

**University of Hawaii at Mānoa Faculty Senate
Committee on Academic Policy and Planning**

**Minutes of the CAPP Meeting on March 13, 2013
Hawaii Hall 208, 2:45 – 4:00 p.m.**

Present: Todd Sammons (Chair), Maya Saffery (Vice Chair), Carolyn Stephenson (SEC Liaison), Cengiz Ertekin, Annette Wong, Katya Sherstyuk, Stacey Roberts

Absent: Xu Di (excused), Thao Le (excused)

1. **Meeting Call to Order:** The meeting was called to order at 2:50 p.m. by Todd Sammons.
2. **Review of February 13, 2013 minutes:** The minutes were unanimously approved as circulated (no amendments) by those present.
3. Report(s) from Todd Sammons and/or Carolyn Stephenson
 - Todd's report regarding BA proposal in Public Health (Issue #35.12)
 - Todd and Thao met with Bob Cooney, who will become Undergraduate Chair for Public Health if the BA proposal approved, and Jay Maddock, Director of the Office of Public Health, regarding their proposal to establish a BA in Public Health.
 - In their meeting, Todd and Thao asked several questions about the history of Public Health at UHM including the loss of their accreditation in 1999 and move to JABSOM, their MA in Public Health and how it was able to survive without a BA for so long, and the national need for BA level training in Public Health.
 - Bob has since revised ancillary materials supporting the proposal and Todd has asked that these new materials be posted online.
 - Bob and Jay will attend the April 10th meeting of CAPP to discuss the proposal. Todd suggested the entire CAPP committee read the proposal and the ancillary materials and then come prepared with questions, including those asking 1) for evidence of a need for the program, faculty buy in, and a curriculum already in place; 2) about the history of Public Health at UHM; and 3) about impact this proposal will have on resources, space, and faculty workload.
 - Todd's report regarding capstone resolution
 - Todd has written a draft resolution from CAPP regarding capstones at UHM that captures our conversation after Monica's presentation earlier in the semester. In general, CAPP thinks capstones can be beneficial so programs should be encouraged to develop them for their undergraduate student but should not be required.
 - CAPP members to read draft resolution so it can be discussed and voted on at our April 10th meeting.

5. Committee Reports

New Issues 2012-13

Issue #11.13 Campus Navy ROTC: Cengiz has received requested data from the Air Force ROTC detachment but the Army ROTC detachment has still not responded. Cengiz will write up a draft resolution for the committee to consider and possibly vote on.

Issue #13.13 Streamlining of Administrative Procedures with Regard to Course Approval: Maya and Di Di need to meet to compile all the feedback they have received from colleagues. Katya and Carolyn will send Maya and Di Di their feedback. Once they receive feedback from Katya and Carolyn and meet to compile the feedback, they will come back to CAPP and share what they received and possible suggestions for improving the forms and streamlining the process.

All other committee reports were postponed until our next meeting since we ran out of time.

The meeting adjourned at 4:05 p.m.

The next meeting will be held 2:45 – 4:00 p.m., Hawaii Hall 208, April 10, 2013.

Respectfully submitted,

Maya Saffery

Approved by CAPP at its April 24, 2013 meeting.