-Sakyi, Hudson, Kemp, Hansen, Dickerson

Absent: Daughtry, Miles (student)

Visitors: Aribilola "Sam" Omolayo, Chair of the Geography Department.

The meeting was called to order by Chair Randy Perry at 1:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of November 4, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

We have received Program Reviews from Music and from Social Work Education.

4. Discussion of the Report from Geography

Extensive discussion was held with Dr. Omolayo.

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 1:00 p.m., Thursday November 18, 2004 in MCL 193.

Agenda:

1. Approval of the minutes of November 11, 2004
2. Approval of the agenda
3. Communications and Announcements
4. Discussion of the Report from Geography

Minutes submitted by D. Zellmer.

Meeting Notes:

11/16/2004

What is the current status of the three tracks?

Dr. Omolayo: The three tracks were based on the interests of our students. Because of attrition of our faculty we do have problems [with coverage]. External review suggested one general track. But many students are interested in GIS, others in Environmental issues. We need to add depth to provide these emphases. We expect the economy to improve and for the crisis to abate. We want to try our three tracks for two years or so.

We have 6 full-time and 2 FERPs. We have one part time and one full time lecturer. The technician was lost, the admin asst was lost (added to the College and shared). A computer technician is shared. No instructional technician.

Can advanced courses be farmed out?

Dr. Omolayo: We have problems with students taking a long time. We do look for outside courses if we have graduating Seniors.

Is GIS offered elsewhere?

Dr. Omolayo: Yes, but the approach may not be what we need. We want to teach GIS from the ground up to fit our program. Other programs only teach to their own applications.

What about ISIS?

Dr. Omolayo: GIS people from all over campus were brought together but "it didn't work out." "It just died." In a recent meeting with ISIS it was suggested that they work together (in meeting with Provost?) This week is GIS day organized by ISIS. We tell our students to go to the activities. We (geography faculty) are open to cooperation with ISIS.

How will this cooperation help your program, given that there are no teachers [of regular semester courses] in ISIS?

Dr. Omolayo: Maybe ISIS could offer internships and work on real projects. ISIS is self-supporting with grants and contracts.

How about Outcomes Assessment?

Dr. Omolayo: We have a document already. It is a small embellishment of the old one [for the old curriculum before the three-track new one]. We have not started any assessment activities yet.

Is there a target date for beginning assessment of student learning?

Dr. Omolayo: At the moment we are more concerned with the small number of faculty we have. [Adding assessment to their duties would be difficult.] Perhaps we do need to set a date.

How do you propose to cover the three tracks in the next two or three years? (Both numbers of faculty and numbers of students.) Can you modify the tracks, perhaps short term, to solve immediate problems?

Dr. Omolayo: We are currently doing a search for an additional faculty member.

How many majors do you have? (and FTE)

Dr. Omolayo: 25 majors right now. Also 185 FTE, a lot of which is in GE and Liberal Studies. Every one is teaching at least one GE course. We offer 9 or 10 Geography 4 for Liberal Studies. Also Geography 115,

Violent Weather - four sections.

Any recruitment plans?

Dr. Omolayo: We have developed a recruitment plan given to the Dean last semester. The Dean urged us to increase our FTE's so we can hire. Then things go frozen. I want to build the majors, though.

Can you temporarily concentrate on one of your tracks, GIS maybe?

[At this point your secretary had to leave for class, so his reply and additional comments were not recorded.]

*5 TT + 1 LECTURE*

*2 PT LEC*



**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Thursday, November 18, 2004 2:59 PM  
**To:** UAPRSC-Notes:  
**Cc:** harveyw@csufresno.edu  
**Subject:** UAPRSC Notes for 11/18/2004

Notes from the meeting of November 18, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of November 18, 2004

Present: Zellmer, Perry, Dickerson, Daughtry, Kemp,

Absent: Oheneba-Sakyi (excused), Hansen (excused), Hudson (excused), Miles (student)

Visitors: Dr. Harvey Wallace, Associate Dean, College of Social Sciences

The meeting was called to order by Chair Randy Perry at 1:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of November 11, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

We have received a Program Review from the Department of Economics.

Our pipeline now contains:

Music

Social Work Education

Economics

4. Discussion of the Program Review from Geography

A discussion was held with the Associate Dean of Social Sciences, Dr. Harvey Wallace

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 1:00 p.m., Thursday December 2, 2004 in MCL 193.

Agenda:

1. Approval of the minutes of November 18, 2004
2. Approval of the agenda
3. Communications and Announcements

11/18/2004

## 4. Develop a report on the Geography Program Review

Minutes submitted by D. Zellmer.

## Meeting Notes:

## Remarks:

Dr. Wallace: There have been concerns with the enrollments in Geography and in Social Science. Suggestions to increase recruitment in Geography have been taken to heart. We have authorized a new faculty search.

We noted that the external review suggested one track instead of three. They do need to devise an updated SOAP. They are in danger of losing a large fraction of their majors [due to graduation], which they will need to replace. They need to look at scheduling some classes once per year so there can be enough students in them so they will make.

Dickerson: We have been encouraging departments to drop courses that haven't been offered in a long time. We suggested to Sam that some of their courses might be farmed out to other departments.

Wallace: Geography really wants to hang on to their Three Tracks.

Perry: How realistic is it for them to get to the 50-60 majors they propose?

Wallace: They are around 25 now. They lost students when they cancelled [a teacher training Liberal Studies course].

Perry: How about the ISIS center? Do they want to get involved with them.

Wallace: I haven't heard that they are interested in this. They are very reluctant to substitute courses from other departments.

Dickerson: Could they maybe focus on two of their three tracks?

Wallace: They really don't want to do this.

[A general discussion ensued about where the department might be going, and where they can show emphasis, and focus their recruiting efforts. It was noted that they have 9 majors in Physical-Environmental, 14 in Technical (GIS), 2 in Human-Systematic.]

