

CAPP Committee

### Meeting Minutes

**MEETING DATE:** November 25, 2020 12: PM - 1:30 PM

**LOCATION:** Zoom

**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P		
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	P				
Siobhán Ní Dhonacha	E	Jim Potemra (SEC liaison)	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order at 12:03 PM by Chair Stephenson.
<b>Review of Minutes</b>	1. Review Oct. 28 and Nov. 4, 2020 CAPP meeting minutes --	1. Minutes of 10/28 -adopted unanimously with minor changes accepted 2. Minutes of 11/4 - adopted unanimously as presented.
<b>Chair's Report</b>	None	
<b>SEC Report</b>	None	
<b>Guests</b>	1. Laura Lyons, Interim Vice Chancellor for Academic Affairs (iVCAA) Joined the meeting. 12:15- 1:15 for discussion of the Course Evaluations adding questions about online teaching/learning, the provost's email suggesting faculty do synchronous courses for undergraduates, and the Aloha Students request to include CR/NCR for courses in Fall 2020	1.

## MĀNOA FACULTY SENATE

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<p><b>New Business</b></p>	<p>1. Course Evaluation System re adding online questions Fall 2020</p> <p>Does CAPP want to recommend adding questions about online teaching/learning experience to the Fall 2020 CES?</p> <p>The Chair informed members that initially she thought adding questions for all was a good idea until she asked departments and learned some are doing this on their own. Rather than reduplicating the departmental questions with added questions for all course CES, maybe a joint memo from CAPP and the provost can be sent to departments suggesting they add online learning questions. If done in CES, Hae Okimoto says you can add questions at the end of CES.</p> <p>The CAPP subgroup for online teaching/learning shared questions they developed. Recommendations were made to include all terms- online asynchronous, online synchronous, face to face in person in the response format, and include directions to students to “check all that apply”.</p> <p>Beyond gathering student feedback on their experience, CAPP members raised questions about additional purposes and if adding the questions are a “COVID situation” or for planning our “future” direction regarding online teaching and learning.</p> <p>iVCAA responded that the CES should aim to ask questions about the particular class and the degree of the student’s satisfaction with their learning experience. She also suggested adding some descriptions of terms synchronous and asynchronous and not assume students understand the difference. She also raised the possibility of a joint survey at another time with OVCCA and CAPP on preferred class formats.</p> <p>More questions arose on the use of data garnered from any questions on online learning added to the CES. There apparently is no plan at this time for aggregating and</p>	<p>1. Course Evaluation System re adding online questions for Fall 2020.</p> <p>Action: CAPP recommends adding questions on online learning to the CES for Fall 2020.</p> <p>The vote was 6 for adding questions and 2 against.</p> <p>CAPP recommends adding these 2 questions :</p> <p>a. What was the format of this class? (click all that apply) online synchronous (class scheduled for particular days and times) online asynchronous (class conducted online – no scheduled class meeting) in person other: please specify (text box).</p> <p>b. What were the positive and negative aspects of online learning in this class? (text box)</p> <p>2. Synchronous/Asynchronous issues- CAPP requests iOVCAA to see “survey” from Spring and redact data of the “complaints”.</p> <p>3. New issue: “Aloha Student Concerns” petition re CR/NC referred from SEC. Against extending-5 For extending- 4 CAPP recommends to not extend the C/NC option for students for Fall 2020 grading period.</p>
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<p>sharing this data. Who will have access to this data? How will the data be used? Will a COVID period CES give the data/answers needed?</p> <p>Members reviewed the 5 potential questions with recommendations to limit them for use in the CES. One recommendation is add questions #1, #4, #5. iVCAA Lyons expressed she preferred to keep #3 and ask students what they like/not liked (positives/negatives) about their online learning experience in that class. The other recommendation is to not add questions to the core of this Fall 2020 CES, and let departments and faculty decide to add if they choose.</p> <p><b>Vote: Which questions to include on the CES?</b>  Questions #1 only- 1 vote;  Questions #1, 4, and 5- 1 vote;  Questions #1, 4, and 5 combined with “positives and negatives” of online learning in this class- 5 votes.</p> <p><b>Vote: Does CAPP recommend/support adding the recommended option above to the CES?</b>  YES add to the CES- 6 votes;  NO, Leave the choice to add questions to Dept. Chairs/Deans/Faculty “use if they want”- 2 votes.</p> <p>Chair and iVCAA will finalize the questions and send them to Hae Okimoto to add to CES for Fall 2020.</p> <p>2. Synchronous/Asynchronous issues</p> <p>iVCAA Lyons shared they received complaints on online teaching through various channels in Spring 2020..She told CAPP that the email was related to “instructor presences” to let chairs be aware of the complaints. iVCAA added that the vast majority of the complaints were about asynchronous classes. This led to the email she wrote for Provost to send on preference for synchronous online teaching.</p> <p>CAPP suggests a follow up memo to faculty would help to clarify the provost’s intentions.</p>	<p>4. Review CAPP meeting 10/29 with affected departments: (ICS)  No action taken due to lack of time..</p> <p>5. Consultation on Small undergrad and grad courses (EP 5:XXX)  No Action taken due to lack of time.</p> <p><b>Report/Updates of Subcommittees’ work.</b>  None due to lack of time.</p> <p><b>Meeting Schedule for Spring 2021</b>  Members asked to consider using the same bi-monthly Wednesday meeting days and times for Spring 2021 and inform the chair about their availability.</p>
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Members also made a request to iVCAA for CAPP to receive a record of the complaints with identifying information redacted. She responded that it would be hard to compile the record as there was no plan for this. CAPP also requested to see the “survey” the provost referred to in his email.

3. New issue: “Aloha Student Concerns” petition re C/NC referred from SEC

Provost received a petition from students seeking the CR/NC option to be allowed for Fall 2020. The provost asked the SEC/CAPP for their input. Data from Spring 2020 provided to CAPP by iVCAA from the Registrar’s Office showed only 22% of students and only 10% of classes used the CR/NC option last Spring 2020. Some CAPP members felt students should be given this option since after the semester began more classes were moved to online. Others noted the provost had made it clear for Fall the same CR/NC option offered in Spring 2020 would not be extended for Fall 2020. It was also pointed out that students could submit a form to request a CR/NC grading option when they register for a class..

Vote: Does CAPP recommend extending the CR/NC option for Fall 2020?

Against allowing – 5 members,

For allowing- 4.

Chair will send a response to the provost.

4. Consultation on Small undergrad and grad courses (EP 5:XXX)  
Chair Replied to Halbert; need subcommittee members for this.

Reports/Updates of subcommittees' work:

1. **Undergraduate Certificate in Sexuality Studies**
2. **Undergraduate Certificate in Creative Computational Media**
3. **Prior Learning Assessment/ Back credits policy**
4. **Course Evaluation System**
5. **EP 12.205 (“Administration of the Patent and Copyright”)**
6. **Undergraduate Certificate in Sustainability**

	<p>7. <b>Grade replacement policy</b>  8. <b>Student data policies re online learning/”inclusive access”</b>  9. <b>Outreach/online courses</b></p> <p><b>Meeting Schedule</b>  CAPP Committee meeting schedule for Spring 2021.  Members asked to consider the same day and time.</p>	
<b>Adjournment</b>	<p>1. The next CAPP meeting will be December 09, 2020 at 3:00pm</p>	<p>The meeting was adjourned at 1:38 pm.</p>

Respectfully submitted by Jean Thoulag, Acting Secretary

Adopted on December 9, 2020 by majority- 7 in favor, 1 abstention.