UNIVERSITY of HAWAI'I®
MĀNOA

COMMITTEE ON ACADEMIC POLICY AND PLANNING
MEETING MINUTES

MEETING DATE:	October 9, 2013
LOCATION:	Hawaii Hall 208
ATTENDANCE:	[P = Present; A = Absent; E = Excused]

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

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting began at 1:05	
MINUTES	The minutes of the 9/25/13 meeting were amended and accepted. Ken Ito, assigned alphabetically, served as the recorder for these minutes.	Passed unanimously with 7 votes in favor
CAPP Representative to Academic Procedures Committee	CAPP was unsure about this committee's area of responsibility and the function of the CAPP representative. Since the most recent posted records of this committee were from 2009, questions were raised about its current status.	The Chair will inquire about the status of the Academic Procedures Committee and its current membership before we move forward.
Kuali Curriculum Management System	Meda and Carolyn reported on a meeting they attended Oct. 4 on the Kuali Curriculum Management (KCM) software, which is being considered by UH for system-wide adoption. KCM might best be characterized as a paperless course-approval system, intended to replace the UHM1/UHM2 process. The discussion on the adoption of this software appears to be far along, which raised an initial question for the committee: Why was faculty input not requested by the UH System? There was general agreement that the paper UHM1/UHM2 process was badly in need of updating. Kristine, who had been part of the pilot predecessor paperless system, "Curriculum Central," in the School of Nursing (also piloted in Education), observed that KCM appeared to be an improvement over the earlier program, which was poorly-designed and cumbersome. Most on the committee felt KCM was potentially a step	The Chair will invite Myrtle Yamada and Wendy Pearson to attend CAPP's next meeting to further discuss KCM.

forward, as long as it was restricted to its main purpose as a course-approval system. KCM provides a framework for the necessary mapping of course SLOs to PLOs and ILOs.

CAPP feels grave concern, however, about the possible use of KCM as an assessment tool, a function mentioned by some administrators at the meeting attended by Meda and Carolyn. We have been given no information about how KCM might work as a data-gathering tool for evaluation purposes; the video provided on the KCM equivalent at the University of Maryland covered only the system's use for the course-approval process. In our view, data-gathering must be kept distinct from the course-approval process. These are two different functions, and their conflation will lead to the detriment of both.

A second set of concerns revolved around questions of why KCM was being proposed now and what it will cost. These questions are especially important to ask in the context of the current budget deficits. Few details were available about how and with what resources KCM would be implemented. CAPP voiced the concern that, if KCM was to be installed, the transition needs adequate staffing and proper management. The goal should not simply be to go paperless but to develop a more streamlined, faster course-approval system. Can there be a quicker turn-around so that courses do not need to be proposed a year in advance? Can there be automatic population of the course catalogue from the information provided in the course-proposal process?

CAPP also talked about who will eventually become a part of the team designing and building the system for UH. There was a general consensus that internal UH IT people should work with UHM faculty who understand the current process of course approval and modification in deciding what the system looks like, how it flows, what questions are asked, etc. Participation of UHM faculty would ensure that the system reflects what we need and participation of internal UH IT people would ensure that there are people available over the long term who can respond to needs for changes and updates to the system.

There was general discussion on the lack of clarity on the function of the Manoa Assessment Committee. Who is representing the faculty on evaluation and assessment issues? Are the needs and the expertise of faculty being reflected in discussions of assessment?

New Issues and New Proposed Programs	•10.14, Exclusion of Non-System Junior College Credits in Excess of 60 Credits. •11.14, Policy Proposal – Class Attendance •B.S. in Astrophysics and B.A. in Astronomy	Chair to circulate list of new issues and new proposed programs so that CAPP members may volunteer for the necessary subcommittees.

	•Bachelor of Environmental Design	On 11.14, the Chair will ask the VCAA to provide information on comparative attendance policies at peer and benchmark institutions.
ADJOURNMENT	The meeting was adjourned at 2:45 p.m.	A decision was made to adjust our meeting times to end at 2:45pm from now on.

Respectfully submitted by Ken Ito.
Approved on 10/23/13 with 9 votes in favor of approval and 2 abstained.