Kemp: How about their problems with fragmented administrative support?

Wallace: They wanted to keep their faculty over in the Science Building. The other support office problems are not yet resolved.

[We completed our meeting with a general discussion of the consequences of their focusing on one or two of their three tracks. For example: can courses be suspended without losing them (yes). There was much concern over the ability of Geography to maintain three tracks at the present time.]

We will develop a report at our next meeting. Chair Perry will be sending out some material to help our committee members prepare for this.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Thursday, December 02, 2004 3:03 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 12/2/2004

Notes from the meeting of December 2, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of December 2, 2004

Present: Zellmer, Perry, Oheneba-Sakyi, Dickerson, , Hudson, Kemp, Hansen,

Absent: Miles (student), Daughtry

Visitors: None

The meeting was called to order by Chair Randy Perry at 1:10 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of November 18, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

We now have received the Program Review for Computer Science

4. Discussion of the Report for Geography

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 1:00 p.m., Thursday December 9, 2004 in MCL 193.

Agenda:

1. Approval of the minutes of December 2, 2004
2. Approval of the agenda
3. Communications and Announcements
4. Report on Geography Review
5. Consider Department of Music Program Review

Minutes submitted by D. Zellmer.

## Meeting Notes:

Randy has provided a draft of the Geography report. Suggestions for additions include:

1. They need to provide a strategy for growing into their three (or fewer) tracks. Example: We understand they are approaching other departments such as Information Systems in the School of Business to provide the technical and course support they will need to teach their GIS courses. Some of their courses may need to be "farmed out," while they concentrate on what they need to teach to provide the essential training needed for the Geography degree.
2. (Really part of (1) above.) They need to have a plan to phase in their three tracks. This will include recruitment of students, a plan for adding the additional courses, and hiring additional faculty. This must include a time line for phasing in the tracks, not just a request for all the resources they need for the three tracks to be offered immediately.
3. On item 5, Outcomes assessment, the department has already developed some portions of their new outcomes assessment plan, but need to complete the rest of the plan.
4. The department is going to have to grow their numbers of majors.
5. In order to improve the department's chances for viability, we recommend that <insert critical items>.

Next semester we will probably try to meet Monday afternoon. Committee members are asked to submit their schedules to Randy.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Thursday, December 09, 2004 2:20 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 12/9/2004

Notes from the meeting of December 9, 2004 1:00 p.m. - 1:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of December 9, 2004

Present: Zellmer, Perry, Dickerson, Hudson, Kemp, Hansen, Oheneba-Sakyi

Absent:, Daughtry, Miles (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 1:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of December 2, 2004.

2. Agenda

MSC to approve the agenda as amended.

3. Communications and Announcements

We have received the updated student assessment outcomes plan from Music.

4. Consider current Draft Report for Geography.

MSC to approve the subcommittee report on the Program Review from Geography.

5. Begin consideration of the Program Review from Music.

The program review from Music was discussed.

6. Spring Meeting Time

We will meet Mondays from 2-3:30 in Spring 2005

The meeting was adjourned at 1:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be Monday, January 24, 2005, 2-3:30 p.m. Place to be announced.

Agenda:

1. Approval of the minutes of December 9, 2004
2. Approval of the agenda
3. Communications and Announcements
4. Committee report on the Program Review from Music
5. Discuss the plan from Social Work Education.

Minutes submitted by D. Zellmer.

Meeting Notes:

Randy brought a somewhat revised Draft #3 with some clarifying changes, especially to the recommendation that Geography adopt a strategic plan to grow into their three-track program. A few other small changes were made. We approved this draft of the document.

Music:

The report, the external review, and the responses to it seemed to Zellmer to be entirely appropriate. The report was well done, as were all the external responses. The department has planned to have a faculty retreat to address suggestions made in this process. This subcommittee has little that we can productively add to what has been done.

A suggestion was made that we bring in representatives from Music to discuss the outcome of the faculty retreat, but this seems hardly necessary.

This report would be a good time to do some streamlining of our process. Additional meetings may not be necessary. We can move our agenda.

We discussed having a meeting with the Chair and Dean of Music, so we can get some personal interaction. These meetings can be brief if there are no substantive problems to be worked out. This seemed to be an agreeable idea, so we will invite them to our next meeting.

Next meeting time.

Mondays and 2 pm is our traditional time. We agreed to adopt this for the Spring 2005 Semester.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, January 24, 2005 3:31 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes for 1/24/2005

Notes from the meeting of January 24, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of January 24, 2005

Present: Zellmer, Perry, Oheneba-Sakyi, Kemp, Hansen, Hudson

Absent: Dickerson Daughtry, Miles (student)

Visitors: Joe Diaz, Matt Darling, Vida Samiian

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of December 9, 2004.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

Dianne Dickerson wants us to move our review of Computer Science up. They want the recommendation prior to a March 18 meeting. We will move this to the spot before Social Work Education

4. Committee report on the Program Review from Music.

We held a good discussion with representatives from Music and Arts&Humanities.

5. Discuss the plan from Social Work Education.

This discussion was not reached at this meeting. We will change the agenda for next time to reflect the new position for Computer Science. Social Work Education will come after Computer Science.

The meeting was adjourned at 2:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday January 31, 2005 in MCL 193.

## Agenda:

1. Approval of the minutes of January 24, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Approval of Report on the Music Program Review
5. Discuss the program review for Computer Science.

Minutes submitted by D. Zellmer.

## Meeting Notes:

We have visitors from the Department of Music, and from the Arts&Humanities Dean's Office:

New information: Music had three full retirements over the summer (Golden Handshake). Two tenure track and one lectureship searches are now in progress. George DeGraffenreid is returning half time to the Music Education program.

