



COMMITTEE ON ACADEMIC POLICY AND PLANNING  
MEETING MINUTES

MEETING DATE: November 27, 2013  
LOCATION: Hawaii Hall 208  
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	P	RAI, Sarita	A	STEPHENSEN, Carolyn	P		
ERTEKIN, R Cengiz	P	SAFFERY, Maya	P	VALENZUELA, Hector	E		
ITO, Ken	P	SIMANU-KLUTZ, Manumaua	P	WERTHEIMER, Andrew	P		
QURESHI, Kristine	P	SORENSEN, Trevor	P	WOODRUFF, Rosemarie	E		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting began at 1:00 p.m.	
MINUTES	The minutes of the 11/13/13 meeting were amended and accepted. Trevor Sorensen, assigned alphabetically, served as the recorder for these minutes.	Amended minutes passed with 7 votes in favor, 1 abstention.
Academic Policy Committee (APC) Update	It has been requested that a member of CAPP sit on the APC, which is run jointly by the VC-Academic Affairs, and the VC-Students. CAPP requested info about APC and in a reply from Patricia Masters, chair of the APC, she said it was used primarily to exchange information between the two offices and not to set or vet policy. They meet the first Friday of each month @ 9-10 a.m. Nearly all the members of the APC are Student Services folk. Patricia said they would welcome a member from CAPP, and although the CAPP members have expressed reluctance to participate in APC, we have been directed to appoint a member to APC by the SEC. CAPP members decided that our response to the SEC should be that the mission of this committee has apparently changed and that a Faculty Senate liaison from the Student Affairs Committee would be more appropriate.	The Chair will follow up with a response to the SEC and attach the APC members list.
Kuali Curriculum Management (KCM) System	SEC would like one person from CAPP to be nominated by CAPP and forwarded to SEC to sit on the KCM implementation team. Myrtle says the team will be active in the Spring Semester. Workload/commitment for the members is unknown. All implementation and design tasks (course approval, assessment, etc.) will be covered by the same team. UH-Mānoa needs are different than those of the CCs and need to be championed.  Myrtle sent e-mail to Maya that outlines a new process to replace the RFP—the Office of Procurement and Real Property Management (OPRPM) will use the professional services method of procurement. OPRPM will provide a Statement of Qualifications (SOQ) form for the	The Chair and Meda will participate in the KCM team, with Meda as prime and Maya as backup.



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	<p>interested persons or firms to submit their qualifications to provide IT services to the University.</p> <p>During the Kualī conversation both eCAFE and the Mānoa Assessment Office were brought up with respect to their possible relationship to KCMS. CAPP believes that KCMS should be separate from any assessment function.</p> <p>There was also a brief discussion about the relationship between ecafe and the Mānoa Assessment Office.</p>	
<b>Set Meeting for Spring 2014</b>	Same schedule for CAPP meetings in the Spring starting in January. The first day of school is 1/13/14. The first meeting will possibly be on Wednesday, Jan. 29 but we will wait to confirm until our Dec 11 <sup>th</sup> meeting.	
<b>Issue #14.14: Bachelor of Environmental Design</b>	<p>Cengiz (chair) reported. 8 questions about the proposal were sent to Interim Dean Bingham and he responded. The CAPP subcommittee was satisfied with his answers. They also did a comparison of the proposed degree program with peer programs and found that the proposed program aligned well with the peer programs.</p> <p>CAPP learned from Kristin that the difference between resolutions and motions are that resolutions are sent to the BOR while motions stay at UHM. It was decided that a resolution to approve this proposal will be submitted to the Faculty Senate because degree proposals have to be approved by the Board of Regents. CAPP should invite Dean Bingham and the program chair to be at the FS meeting when the resolution is raised to answer questions.</p>	<p>The Chair will post the responses to the 8 questions on Google Drive.</p> <p>CAPP unanimously approved the BED proposal.</p> <p>Cengiz and sub-committee to draft resolution and submit to the Chair, who will then get out to the rest of CAPP to review in time to vote on it at the Dec 11<sup>th</sup> CAPP meeting. It is the hope that the Chair will get it on the FS agenda for the January 15<sup>th</sup> meeting.</p>
<b>Issue #15.14: B.S. Astrophysics &amp; B.A. Astronomy</b>	Andrew & Cengiz had a meeting with authors of proposal and the Chair of the Physics and Astronomy Dept. to go over their list of questions and concerns regarding the proposal. Concern was expressed about IFA faculty teaching P&A courses for undergraduate degrees. Their proposal only lists IFA faculty and no P&A faculty members (which apparently was inadvertently dropped from an earlier, longer version to the VCAA for approval). There are many other concerns about inconsistencies in the proposal. CAPP will review response of proposal authors and Chair of P&A to CAPP questions (see action) during the 12/11 meeting and then may invite them to a CAPP meeting in January.	Andrew to send list of questions to proposal authors and Chair of P&A Dept. with a deadline in December after sending them to all CAPP members first to review and add additional questions.
<b>Issue #13.13: Streamlining of Admin. Procedures</b>	This issue was addressed earlier during the Kualī Curriculum Management implementation discussion.	
<b>Issue #10.14: Policy on CC Credits &gt; 60 credits</b>	<p>The Chair emailed Krystyna Aune and Lisa Wong requesting data on:</p> <ul style="list-style-type: none"> <li>the number of students the current policy affects in a given year</li> <li>the standards/existing policies for transfer of junior/community</li> </ul>	



