

CAPP Committee Meeting Minutes

MEETING DATE November 13, 2019

MEETING TIME 3:00 PM - 4:30 PM

LOCATION Hawaii Hall 208

Attendance

Members

Name	Role	Attendance
Christine Irvine	Chair (Fall)	P
Lori Fulton	Vice-Chair	E
Carolyn Dennison	Secretary	P
Kristi Govella	Chair (Spring)	P
Nandini Chandra	Member	P
Michael Cooney	Member	P
Kahikina de Silva	Member	P
Siobhán Ní Dhonacha	Member	P
Carolyn Stephenson	SEC Liaison	P

Guests

Name	Role	Time
Stephanie Kraft-Terry	Interim Director of Advising for the College of Natural Sciences	

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by C. Irvine at 3:00 PM.
Review of Minutes	Minutes from the October 9, 2019 meeting were reviewed.	Motion made by M. Cooney, seconded by N. Chandra to approve the October 9, 2019 minutes as amended. Minutes were approved unanimously.
Chair's Report	<ul style="list-style-type: none"> • October 23 meeting was cancelled due to lack of quorum. • Vice Chancellor's Office (April Goodwin) asked that CAPP respond to the consultation request regarding M5.403 that was referred in May, 2019. CAPP members were asked online for their thoughts. All voting members indicated the change proposed was OK, and this message was conveyed to the VCAA office. • A request was sent to the Graduate Division on October 10 regarding information about the sustainability certificate from the College of Education. Wendy Pearson in the OVCAA office indicated she would like the same information. No response was received as of October 17 and a follow-up email was sent. Dean Aune responded on October 18 and indicated that Grad Division would provide the requested information. The information was later sent and uploaded to the CAPP folder. • Dean Aune emailed indicating they were waiting to hear from MFS on the discussed proposed agreement regarding graduate level curriculum review. • The College of Education Dean's Office asked for an update on the graduate certificate on sustainability education on November 7. • Colin Moore from Public Policy also requested an update on CAPP's review of the BA in Public Policy on November 7. • Potential upcoming reviews: E5.201 & M5.301 	
SEC Liaison Report	<ul style="list-style-type: none"> • 	

Action Items		
Guest(s)	<p>Stephanie Kraft-Terry - Interim Director of Advising for the College of Natural Sciences</p> <ul style="list-style-type: none"> • Discussed cases where students have repeated a course multiple times. Because of repeat policy, does not impact cumulative GPA. • Policy passed by MFS had limit of three repeats but cannot be implemented due to technical issues with Banner. • Need to take into account that some classes are supposed to be repeated, but the grades and credits are counted each time. Complications arise when a course is repeated, but only one grade and one set of credits is allowed. • Current policy executed with someone reviewing individual student records and manually changing the system. • S. Kraft-Terry suggestions: <ul style="list-style-type: none"> ◦ Review the 2011 policy. ◦ Meet with staff responsible for Banner (UH System level) and STAR (Manoa, but serves the entire system; Ron Cambra, Assistant Vice Chancellor for Undergraduate Education).. • Should also look at what can be implemented through Banner and STAR. • Council of Academic Advisors had started researching peer and benchmark data previously. 	<ul style="list-style-type: none"> • SND to contact Roxanne. • SND to follow up with S. Kraft-Terry about the Council of Academic Advisors providing more information of what steps, including possible policy(s), that CAPP and others could take to address this issue. • S. Kraft-Terry and SND will look for documents related to CAA's previous research about this issue.
Committee Reports	<p>1. Course Evaluation System Committee</p> <ul style="list-style-type: none"> • Error in dates with this semester's course evaluations (per message to faculty). • K. Govella sent two messages to follow up the October 9 meeting, but has not heard back from H. Okimoto. • C. Irvine found out that Laura Lyons is the official CES coordinator for UHM. 	<ul style="list-style-type: none"> • K. Govella and N. Chandra will draft follow up message with H. Okimoto and include L. Lyons in the message. K. Govella will convey the message to H. Okimoto. • Invite Brian Powell and L. Lyons to meet with CAPP.
	<p>2. Prior Learning Assessment Committee</p> <ul style="list-style-type: none"> • CD has added data from three more schools. • April Goodwin sent additional information on policies at other institutions. 	

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	<p>3. Course Repeat and Grade Replacement Committee</p> <p>Additional documents related to the issue were added to the CAPP shared drive.</p>	
	<p>4. Sustainability Committee.</p> <ul style="list-style-type: none"> MC added more information related to sustainability-related programs at UHM. 	
	<p>5. Participation Policy Committee</p> <p>No report.</p>	
Unfinished Business	<p>1. Agreement with Graduate Division</p> <p>2. Graduate Certificate in Sustainability and Resilience Education passed by Grad Council in April 2019.</p> <p>The Sustainability Committee reported on its review of the proposed graduate certificate for education sustainability.</p>	<ul style="list-style-type: none"> Draft a resolution for CAPP to review at its November 27 meeting.
New Business	<p>1. CAPP Program Review Checklist</p> <p>Not discussed.</p>	
	<p>2. B.A. Public Policy [Proposal]</p> <ul style="list-style-type: none"> The committee had several questions about the proposal. Drafted a message to the proposers requesting more information and documentation. 	<ul style="list-style-type: none"> Finalize message to send to the proposers. C. Irvine will send it to Colin Moore. Invite Colin Moore (meet with first), Denise Konan (Dean of Social Sciences), Jonathan Goldberg-Hiller (Political Science). CAPP should meet with these guests individually.

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	<ol style="list-style-type: none">3. Resolution on combined 5 year bachelors/masters program in Atmospheric Sciences approved by Grad Council October 22.4. Resolution on combined 5 year bachelors in Information and Computer Sciences to a masters in Library and Information Sciences approved by Grad Council October 22.	C. Irvine received communication from Grad Division that CAPP does not need to review or act on the BAM (4+1) programs as they are considered program modifications. They go straight from Grad Division to OVCAA.
Adjournment	The next meeting of CAPP will be on November 27, 2019.	M. Cooney made a motion to adjourn; seconded by N. Chandra; unanimously approved. Meeting was adjourned at 4:35 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved on November 27, 2019.