Searches: Composition (TT), Musicology (TT), and Piano (lectureship).

Zellmer commented on the very high quality of the self-study and on the actions of the department with regard to future planning.

What was the problem with the fees for recording? This was a misunderstanding. We need to distinguish between recordings for future employment vs. recordings of specified projects.

How about the suggestion about the group lessons? We have tried this, and find it useful in some classes.

Matt Darling had done a survey to check out some of the suggestions about how the students spent their time, e.g. ensembles vs private, etc. The majority of the students felt the mix of time was about right. The external assessment team talked to only about two students.

What about ethnomusicology? This is still a lecturer position. We asked for a TT position but didn't get it.

What about the orchestra and string program? We have wanted to have this for some time, but it has been a struggle. The Marching Band is doing well, but strings suffer. We do have a string orchestra, but not a full symphony orchestra.

What about the University High School? We have no connection with them. A few of the string students might take one of our courses, but none of the music faculty teach over there.

We now have what we need to prepare our report on the Department of Music.



**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, January 31, 2005 3:38 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 1/31/2005

Notes from the meeting of January 31, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of January 31, 2005

Present: Zellmer, Perry, Oheneba-Sakyi, Daughtry, Hudson, Kemp, Hansen

Absent: Dickerson (excused), Miles (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of January 24, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

The representatives from Computer Science and the Engineering Dean's Office have been invited to join us next week at 2:30 pm.

4. Approval of Report on the Music Program Review

This report will be postponed until our next meeting.

5. Discuss the program review for Computer Science.

The reviews and reports regarding Computer Science were discussed and questions raised for our meeting with the interested parties next week.

The meeting was adjourned at 2:50 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday February 7, 2005 in TAD 117 (note room change for this meeting).

Agenda:

1. Approval of the minutes of January 31, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Approval of the Report on the Music Program Review
5. Meeting with representatives from Computer Science and the College of Engineering and Computer Science.

Minutes submitted by D. Zellmer.

#### Meeting Notes:

The reports provided to our subcommittee regarding Computer Science appear more oriented toward the move from Engineering to Computer Science than a comprehensive review of their program. We understand that the move to the College of Science and Mathematics will take place, so we are not debating the merits of this move, but we are concerned about the goals and objectives of the Computer Science program in their new college.

Was CS "carrying" Engineering? How big is Engineering as a whole?

We recognize that Karl Longley has resigned as Dean, but we are still considering his comments.

Comments (sent) from Dickerson: Much is moot, but other issues remain. E.g. facilities and need for additional faculty. Then some stuff on Assessment--direct and indirect measures. Responses regarding assessment are incomplete. There is no revised assessment plan, for example.

The documents we have before us do not contain information about the current state of CS or the future goals of the Department, even given that they are moving to a new college.

We need some questions for our visitors next week.

1. What are the new goals for CS, now that you are moving to CSM?
2. Assessment will need to be carefully designed to see if the new goals and objectives of the program are being met. How do you plan to do this?
3. What is the problem with the students? Why do so few graduate each year? Currently the graduation rate is around 10%.
4. What resources will they really need to carry out their new program in CSM? What new faculty will be needed? These have a direct bearing on the kind of program CS plans to offer.
5. What about the BA degree you have proposed?

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, February 07, 2005 4:27 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 2/7/2005

Notes from the meeting of February 7, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of February 7, 2005

Present: Zellmer, Perry, Dickerson, Daughtry, Hudson, Kemp, Hansen , Oheneba-Sakyi

Absent: Miles (student)

Visitors: Tarek Alameldin, Chair of Computer Science; Walter Read, Computer Science

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in TAD 117.

1. Minutes

MSC to approve the minutes of January 31, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

4. Approval of the Report on the Program Review from Music.

MSC to approve the report as amended.

5. Meeting with representatives from Computer Science.

A far-ranging discussion was held. We should have a report on the Program Review for Computer Science for consideration in about two weeks.

The meeting was adjourned at 3:35 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday February 14, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of February 7, 2005

2. Approval of the agenda
3. Communications and Announcements
4. Consider the Report from Social Work Education

Minutes submitted by D. Zellmer.

#### Meeting Notes:

Tarek: The department is dedicated to excellence in teaching. We started at CSM, went to Engineering, where we ran into problems. There was lack of technical support and we didn't have dedicated laboratories in the College of Engineering.

We wanted to attract students to our Masters program. At the moment we are going through a down-cycle, which is nation-wide. We want to get back on track. We need to develop an action plan. New areas of expansion: BA degrees jointly with other colleges and departments on campus.

Walt: We have a program with very solid foundations. We had an emphasis on teaching programming, but that changed in the 90's. The future now is in Computation. E.g. computation in linguistics and cognitive science. We want to work with other programs. Physics might have a joint masters in computational science.

Tarek: We got a company to relocate here in Fresno. We got shares for that, which was sold and made money for us. From that experience we may be able to do more in the future.

Is the visa problem affecting both BS and MS? Yes, even in the BS program. We are getting competition from Europe now too. Students trained in Europe will buy equipment from Europe, so the whole country is involved.

Was the move to the College of Science and Mathematics (CSM) prompted by physical facilities--labs--or just a better atmosphere? In a meeting with Dean Wong he asked for a list of what CS would need and a plan. They will have retreat to work this out.

There was a lot of discussion of how the 5 technicians in Engineering couldn't be scheduled to keep the computers running. Bad management.

The external review team mentioned courses in Computer Security, what about that?: We are open to working with computer engineering on security and networking labs. The computer engineering department has too few staff to handle the program they want to deliver in Engineering. But CS is now looking to emphasize three areas: Web programming, software engineering, and computer visualization.