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	college credits from our peer and benchmark institutions. Krystyna responded and her office is working on gathering this data.	
<b>Issue #12.13: Admissions Policy</b>	Awaiting information from Admissions Office on the impact upon admissions and enrollment of raising the minimum GPA for all transfer students to 2.5 as well as data being collected by the MFS GRA regarding the origin and initial rationale/discussion around this issue.	
<b>Issue #9.13: Gov. of Interdisciplinary Programs</b>	It was clarified that this subcommittee should be focusing on finding out the different models/forms interdisciplinary programs take at UHM by first talking to the Interdisciplinary Studies program. Carolyn is willing to attend this first meeting if needed. Review last year's CAPP sub-committee report on this issue may not be the best place to start. After getting the lay of the land, the subcommittee may look at what model/form works best as well as how we can best support the smaller interdisciplinary programs. This is an important issue but no time pressure.	
<b>Issue #21.13: Advising Students</b>	It was suggested that when/if the subcommittee meets with Linda Johnsrud they ask her when the 15-to-finish initiative was implemented and how many students at UHM are actually taking 15 credits a semester since the implementation of the initiative. Has there been any improvement in taking 15-to-Finish? There is concern that not all advisors are advising 15-to-Finish so there is a need to see how widespread the implementation is. In addition, it was suggested that they ask the same questions of John Stanley in the Institutional Research Office so that they can double check the numbers from Linda with Mānoa numbers.	Fata to follow up with Linda Johnsrud about meeting.  Rosie to talk to some advisors about 15-to-Finish Initiative as well as follow up with Ron Cambra about possibly attending a future CAPP meeting.
<b>Issue #10.13: Credit for Cross-listed Courses</b>	Tom Apple is moving toward allocating funding to departments based on number of students taught (SSH). In this paradigm, how do cross-listed courses count? CAPP stressed that should the Chancellor design a system to allow tuition dollars to follow student credit hours, he should be mindful of unintended consequences on cross-listed courses. We don't want to institute an approach that discourages interdisciplinary course offerings, especially since cross-listing courses encourages units to offer a variety of courses which help students graduate in a more timely fashion.	The Chair will add this warning from CAPP regarding cross-listed courses and the proposed funding formula change to the CAPP Fall 2013 Issues Report.
<b>ADJOURNMENT</b>	The meeting was adjourned at 2:55 p.m.	Next meeting: 12/11/2013

Respectfully submitted by Trevor Sorensen

Approved on 12/11/13 with 10 votes in favor of approval and 0 against.