

CAPP Committee Meeting Minutes

MEETING DATE August 28, 2019
MEETING TIME 3:00 PM - 4:30 PM
LOCATION Hawaii Hall 208

Attendance

Members

Name	Role	Attendance
Christine Irvine (Fall)/Kristi Govella (Spring)	Chair	Elected
Lori Fulton	Vice-Chair	Elected
Carolyn Dennison	Secretary	Elected
Michael Cooney	Member	Present
Siobhán Ní Dhonacha	Member	Present
Nandini Chandra	Member	Present
Kahikina de Silva	Member	Excused
Lori Fulton - arrived 4:15 pm	Member	Present
Janice Uchida	Member	Absent
Christine Sorsensen	Member	Present
Kristi Govella	Member	Present
Carolyn Dennison	Member	Present
Carolyn Stephenson	SEC Liaison	Present

Guests

Name	Role	Time
None		

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	<ol style="list-style-type: none"> 1. The SEC Liaison asked all committee members to review the shared CAPP drive in the Google Drive. 2. Members introduced 	The meeting was called to order by SEC Liaison C. Stephenson at 3:10 PM.
Review of Minutes	<ol style="list-style-type: none"> 1. 	1.
Chair's Report (SEC Liaison Report)	<ol style="list-style-type: none"> 1. Reviewed committee expectations. 2. Let SEC Liaison, MFS Office, and CAPP chair know if cannot make a meeting. 3. Meetings for Fall scheduled. 4. Possible topic about what is and is not OK in classes and class syllabus related to Mauna Kea 5. Reviewed role of CAPP and of officers 6. Must respond to consultation requests from Vice Chancellor/Provost office and program approvals. Other issues at the discretion of the committee. 7. CAPP has been reviewing undergraduate and Graduate Council has been reviewing graduate programs. SEC members and Grad Division met and agreed on policy to deal with this and will have policy approved by CAPP to address this. 8. May have resolution on graduate certificate in sustainability and resilience education for September meeting. 	1.
Action Items	<ol style="list-style-type: none"> 1. Schedule meetings 	<p>The following Wednesday dates were set for CAPP meetings. Time is from 3-5pm.</p> <ol style="list-style-type: none"> 1. September 4, 2019 2. September 25, 2019 3. October 9, 2019 4. October 23, 2019 5. November 13, 2019 6. November 27, 2019 7. December 11, 2019
Guest(s)	<ol style="list-style-type: none"> 1. None. 	
Committee Reports	<ol style="list-style-type: none"> 1. None 	1.

Unfinished Business (Open Issues for 2019-2020)	<ol style="list-style-type: none"> 1. Prior Learning Assessment/Back Credits Policy - review of other institutional policies, current inconsistency across departments. Also transfer credit issue - review policy M5.403 and need to address soon. 2. WICHE Passport - on GEC radar, but perhaps need CAPP review. 3. Course repeat and grade replacement policy. 4. Draft participation policy. Verification of financial aid. 5. Administration of CES - timing, evaluation of response rates, which courses receive CES surveys. 6. Agreement with graduate council 7. Graduate certificate in sustainability and resilience 8. Undergraduate sustainability certificate 9. Broader issue of sustainability 10. Two program proposals coming forward 	1.
New Business	1. None	1.
Adjournment	The next meeting of the Senate Executive Committee will be on September 4, 2019.	Siobhán made a motion to adjourn; seconded by Kristi. Meeting adjourned at 4:43 PM.

Respectfully submitted by Christine Irvine, acting Secretary

Approved unanimously on September 4, 2019.