[Note added following the meeting: From the CS web site, a link to the Catalog, <http://www-catalog.admin.csufresno.edu/current/compscidgr.html> shows that the following areas of specialization are listed: "The advanced sequences allow the individual student to pursue concentrated work within such areas as computer architecture, artificial intelligence, databases, compilers, operating systems, computer science theory, computer graphics, software engineering, programming languages, networking distributed systems, and parallel processing." Does this mean they plan to scale down the scope of what they now offer?]

What will your new program look like after the move to the College of Science and Mathematics

(CSM), and how will some of the funding issues that have arisen be resolved? The new program is yet to be decided. There are ongoing efforts to solve the budgeting problems. (Details were provided about budgeting models and similar issues.)

New Question: How do you propose to deal with declining enrollment? We want to emphasize our three areas (computer visualization, web programming, software engineering). We want to develop more joint programs with other departments, e.g. linguistics, which will bring in more FTE. We are going to have to be able to respond quickly to changes in the market.

Do you want to offer programs for professionals who want to update their skills? We have offered 8-week classes in the evening in hopes of attracting local people, but we didn't get very many. Industries in the valley are not that intensive in computers. This may be changing as industries move into the Valley. We may need to move into distance learning.

It takes a long time and a lot of effort for us to develop the new courses needed to stay current, even for introductory classes. This will require campus resources invested before we can attract the students to it. Our MS program developed rapidly, then fell off, and is now suspended.

How about Certificate programs? We did attract some students who came in through Extended Education. These didn't directly add to our FTES, but they did "fill the pipeline."

How about the proposed BA degree? What are the national trends? Do you have any needs assessments? We plan to keep the BS we have now. The BA would have fewer required courses. The BA would accommodate those with a strong interest in other areas. There is no formal needs assessment. Our BS is pretty much just one option. The BA allows us to combine people with interest in other areas to add computer to this.

How about Outcomes Assessment? We have not done as much as we should have. We started out implementing some of the measurements. We found we needed to use "embedded assessment," so now we are trying to change to this. There was also the Indirect and Direct methods of assessment to be interpreted. There was substantial discussion about this process.

What about accreditation? There is now a Computer Accrediting agency. The main thing we fail on is the lab equipment. For the department as a whole we are not giving accreditation a high priority, although some faculty feel strongly about this. We are continuing to look at it. It may be less important once we are in the CSM. It can be a factor in attracting students. It is very much an emphasis in Engineering.

Because much of this information was new and was not well described in the documents provided to this subcommittee, it will require more than one week to digest this and come up with a report on Computer Science for us to discuss. Next week we will look at our next Program Review from Social Work Education.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, February 14, 2005 3:59 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 2/14/2005

Notes from the meeting of February 14, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of February 14, 2005

Present: Zellmer, Perry, Oheneba-Sakyi, Dickerson, Daughtry, Kemp, Hansen

Absent: Miles (student), Hudson (excused)

Visitors: None

Chair Randy Perry called the meeting to order at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of February 7, 2005.

2. Agenda

MSC to approve the agenda as modified. We will add some discussion of Computer Science before Social Work Education

3. Communications and Announcements

We have received the Program Review from the Department of Agricultural Economics.

4. Discussion of Computer Science

Discussion of the content of our report on CS was held. We should have a draft report at our next meeting.

5. Discussion of the Program Review from the Department of Social Work Education.

The Self Study and other documents were discussed. We plan to meet with the Department of Social Work Education and the College of Health and Human Services at our next meeting.

The meeting was adjourned at 3:12 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday February 28, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of February 14, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Draft Report on Computer Science
5. Continue discussion of the Program Review from Social Work Education

Minutes submitted by D. Zellmer.

Meeting Notes:

Those Five Questions we prepared in our 1/31/2005 meeting about Computer Science still apply:

1. What are the new goals for CS, now that you they moving to CSM?
2. Assessment will need to be carefully designed to see if the new goals and objectives of the program are being met. How do they plan to do this?
3. What is the problem with the students? Why did so few graduate each year? Currently the graduation rate is around 10%.
4. What resources will they really need to carry out their new program in CSM? What new faculty will be needed? These have a direct bearing on the kind of program CS plans to offer.
5. What about the BA degree you have proposed? A detailed proposal is needed.

To this we add the following:

6. CS should prepare a matrix of all the current courses vs. how well each met the objectives of the former program. What were the enrollments? Did the courses duplicate areas? What resources were needed for each course? Have the assessments already done tell you anything about these courses? Did you have the faculty you needed to offer these in a timely fashion?
7. We understand there will be a new focus on just three areas: computer visualization, web programming, and software engineering. What will the course matrix look like when built around these three areas? What will be the assessment plan for these new options? What faculty and resources will be needed for these new options?
8. They need to complete their Seven Year Assessment Plan.

\*\*\*\*\*

Social Work Education

The self-study pointed out problems with their students being under prepared. A writing entrance requirement to the Master's program was mentioned. Their assessment measures showed that their graduated students did well one-on-one but did poorly on writing reports or handling quantitative information. The self-study also mentioned poor "gate-keeping" which allowed students into the program who would not do well.

There was also mention of technology problems with both students and faculty, which impede the use of

computer tools such as Blackboard.

We will invite representatives of the Department and the College to our next meeting in two weeks.



**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, February 28, 2005 4:11 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 2/28/2005

Notes from the meeting of February 28, 2005 2:00 p.m. - 3:20 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of February 28, 2005

Present: Zellmer, Perry Dickerson, Hudson, Kemp, Hansen, Daughtry, Oheneba-Sakyi

Absent: Miles (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:10 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of February 14, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

There were none.

4. Discussion of Draft Report for Computer Science

After substantial discussion of the first draft, we will consider a second draft of the report next time.

5. Discuss Social Work Education (continued)

We were unable to meet with department representatives today. We will continue this item at our next meeting.

