

**CAPP Committee
Meeting Minutes**

MEETING DATE: Sept 3, 2021 9:00 AM - 11:00 AM
LOCATION: Zoom
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Edo Biagioni	P	Siobhán Ní Dhonacha	P		
Michael Cooney	P	Kevin Nute	E		
Patsy Fujimoto	P	Anna Stirr	P		
Hannah Manshel	P	Jean Thoulag	P		
Jon Matsuda	P				
Ashley Maynard	P	Kim Binsted	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	Kim Binsted, CAPP's liaison to the Senate Executive Committee (SEC) called the meeting to order at 9:04.	
Review of Minutes	1. Review minutes of May 5, 2021	1. Minutes of May 5, 2021 were adopted by previous CAPP committee on May 19, 2021 2. Minutes of CAPP meeting of May 19 will be reviewed at the Sept 7, 2021 CAPP meeting
Chair's Report	1. NA	

SEC Report	<p>New CAPP liaison, Kim Binsted, using a powerpoint presentation, provided an overview of her role as CAPP's liaison to the Senate Executive Committee (SEC), CAPP committee's charge and responsibilities, and meetings attendance policy.</p> <p>She explained that the committee is one of the busiest committees and generally meets bi-monthly. Subcommittees or working groups are formed as a method to attend to the committee's business more efficiently and share the workload.</p> <p>SEC usually meets 3:00-5:00 pm on the 2nd Monday of the month prior to the MFS meeting to discuss, review, and transmit items for the MFS agenda. The first Manoa Faculty Senate (MFS) for AY 2021-2021 is scheduled for Sept. 15. Given the short timeline between the first meetings of committee's, the deadline to submit agenda items to the MFS is extended to Sept. 7.</p> <p>Kim pointed out that the liaison is not a voting member of CAPP. Her liaison role is to be the link between CAPP and the SEC. Kim will update CAPP on MFS and SEC matters and in turn update the SEC on CAPP's work and transmit resolutions, etc. for the SEC to place on the MFS agenda.</p> <p>Following the liaison presentation, members introduced themselves. Kim previously served on CAPP, Michael, Siobhán, and Jean served during AY 2020-2021.</p>	<p>1. Powerpoint Slides are in the MFS CAPP shared drive.</p>
Guests	NA	1.
Committee Reports		
Unfinished Business	<p>1. Two resolutions included in the May 16, 2021 Manoa Faculty Senate agenda were not addressed due to time. This CAPP can potentially carry over to the new MFS.</p> <p>a. Undergraduate Certificate in Data Science Current Chair and CAPP members from 2020-2021 recommend the resolution is ready to go on the agenda again for the upcoming MFS meeting.</p> <p>Motion: Anna moved to submit it to SEC for inclusion in Sept. 15 MFS agenda; Michael seconded. 9 yes, 0 no, 0 abstain</p> <p>b. Bias in Course Evaluation System (CES) This current CAPP can decide to resubmit, revise, or not take any action and let the resolution die.</p> <p>Discussion followed. Anna noted she received feedback from students in her department that might</p>	<p>Chair will forward the Resolution on Undergraduate Certificate in Data Science to SEC for inclusion in Sept MFS meeting agenda.</p> <p>Resolution on Bias in CES will be taken up at the Sept. 28 CAPP meeting for decision if further polishing is needed or is ready to be sent to SEC and be placed on the October MFS agenda. Members tasked to read the resolution, etc.</p> <p>Chair will follow up on the status of the letters that were to have been forwarded to the three program proposal coordinators.</p>

	<p>be included. Former CAPP members who researched the issues, compiled the report, and drafted the resolution are willing to collaborate with the current CAPP on this. There is general support in moving it forward.</p> <p>Motion: Jean moved to put the resolution on CAPP's Sept 28 agenda for consideration for possibly transmitting it to SEC for the October MFS meeting. Siobhan seconded. 8 yes, 0 no; 1 abstain</p> <p>2. Resolution Calling for Asserting Faculty Governance in Curriculum Matters- a potential resolution draft co-sponsored with 2020-2021 CAB.</p> <p>Kim noted this resolution relates to the General Education Institute held this past summer. The resolution was being put forward to make sure faculty senates, particularly Manoa's, have a voice over curriculum matters as the General Education program goes forward. The resolution was to counter top down efforts and bypass faculty senates and take away control of faculty governance of curriculum.</p> <p>Kim reported the SEC was given a very informal report of the GEC Institute's work over the summer by Shana Brown, chair of the Institute. She conveyed that the report is not the end of the work on Gen Ed and the process will continue beyond this institute and report.</p> <p>Discussion followed. Some history and background was shared by members previously involved in Gen Ed revision and the Committee on General Education. Previous attempts to change the Gen Ed were fractious and involved politics over control of Gen Ed. Ashley commented she expects the faculty senates will have votes. A question arose about the situation if other campus faculty senates vote in support of the Gen Ed changes but MFS does not. Changes in the Gen Ed will have many implications for Manoa. Would this scenario create a faculty governance crisis?</p> <p>Following initial discussion, Chair asked members to review the resolution for further discussion at the upcoming Sept. 7th CAPP meeting.</p> <p>3. Follow up needed on three program proposals received during AY 2020-2021:</p> <ol style="list-style-type: none"> BA in Marine Biology (Michael and Rachel) awaiting response. B. Ed in Special Education (Siobhan, Maureen and Jean) awaiting response. Undergraduate Certificate in MultilingualMulticultural Perspectives 	
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	<p>(Jean and Kahikina) awaiting response. CAPP responses following initial review were prepared and to be sent by the CAPP chair to proposal coordinators. No responses to date.</p> <p>Per M. Cooney, proposal coordinators for BA in Marine Biology and Certificate in Multilingual-Multicultural Perspectives report that they did not receive letters.</p> <p>4. Prior Learning Assessments and Back Credits- need to be taken up again this year.</p>	
New Business	<p>Election of Officers: Chair: Ashley Maynard self nominated; all others declined; approved by proclamation Vice Chair: Patsy Fujimoto volunteered; all others declined; approved by proclamation Secretary: Jean Thoulag, volunteered; all others declined: approved by proclamation. (M. Cooney suggested the secretary subcommittee duties be limited in lieu of work as secretary) CAPP Representative to the Graduate Council: Eduardo Biagioni Both Ashley and Eduardo volunteered; Ashley withdrew. All others declined and Eduardo approved by proclamation.</p> <p>Meeting Schedule: 1st and 4th Tuesday of the month at 3:00-4:30pm.</p>	
Adjournment	Patsy moved to adjourn; Michael seconded; all in favor.	Meeting ended at 10:20am

Respectfully submitted by Jean Thoulag, Secretary

Approved on September, 07, 2021 7 yes; 0 nay, 0 abstain