

**University of Hawaii at Mānoa Faculty Senate
Committee on Academic Policy and Planning**

**Minutes of the CAPP Meeting on November 7, 2012
Hawaii Hall 208, 2:30 – 4:00 p.m.**

Present: Todd Sammons (Chair), Xu Di, Cengiz Ertekin, Thao Le, Maya Saffery, Carolyn Stephenson (SEC Liaison), Annette Wong

Absent: Katya Sherstyuk (excused), Kate Zhou (not excused)

1. **Meeting Call to Order:** The meeting was called to order at 2:40 p.m. by Todd Sammons (Chair).
2. Todd asked Maya Saffery to be the minutes taker for the meeting and she accepted.
3. **Review of October 24, 2012 minutes**

Amendments:

- bottom of p. 1: add “how summer school can help students make up work they are unable to do during the semester”
- p. 3: change Carolyn’s second question to read, “what are the three courses students will be automatically registered for in Premier?”
- bottom of p. 4: should be “Andrew Mason” (not Manson)
- p. 5: change “How can you bring resources to it?” to “How can you use resources efficiently?”
- p. 5: delete “their” and insert “faculty’s”, so should read, “faculty is pulled out of duties in faculty’s own department”
- p. 5: add “Submitted by _____” and “Approved as amended on _____” at the end

Minutes unanimously accepted as amended. Thao to make revisions.

4. Report(s) from Todd Sammons and/or Carolyn Stephenson

There was no report from Todd or Carolyn at this meeting as there was nothing new to share.

5. Committee Reports (began where we left off at Oct 24th meeting)

New 2012-13 Issues

Issue # 13.13 Streamlining of Administrative Procedures with Regard to Course Approvals: Di Di and Maya gave an update on their progress. They talked to Myrtle Yamada and Ken Tokuno about possibly developing a list of course modifications that could be accomplished via a memo to the VCAA and Graduate Division. They both shared that while memos are occasionally accepted for a change that affects multiple classes, all other cases are really hard

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to list and are handled on a case by case basis; therefore, they would be hesitant to develop such a list. Maya and Di Di have two next steps to work on:

- a. They will call the different offices listed at the back of the “Guidelines for Submitting UHM-1 and UHM-2 Forms” to come up with a list of names and responsibilities of each office (who is in charge of what, what kinds of questions can each office answer) so that those completing the forms will have a better idea of who to call if they have a question.
- b. They will work with the same offices to develop a FAQ document that can be added to the guidelines and a website. CAPP members were asked to share ideas for questions to add based on their experiences.

Issue # 14.13 Examine the Value of Assessment: No report. Katya absent today. Cengiz mentioned that they are still waiting for the group to be constituted. Cengiz will send a reminder email to CPM saying CAPP representatives are ready to meet when appropriate.

Issue # 21.13 Advising Students: Annette and Thao met with some members of the Council of Academic Advisors (Leona Anthony [Chair], Marie Ono, and Denise Nakaoka). They shared that the CAA is aware of the issue of inconsistency/variability in advising practices around campus. They explained that all Freshmen and Sophomores are required to meet with an advisor but how departments handle this and hold students accountable is inconsistent across campus. For example, some departments will put a hold on a student’s registration until they meet with their advisor, while other departments are unaware that this option exists. It was recommended that information such as this be shared online somewhere for departments to reference. One CAPP member also asked if the question about advising students to take 12 instead of 15 credits a semester that would be necessary to graduate in 4 years was asked during their meeting, and Thao said it wasn’t. The CAPP member followed up with two other questions: 1) who are the representatives from each college on the CAA? how do we know who they are?—Thao explained that they are all listed on the CAA website; 2) what is the relationship between all the different advisors on campus beyond the CAA (MAC, A&S, major advisors in the departments), is there a lot of communication between them?—it appears there is not much communication and maybe there should be more.

One of the issues discussed at the meeting with CAA was relation to accountability of faculty to advise students. The CAA is open to faculty helping with advising as this practice supports WASC accreditation activities and the “Fifteen-to-Finish” initiative. CAA would be interested in results from a survey/clicker count of faculty senators interested in advising. They even recommended that departments could entertain the idea of reducing instructional load for those who are advising, but CAPP thought this was not a good idea since it would be hard to calculate and this should be a regular responsibility of all faculty members. Leona mentioned that she provides training for faculty in her department and would be open to including other interested faculty from outside her department. It was asked how faculty know about the training?—the college level representative on the CAA should be the one providing that training.