The meeting was adjourned at 3:20 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday March 7, 2005 in TAD 117. (Note the change in meeting place for March 7. We will return to our regular MCL 193 on March 14.)

Agenda:

1. Approval of the minutes of February 28, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Continue discussion of the Report on the Computer Science Program Review
5. Continue the discussion on the Program Review from Social Work Education

Minutes submitted by D. Zellmer.

#### Meeting Notes:

We had a lot of discussion about what we should put in our report about Computer Science. Our biggest concern is over the lack of curricular planning we see in the various reports before us. The original self study describes a rather vaguely worded view of the department; the external team focused on technical problems and computer labs; the Dean of the College of Engineering and Computer Science provided suggestions for how the program could be strengthened by staying in Engineering. In our meeting with computer science, we heard a verbal description of the future of the department that is not contained in any of the existing documents. We suspect that the department itself has not reached consensus on what they plan to do next.

The report must urge the department to create a clear view of what the "new" department plans to do in their new home in the College of Science of Mathematics. As part of this plan, the department must seriously pursue an Outcomes Assessment Plan so they can tell if their new programs are bearing fruit. Had they done this seriously in the past, they might have learned why their current graduation rate is so low, for example.

We continued working on the wording of the Draft Report on Computer Science written by Dr. Perry. There will be an updated draft next time.

We hope to meet with representatives of Social Work Education next time. We were very pleased with their report, and were very gratified to learn that their Outcomes Assessment Plan actually provided useful results. It showed some areas where they can now direct their attention and improve their program. For example: lack of some basic student skills (reading, writing and math) identified in their self-study may be limiting the effectiveness of some of their students both in the program and after graduation. We applaud their success in measuring Outcomes and look forward to hearing about their future plans for improvement.

## Randy Aoki

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**From:** Department Assistants [DEPTASSIST@info.csufresno.edu] on behalf of Sharon Hayes [sharonh@csufresno.edu]  
**Sent:** Tuesday, March 08, 2005 1:00 PM  
**To:** DEPTASSIST@LISTSERV.csufresno.edu  
**Subject:** [DEPTASSIST] Minutes-Undergraduate Academic Program Review Subcommittee - 3.7.05

MINUTES, UNDERGRADUATE ACADEMIC PROGRAM REVIEW SUBCOMMITTEE CALIFORNIA STATE UNIVERSITY, FRESNO 5240 North Jackson Avenue, M/S UC43 Fresno, California 93740-8023

Office of the Academic Senate  
Ext. 8-2743

March 7, 2005

Members Present: R. C. Perry, J. Daughtry, D. Dickerson, D. Hansen, A. Hudson, D. Kemp, D. Zellmer.

Members Absent: Y. Oheneba-Sakyi (excused), E. Miles (student).

The meeting was called to order by Chair Perry at 2:00 p.m., in TAD #117.

1. Minutes. MSC to approve the Minutes of 2/28/05.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements.

The Program Reviews currently in the pipeline are:

Department of Social Work Education (in progress).  
Department of Economics.  
Department of Agricultural Economics.  
Department of Theatre Arts (anticipated).

4. Approval of the Draft Report on Computer Science.

MSC to approve the latest draft of the Report for Computer Science.

5. Department of Social Work Education.

There was discussion of the content of a provisional draft of a report. This will be amended after meeting with the department at a future date.

MSC to adjourn (3:15 p.m.)

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday March 14, 2005, in MCL 193.

### AGENDA

1. Approval of the Minutes of 3/7/05.
2. Approval of the Agenda.
3. Communications and Announcements.
4. We will consider a preliminary Draft Report on Social Work Education.
5. Begin Discussion of the Department of Economics.

--  
Sharon G. Hayes  
Administrative Support Assistant

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<http://www.csufresno.edu/senate/>

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, March 14, 2005 4:40 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 3/14/2005

Notes from the meeting of March 14, 2005 2:00 p.m. - 3:10 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of March 14, 2005

Present: Zellmer, Perry, Dickerson, Daughtry, Hudson, Kemp, Hansen,

Absent: Miles (student) , Oheneba-Sakyi (excused)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of March 7, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

4. Preliminary draft report on Social Work Education

A preliminary draft was presented and discussed. Final changes will be made after we are able to meet with departmental representatives.

5. Begin discussion of the Department of Economics

Preliminary discussions were held. We plan to invite representatives from the school and department to our next meeting.

The meeting was adjourned at 3:10 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday March 28, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of March 14, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Meet with representatives from Economics

Minutes submitted by D. Zellmer.

#### Meeting Notes:

We made a few cosmetic changes to the Draft Report for Social Work Education. We will prepare a final draft after meeting with departmental representatives.

We began work on the Self-Study and documents from Economics. We noted that FTES and Majors have increased in recent years. The number of faculty have decreased due to two recent resignations; two new positions are in the process of being filled.

Advising: Will they use the proposed Curriculum Map to help out on their advising? How is this related to recruiting?

There was some discussion of how well Economics is serving other departments through their service courses. We discussed relations with the School of Business. This led us into a discussion of Ag Business and its relation to the School of Business.

The report emphasizes the Social Science orientation of the Economics Department, as opposed to a School of Business approach. It is a "fundamental discipline of inquiry." (p. 1 of the Self Study). The department appears to have a good sense of who they are and what they want to do.

The external review team made several recommendations. They seem to be acting on those. Things appear to be in good shape. We are probably ready to invite representatives and discuss the reports with them. We can get an update on their searches.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, March 28, 2005 4:24 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 3/28/2005

Notes from the meeting of March 28, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of March 28, 2005

Present: Zellmer, Perry, Oheneba-Sakyi, Dickerson, Daughtry, Hudson, Kemp, Hansen,

Absent: Miles (student)

Visitors: Don Leet, Chair, Economics; Luz Gonzalez, Dean, College of Social Sciences

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of March 14, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

There were none.

