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**COMMITTEE ON ACADEMIC POLICY & PLANNING**  
**MEETING MINUTES**

**MEETING DATE:** October 11, 2017      **3:00 PM - 4:30 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
William Gosnell	P	Nicole Ziegler	E			None	
Joseph Mobley (Secretary)	P	Ulrich Kozok	P				
Willy Kauai	P	James Potemra (Vice- Chair)	P				
Carolyn Stephenson (Chair)	P	Justin Clapp - Leave	E				
Susan Nakaoka	A	Brian Powell, liaison	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair C. Stephenson at 3:12 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the September 27, 2017 Committee on Academic Policy & Planning had been circulated electronically.	Motion to approve the September 27, 2017 minutes as amended; and seconded. Approved unanimously.
<b>CHAIRS REPORT</b>	1. None.	
<b>UNFINISHED BUSINESS</b>	1. Discussion on CAPP liaison to the Graduate Council; the issue of academic program review was discussed. Currently Grad Council handles all graduate programs except JABSOM MD, Law and Shidler. Question remains whether CAPP should review all academic programs.	1. Motion made to nominate Brian Powell to represent MFS on the Graduate Council; seconded. Approved unanimously.



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<b>BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Discussion and vote on Psych Department request for waiver on upper division credits.</li> <li>2. Decisions on finalization on what other CAPP issues to take on.</li> <li>3. Establishment of subcommittees on each issue. Course Evaluation System--U. Kozok, W. Gosnell, J. Potemra Discussion on uses of CES and appropriate numbers of questions, particularly whether focused on instructor improvement or outside evaluation High D/F/I/W--J. Mobley Credit Hour Audit Policy-monitor only Low Enrollment Programs-W. Kauai Withdrawal and Drop Deadlines BANNER "hides" previous grades for transfer students (Credit/No credit)-W. Gosnell Policy to Encourage Open Education Resources Revise TOEFL Requirement--N. Ziegler, W. Kauai</li> </ol>	<ol style="list-style-type: none"> <li>1. Vote on the Psych Dept request for 45-UD credit hr. waiver: 6 votes against, 0 in favor; and 0 abstentions. Chair will bring draft of letter to next meeting.</li> <li>2. Discussion.</li> <li>3. Reviewed and discussed; members were assigned to subcommittees.</li> </ol>
<b>ADJOURNMENT</b>		<p>Motion to adjourn by W. Gosnell; seconded by J. Potemra. Passed unanimously. Meeting adjourned at 4:37 PM.</p>

Respectfully submitted by Joseph Mobley, staff.

Approved on October 25, 2017 with 4 votes in favor of approval and 0 against.