Thao and Ipo also asked about peer advising training. These are students who are trained in the general education requirements and are then assigned to colleges to assist with advising.

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Next steps are to meet with more advisors across campus, maybe starting with A&S and other big advising centers.

Carryover 2011-12 Issues

Issue # 23.12 High DFIW Course Follow-Up: There is a meeting on this issue scheduled for Friday, November 30. Todd has met with Yang Zhang from the Mānoa Institutional Research Office. He discovered that Yang has prepared recent data (last four semesters) on what she is calling “low success” courses (these are the same as our “high DFWI” or “high failure to proceed” courses). At its November 30 meeting, Todd will share this data with the working group, which will use it to update its data from two years ago, when this issue was first investigated. Since both of the previous working groups who looked at this issue (in 2010-2011 and 2011-2012) issued reports with recommendations, this year’s working group will review those recommendations to see (a) if any have been acted on and (b) if any of the unacted-upon recommendations strike might be

Here are links to the two reports mentioned above:

http://www.hawaii.edu/uhmfs/documents/2010_11/20110420_report_highfailcourses.html
http://www.hawaii.edu/uhmfs/minutes/2011_12/DFWI_report_20120424.pdf

Issue # 26.12 Undergraduate Degree Plan Implementation: Maya and Ipo are still reviewing Star report data on time to degree by department. Ron Cambra mentioned at our last meeting that he has pressure point data that he shared with Reed. CAPP agreed that Reed needs to share this data with the Deans.

Issue # 55.12 Office of Student Affairs Course Subject Code: Tabled. Nothing to do at this time.

Regarding Stacey Roberts: it was clarified that Stacey was asked by the SEC to serve as the Vice Chair of the Gen. Edu. Committee; therefore, Maya will take over as the new Vice Chair of CAPP (voted unanimously by all present). CAPP needs to follow up with SEC on getting a replacement for Stacey on the CAPP, but may be a while since there are a few vacant positions at this time.

New Issues 2012-13 (Continued)

Issue # 9.13 Governance of Interdisciplinary Programs: Todd met with Ron Cambra (Interdisciplinary Studies reports to him), and from that meeting, Todd understood that interdisciplinarity at UHM could be defined in four different ways:

- a. Inside interdisciplinary departments
- b. Interdisciplinary certificates, for instance the one in cultural studies at the graduate level
- c. Interdisciplinary majors that can be proposed by individual students or groups of students.

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- d. There are also pilot majors that are run through the Interdisciplinary Studies program first before they become regular degree programs.

Todd shared that Ron is interested in making IS like the Honors Program in that it will have a set of IS courses that are required for all IS students no matter their major or focus. One member suggested that this wouldn't be a good idea as some courses may not be relevant for all IS students.

In terms of governance, UHM already has processes for proposing and deleting courses and programs, so there is no need to develop a new one for IS.

Next steps: Todd and Katya to conduct a census of sorts to figure out: 1) of the students in interdisciplinary studies, how many are in individually designed majors? 2) what programs are currently run through Interdisciplinary Studies? 3) what does the transcript say if you graduate with a degree in IS? Does the transcript reflect your focus or concentration? Finally, it may be helpful to look at other interdisciplinary programs outside UHM to see if we can learn anything from them.

Issue #10.13 Counting Course Credits on Cross-Listed Courses: With Stacey off CAPP, we need a second person to work with Kate on this issue. We will wait until a new CAPP member is chosen to replace Stacey before we assign someone new to this issue.

Issue #11.13 Campus Navy ROTC: No update. Cengiz shared that they did not get the requested data yet, so he will remind them again. After data is received, CAPP can make a recommendation to the Faculty Senate. No action can be taken until data is received. In the meantime, a survey of student interest may be helpful.

Issue #12.13 Admissions Policy: Thao will look at IRO data regarding average GPA of both system and non-system transfer students, how they are doing in relation to non-transfer students, and where they transfer from.

More New 2012-13 Issues

Issue #28.13 Strategic Plan Committee's Sustainability Initiative: This committee did not start because the committee has not been set up yet.

Issue # 29.13 WASC Draft 2013 Handbook of Accreditation: Carolyn read the draft and had nothing significant to share except that the graduate education section was incomplete, but she did not find that specific recommendations to improve it were necessary. Todd and Stacey still reading.

The meeting adjourned at 4:04 p.m.

The next meeting will be held as scheduled at 2:30 – 4:00 p.m., Hawaii Hall 208, November 28, 2012.

Submitted by Maya Saffery.

Approved as amended on November 28, 2012.