

**CAPP Committee
Meeting Minutes**

MEETING DATE: February 24, 2021 3:00 PM - 4:50 PM

LOCATION: Zoom

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P	Wendy Pearson, Michael Menchaca, April Goodwin	3:32-4:28
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney @3:27	P	Jean Thoulag	P		
Kahikina de Silva @3:30	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	P				
Siobhán Ní Dhonacha	E	Jim Potemra @3:17pm	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	CAPP's March meeting dates are 3/10 and 3/31. The MFS is 3/24. Chair asks for an additional meeting date of 3/3.	The meeting was called to order at x:xx PM by Chair Stephenson.
Review of Minutes	1. The minutes from the 02/10/21 CAPP meeting were reviewed.	1. Minutes adopted unanimously with 9 ayes.
Chair's Report	<ol style="list-style-type: none"> Discussed Status of Grad Division Motion The Undergraduate Certificate in Sexuality was pulled from the MFS agenda, because developers want to change the name to "Queer Studies." They say nothing else changes in the proposal details. CAPP chair recommends reviewing the proposal to confirm no significant changes, then OK it for inclusion in the March MSF meeting. Future Meeting with Sandra Furuto and CAPP members being planned. Course Evaluation System: still need to hear back from iVCCA Lyons and Provost Bruno. SEC referred two new certificates to CAPP- <ol style="list-style-type: none"> Undergraduate Certificate in Data Science Undergraduate Certificate in Multilingual/Multicultural Perspectives The Certificate in Sustainability being resubmitted -a newer version of the program is forthcoming. 	

SEC Liaison Report	<ol style="list-style-type: none"> 1. Motion on how faculty work with the Grad Council. CAB chair and VC met with Bruno and Lyons. The motion will go forward to MFS. CAPP will provide comments to the SEC and liaison Poterma will ask that the SEC wait for CAPP comments. 2. Provost joined the SEC meeting and was asked about Fall 2021 classes. Per Provost, CDC guidelines must still be followed. Neither students nor faculty will be forced to come to campus. In response to a question about students who will not want to come to campus for a Face to Face class, Provost shared that cameras have been added to classrooms and IT support provided. 3. The December SEC minutes reflect a concern raised by the CFS about the workload of CAB and CAPP and that the CFS liaison would bring this up with the SEC. While there is a lot of work for the committees, they meet frequently. It was decided that CFS will not look further into the workload of the two committees at this time and let the status quo continue. 	
Guests	<p>Presentation and discussion on Credit Hour Policy (OVCAA policy MF .114)</p> <p>Guests: Wendy Pearson, Michael Menchaca, April Goodwin.</p> <p>Traditionally, credit hour is considered as 1 contact hour and 2 out of class= 3 credits. Currently with different learning modalities other than traditional in person classes, what guidelines to use to help check credit hours.</p> <p>They are working on updating the UH policy on assigning credit hours to align with WASC accreditation requirements and the 2 newer definitions of Credit Hours from the US Dept. of Education (34 CFR 668.8 (K)).</p> <p>US DOE also redefined Distance Ed as the ability of students and faculty to interact in regular and substantive interactions. New Federal guidelines go into effect July 1, 2021.</p> <p>Discussion followed- They extracted data from STAR from 2017-2019 with misaligned credit hours.</p> <p>Discussion followed related to - how to capture data on non traditional courses to develop guidelines for assigning credit hours, potentially creating a tool for reviewing hybrid courses. Can course evaluations be examined in assessing credit hours as students might provide insight; it will be different for different departments; the program review process can be used to provide guidelines. How to determine student equity for classes provided in different modalities?</p> <p>The presenters suggested CAPP assist by developing some guidelines or tools to evaluate contact/ credit hours. However, CAPP members unanimously took the position of not taking up their request to develop guidelines or policies.</p> <p>The slides used in the presentation can be shared with CAPP afterwards.</p>	<p>Guests were present from 3:33 to 4:28 PM..</p>

Committee Reports	1. (See below)	
Unfinished Business	<p>1. Consultation on the Policy for Small Undergraduate and Graduate Courses. CAPP members prepared a response on behalf of the committee. Disappointingly, the date to submit input had passed. It was noted there was no announcement to let faculty know about the final opportunity to submit input. In discussion, some concerns were raised about the policy and how it is not just based on cost recovery but can be seen with potential connections to workload control, contract renewal, and hiring. CAPP discussed whether to send out the feedback/input that was compiled. Michael Cooney requested his “revision” document be shared as a proposal to the Administration as a better approach.</p> <p>2. Next meeting’s agenda</p> <ol style="list-style-type: none"> Prior Learning Experience report for next meeting agenda. Kahikina/Jean Consultation Document -Michael/Nandini 	
New Business	<p>3. Assign two new certificates for CAPP review</p> <ol style="list-style-type: none"> Undergraduate Certificate in Data Science (Kim and Rachel) Undergraduate Certificate in Multilingual/Multicultural Perspectives (need volunteers) <p>4. Reactions to Phase II Reorganization requested by CAB.</p> <p>5. New Certificate in Sustainability- totally revised proposal to replace former one. Michael and Rachel will review. Ask Makena Coffman to meet with CAPP in March</p>	<p>1. Need volunteers for program review work.</p> <p>2. Ask Makena Coffman to meet with CAPP in March</p>
Adjournment	1. The next CAPP meeting will be March 3, 2021 at 3:00 PM.	Adjourned at 4:51; all in favor

Respectfully submitted by Jean Thoulag

Approved on March 10, 2021 7 aye, 1 abs