4. Meet with representatives from Economics

The report from Economics was discussed with Dr. Leet and Dr. Gonzalez.

The meeting was adjourned at 3:20 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday April 4, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of March 28, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Draft Report on Economics
5. Bring in representatives from Social Work Education to complete our review.
6. Begin consideration of Ag Economics.

Minutes submitted by D. Zellmer.

#### Meeting Notes:

Leet: Update on faculty searches. Dr. Cypher has gone to FERP. This could bring us down to 4.5. The dean has authorized searches or conversions for three new positions. If these hires come through, we will be at the nine faculty recommended by the external team.

Gonzalez: We have a strong recruitment plan; majors are at 45. Liberal studies bring in FTES.

Leet: Good research and collaboration with Ag Econ, Education, and Business. We are farming out basic statistics to other departments and will do the more advanced Econometrics. Health Economics, Economics of Crime, etc. are all doing well. We see ourselves as an Applied Economics department. Outcomes Assessment told us to shore up the students' basic stat (we will farm that out).

Advising: Going to on-line advising, but some students are not comfortable with that.

We are planning to suspend old courses. It seems better to drop the old and create new ones. We are in the process of cleaning up our catalog.

Leet described several programs they have going involving research with other departments like Ag Econ, and programs involving the community. Service learning as such is not part of existing courses, but community involvement is happening through cooperative programs with other departments.

Courses and programs for the major are still serving them well.

The recruitment plan: How is outreach working? Are you working with the outreach person in the College? How current and accurate is your website? What is your "brochure" aimed at? Advising or recruiting? From the response it would appear they have kept on top of a good, integrated web design used throughout the College.

GE is about 66% of the total FTES. Liberal Studies is large also. Majors are up. The current 45 majors is a good number. Econ majors tend to go into the same market as a business major (but not specialties like accounting, etc.). There is more of a service orientation, so they might go into things like government.

Being in the same hall over in Peters with Ag Econ has led to good friendships and cooperative programs. In the dim past Econ and Ag Econ were at loggerheads. This is not true now. Cooperative programs with things like the West Fresno Coalition were suggested.

The program seems to have a good sense of direction and is planning well for the future.



**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, April 04, 2005 8:20 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 4/4/2005

Notes from the meeting of April 4, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of April 4, 2005

Present: Dave Zellmer, Randy Perry, Dianne Dickerson, Jody Daughtry, Debora Kemp, Doug Hansen

Absent: Angela Hudson (excused), Yaw Oheneba-Sakyi (excused), Miles (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:15 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of March 28, 2005.

2. Agenda

MSC to approve the agenda as amended.

3. Communications and Announcements

We will be unable to meet with representatives of Social Work Education today. This will be rescheduled.

We have been given the Student Outcomes Assessment Plan (SOAP) for the Honors College.

4. Draft Report on Economics

MSC to approve the Draft Report on Economics after minor corrections.

5. Bring in representatives from Social Work Education to complete our review. (postponed)

6. Begin consideration of Ag Economics.

The Program review was discussed.

The meeting was adjourned at 3:26 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday April 11, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of April 4, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Continue Discussion of Ag Econ
5. Rescheduled meeting with Social Work Education

Minutes submitted by D. Zellmer.

Meeting Notes:

We went over the draft of the Report on the Economics program review. After a few minor changes in wording, we approved the Report.

Dianne gave us an Assessment Plan for the Honors College. We discovered, however, that it was the old original plan, plus the comments of the External Review Team. We need the revised version of the SOAP.

On to Ag Econ.

The documents we have before us are their self study and their assessment plan. This is our first look at their assessment plan, as it turns out. The external review team told them their plan was overly ambitious. We have yet to see the revised assessment plan.

Under faculty resources, the Dept chair has resigned and is retiring. We will need an update on their current faculty situation. Randy Perry says they will have only three full time faculty after this semester. Some FERPs may be close to completion too.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, April 11, 2005 3:44 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 4/11/2005

Notes from the meeting of April 11, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of April 11, 2005

Present: David Zellmer, Randy Perry, Yaw Oheneba-Sakyi, Dianne Dickerson, Jody Daughtry, Angela Hudson, Deborah Kemp, Doug Hansen

Absent: J. Macias (student)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of April 4, 2005.

2. Agenda

MSC to approve the agenda as amended.

3. Communications and Announcements

The Senate Office has clarified the status of our student member. Instead of Miles, who has not been attending, it should have been J. Macias who is not attending. The member list has been amended to reflect this information.

Our meeting with Social Work Education has been moved to next week (4/18/2005) from this week. Chair Randy Perry suggested that we begin consideration of the Honors College SOAP.

On Monday, April 25, we will meet with members of the Agricultural Economics program.

4. Continue Discussion of Ag Econ

We have concluded our discussion of the program review documents from Ag Econ. We will meet with representatives from the department and college on April 25, 2005.

5. Rescheduled meeting with Social Work Education (postponed to 4/18/2005)

6. Discussion of the Student Outcomes Assessment Plan from the Honors College. (We will do next week)

The meeting was adjourned at 3:06 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday April 18, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of April 11, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Meet with representatives of Social Work Education
5. Review SOAP for the Smittcamp Family Honors College

Minutes submitted by D. Zellmer.

Meeting Notes:

Ag Econ. On page 3 of the Dean's Response we find reference to a "structural problem" with the makeup of the faculty. Given retirements and other loss of faculty, can the department continue to offer their current curriculum? Do they have problems mentoring their junior faculty? There are also questions about what the direction of their future curriculum might be after new hires. The Ag Econ department has historically had a strong stand-alone program that probably does not need significant revisions. Are there any reasons today to consider combining forces with Business or Economics?

They also need to complete the revision of their SOAP and continue gathering data from their existing SOAP. What is their progress in both existing assessment and the revisions aimed at streamlining the old SOAP? Has there been any implementation to date?

The external review noted that there is currently no Advisory Committee. Given the strong ties with local agribusiness, why is this so?

We have data about FTES in the self-study, which shows a modest decline in recent years, but how have the numbers of majors fared over the same time? There have been changes in GE, which might explain overall FTES. [Dianne found the figures. For the number of FTES: 252 in 1999; 196 in 2003. For the number of majors: In 1999 they had 68; in 2003, 53. ] We will ask them if the loss of faculty has impacted their ability to offer their program. We will meet with them on April 25.

## Randy Aoki

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**From:** davidz@csufresno.edu  
**Sent:** Monday, April 18, 2005 3:48 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 4/18/2005

Notes from the meeting of April 18, 2005 2:00 p.m. - 3:20 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of April 18, 2005

Present: David Zellmer, Randy Perry, Yaw Oheneba-Sakyi, Dianne Dickerson, Jody Daughtry, Angela Hudson, Doug Hansen, Deborah Kemp

Absent: J. Macias (student)

Visitors: Jane Middleton, Chair SWE, Donna Hardina, self-study coordinator, Jane Yamaguchi, incoming Graduate Coordinator, and Benjamin Cuellar, Dean of the College of Health and Human Services.

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

### 1. Minutes

MSC to approve the minutes of April 11, 2005.

### 2. Agenda

MSC to approve the agenda.

### 3. Communications and Announcements

There were none.

### 4. Meet with representatives of Social Work Education

We discussed their self-study report and directions for the future. We will have a draft report ready for discussion and approval at our next meeting.

### 5. Review SOAP for the Smittcamp Family Honors College (postponed)

The meeting was adjourned at 3:20 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday April 25, 2005 in MCL 193.

Agenda:

1. Approval of the minutes of April 18, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Meet with representatives from Ag Econ
5. Draft report on Social Work Education
6. Self study for Smittcamp Honors College

Minutes submitted by D. Zellmer.

#### Meeting Notes:

Jane M: We have been busy meeting with students and others and looking at curriculum since the time of the self-study. Reaccreditation is coming up in a couple of years, so we are getting ready for that.

Dean: We are interviewing candidates for a tenure-track position. We plan to add more.

There are 12 faculty and 500 students currently. 350 UG plus 150 Grad students.

The SOAP has been helpful, as has discussions with the accrediting agency. Faculty are interested in refreshing the curriculum also. More writing and more critical thinking are suggested.

Yaw: What plans do you have for culturally effective programs? Our content is being strengthened; we plan to offer more tools for studying these things. Cultural diversity is hard to deal with. Our students are lauded for their cultural competence.

What about the gatekeeping? Will the curriculum changes at the UG level better prepare them for the Grad program? Our enhancements will help this, but "gatekeeping" is a different issue.

Are you looking at how students are doing early in the program to see if they will be successful later on? There is a screening before they go into the field. If they don't pass the screen, they probably would need to take additional courses. They have found problems with students' ability to write and do math, but have seen some improvements over the years since some faculty have really been working with the students in these areas, and have gotten some improvements.

How do you get advising done for 500 students? Students are assigned to advisors, but not all of them make use of this. We have orientations for the curriculum, which reaches all the students. We have the Road Map and materials of our own. We put information on the web site and on Blackboard. Field placement provides more opportunities for advisement.

For the cultural competency certificate they take courses within the department and some outside as well. There are about 6-10 students per year who seek this certification.

It is important that we recognize who these students are and that they want to be here and do well. What can we do to continue to promote this? Perhaps there could be a two-week pre-semester workshop to reinforce critical skills for better success.

\*\*\*\*

After our guests had left, we once again commented on what a fine program this was and how active the

department was in trying to improve what they had done.

There was some discussion about how well the learning objectives for specific courses were being communicated to the faculty teaching them. The SOAP has the matrix in it, but the self-study did not. We might add something about this to our existing draft.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, April 25, 2005 4:01 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 4/25/2005

Notes from the meeting of April 25, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of April 25, 2005

Present: David Zellmer, Randy Perry, Yaw Oheneba-Sakyi, Dianne Dickerson, Jody Daughtry, ,  
Deborah Kemp

Absent: J. Macias (student) , Doug Hansen (excused), Angela Hudson (excused)

Visitors: James Casey, John Shields, Dan Bartell

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of April 18, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

4. Meet with representatives from Ag Econ

The Ag Econ program was discussed in detail with the representatives present. We will prepare a report to be reviewed at our next meeting.

5. Draft report on Social Work Education (postponed)

6. SOAP for Smittcamp Honors College (postponed)

The meeting was adjourned at 3:30 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday May 2, 2005 in MCL 193.



### Agenda:

1. Approval of the minutes of April 25, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Draft Report on Social Work Education
5. Draft Report on Ag Economics
6. SOAP for Smittcamp Honors College

Minutes submitted by D. Zellmer.

### Meeting Notes:

Jim Casey: We have been identified as an outstanding undergraduate program. Take great pride in that. Lately we have struggled a bit with faculty numbers. Priorities: Hire new faculty is most important. Review our curriculum and make sure it matches the current agribusiness climate. Implement SOAP. Second Level: establish research priorities with new faculty, look at graduate program.

In last three years we had two assistant professors who left, we have FERPers, Shield will be going into FERP, a joint appointment has resigned, Casey has resigned. As of this morning we had a new faculty member accept an assignment. So in the Fall of 05: Full time: 4, FERP 2, Lecturers 4. We are advertising for another position (for department chair), but the search just closed with zero applicants. We will need additional part time faculty to get our curriculum covered. There are available people. The market for PhD's in Ag Econ is a lot more attractive than we are, so it is hard to attract people.

There is currently a lot of sharing and alternative classes in other departments. The degree of dialog with the School of Business and Economics is quite large these days; much more than in the past.

We now have 185 majors, down from something in the 200's. FTES is down just under a hundred right now. This may be in part due to fewer but larger Ag businesses out there.

Faculty mentoring was discussed. This is going to have to be carefully addressed, since there were some failures in this area in the past.

There is a lot of emphasis trying to recruit Hispanic Students. They tend to be attracted more to non-ag areas.

Why two degrees? Why Business and Ag Business? There are historical reasons for this, plus given the size of the Ag industry, we have done well in the past focusing on this.

Can you give us an update on your new SOAP? We plan to move the third year back into the second year. Several surveys need to be done earlier. We need to get some surveys and focus groups done that have been planned. We are behind on our schedule. None of the listed activities have been done at this time. We suggest you look at your courses vs. objectives matrix as you plan your new curriculum. Other departments who have done this have found this to be helpful. Start by doing something now, even if it isn't as comprehensive as you would like. Learn as you go.

There was a lot of discussion of their Master's program, in which only one course has been taught over the last several years. They may do better currently be working with the School of Business to support MBA students who want to do an Ag emphasis.

Diane provided a schedule to them of what would happen next. They will need to have an action plan, perhaps even this semester.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, May 02, 2005 3:45 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 5/2/2005

Notes from the meeting of May 2, 2005 2:00 p.m. - 3:15 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of May 2, 2005

Present: David Zellmer, Randy Perry, Dianne Dickerson, Angela Hudson, Deborah Kemp, Doug Hansen, Jody Daughtry

Absent: J. Macias (student) , Yaw Oheneba-Sakyi (excused)

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of April 25, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

Zellmer will be retiring in June. The College of Science and Mathematics will need to recommend a replacement for next year. The College of Engineering is still lacking a member.

4. Draft Report on Social Work Education

MSC to approve the Draft Report as amended.

5. Draft Report on Ag Economics (postponed)

A draft report will be ready for consideration at our next meeting.

6. SOAP for Smittcamp Honors College

The SOAP from the Smittcamp Family Honors College was discussed. A draft report will be ready for consideration at our next meeting.

The meeting was adjourned at 3:15 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be at 2:00 p.m., Monday May 9, 2005 in MCL 193. This will be our last meeting of the semester.

Agenda:

1. Approval of the minutes of May 2, 2005
2. Approval of the agenda
3. Communications and Announcements
4. Draft Report on the program review from Ag Economics
5. Draft Report on the SOAP from the Smittcamp Family Honors College

Minutes submitted by D. Zellmer.

Meeting Notes:

The SOAP from the Smittcamp Family Honors College is quite different from others we have seen, in that there is not a set of courses to be fit into Goals and Objectives or into a Matrix for assessment. Zellmer had previously discussed this with Dr. Rodemeyer, Director of the program; he indicated that this SOAP was to be about the Honors program itself, not courses that are designated "Honors."

The Goals and Objectives section is divided into three main categories: Individual, Cohort (activities engaged in as SFHC events, and others such as College Bowl), and Community (e.g. service-learning). If these are Goals and Objectives, many of them listed are very broad and hard to measure. We had difficulty deciding just what would need to be measured here.

On the final page of this document, they list Program Goals. These seem clear and well-defined. Since there is no claim here for Objectives, there are no measurement methods listed.

This document seems halfway between a SOAP and a Program Review. This makes it difficult for us to evaluate it. Many of the elements of a SOAP, such as how to make the measurements, and how the information will be used to promote curricular improvements, seem incomplete or missing. Our draft report, to be considered at our next (and last) meeting of the semester will list some of these concerns.

**Randy Aoki**

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**From:** davidz@csufresno.edu  
**Sent:** Monday, May 09, 2005 3:46 PM  
**To:** UAPRSC-Notes:  
**Subject:** UAPRSC Notes of 5/9/2005

Notes from the meeting of May 9, 2005 2:00 p.m. - 2:50 p.m.

Undergraduate Academic Program Review Subcommittee (UAPRSC)  
Minutes of May 9, 2005

Present: David Zellmer, Randy Perry, Yaw Oheneba-Sakyi, , Angela Hudson, Deborah Kemp, Doug Hansen, Jody Daughtry

Absent: J. Macias (student), Dianne Dickerson.

Visitors: None

The meeting was called to order by Chair Randy Perry at 2:00 p.m. in MCL 193.

1. Minutes

MSC to approve the minutes of May 2, 2005.

2. Agenda

MSC to approve the agenda.

3. Communications and Announcements

4. Draft Report on the program review from Ag Economics

The draft report for Ag Economics will be distributed by e-mail. Comments and corrections will be made by e-mail prior to the end of the semester. The amended version will be electronically distributed and placed on a consent calendar for final approval.

5. Draft Report on the SOAP from the Smittcamp Family Honors College

MSC to approve the Report as amended.

6. Meeting time for the Fall Semester.

The meeting time will be kept at 2 pm Mondays unless we hear problems from the subcommittee members once they review their schedules.

The meeting was adjourned at 2:53 p.m.

The next scheduled meeting of the Undergraduate Academic Program Review Subcommittee will be in the Fall of 2005; any changes to the 2 pm Monday time will be announced.

Agenda:

1. Approval of the minutes of May 9, 2005
2. Approval of the agenda
3. Communications and Announcements
- 4.

Minutes submitted by D. Zellmer.

Meeting Notes:

With Zellmer leaving the subcommittee, Deborah Kemp agreed to assume the duties of Secretary in the Fall. Randy Perry agreed to continue as chair. We will hold formal elections in the Fall.

Anticipated workload will be about 10 Program Reviews per year or 5 per semester.

Zellmer gave Chair Randy Perry a CD of all the Minutes and other documents since this subcommittee was formed in 1997.