

CAPP Committee Meeting Minutes

MEETING DATE: **March 11, 2020** **3:00 PM - 4:30 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Nandini Chandra	E	Lori Fulton	P		
Michael Cooney	P	Kristi Govella	P		
Carolyn Dennison	P	Christine Irvine	P		
Kahikina de Silva	A				
Siobhán Ní Dhonacha	E	Carolyn Stephenson (SEC Liaison)	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by K. Govella at 4:15 PM.
Review of Minutes	The minutes from the February 12 and February 26 meeting will be reviewed at the next CAPP meeting.	Postponed
Chair's Report	<ul style="list-style-type: none"> On 3/2/2020, the SEC forwarded a request to CAPP from Associate Vice President for Academic Policy and Planning D. Halbert to consult on EP 5.209, the executive policy on student transfer and inter-campus articulation. 	
Guests	None	

Committee Reports	<ol style="list-style-type: none"> 1. Prior Learning Assessment Committee <ul style="list-style-type: none"> • C. Irvine reported that there is a diversity of approaches to Prior Learning Assessment. With regard to languages, there are some other institutions that also have similar practices of giving credit without charging, but they are not our peer/benchmark institutions. The rest of the UH System has a PLA agreement of which UHM is not a part. • Issues: Fit with system, what back credits count for (fairness) • C. Irvine and C. Dennison put together information on what is being done at UHM and at other campuses. 	<ul style="list-style-type: none"> • The sub-committee is examining PLA policies at the community colleges. • K. Govella will look into inviting guests from units who are awarding large numbers of back credit.
	<ol style="list-style-type: none"> 2. Course Repeat and Grade Replacement Committee <ul style="list-style-type: none"> • A proposed policy was shared with ACCFSC (located in the folder) titled “Aligned Course Repeat Policy” that seeks to align the policies around repeats across the System. • K. de Silva and SND met with the Council of Academic Advisers Policy Committee on 2/14/2020 and listened to perspectives shared about UHM Grade Replacement. On the spectrum of possible options, ranging from totally changing the current policy to ameliorate the unintended issues with repeat courses, in particular, the Committee felt keeping the policy "as is" was the correct course of action. The overall consensus was that the policy, overall, does support significant enough numbers of students to persevere to degree completion with an improved academic profile. • One major issue with the policy as written in terms of actual practice are the issues that can arise with repeating courses. Per the committee, overrides are given by instructors (or departments), for example, when a student repeats a Chemistry course. As this is more pro forma procedurally, nothing is "flagged" for intervention or a review of potential right choice of major issues for that student. • A hold via Banner was discussed, and also "flagging" in the STAR so the student has to 	

	<p>seek advising before pursuing another repeat, for example.</p> <ul style="list-style-type: none"> Also, mandating students indicate that a course is for repeat only, not credit, was discussed. Again, a mechanism is needed in Banner to render that operational. Additionally, there is the issue of ensuring that only the highest grade is applied, as versus all grades. This appears to be a Banner issue, but does also involve the UHM Registrar's office, who have not yet followed up on this. SND hopes to meet with STAR to inquire as to the STAR option (not yet confirmed). 	
	<p>3. Sustainability Committee.</p> <ul style="list-style-type: none"> K. Govella drafted a letter to Makena Coffman based on the revised proposal for the Undergraduate Certificate in Sustainability was received on 12/9/2019 and M. Coffman's visit to CAPP on 2/26/2020. 	<ul style="list-style-type: none"> C. Irvine moved to approve the letter; L. Fulton seconded. The letter was unanimously approved. K. Govella will send it to M. Coffman.
	<p>4. Outreach Course Committee</p> <ul style="list-style-type: none"> L. Fulton and C. Irvine agreed to look into issues related to Outreach course policy changes. A copy of the proposal has been put in the shared folder. 	<ul style="list-style-type: none"> C. Stephenson will send out a draft resolution to address this issue. C. Irvine and L. Fulton will assist with reviewing and revising the draft.
	<p>5. B.A. Public Policy Committee</p> <ul style="list-style-type: none"> CAPP is waiting for an update from the program proposal team. 	<ul style="list-style-type: none"> K. Govella will look into inviting Dean D. Konan to discuss the importance of programs in the College of Social Sciences.
	<p>6. Course Evaluation System Committee</p> <ul style="list-style-type: none"> H. Okimoto provided information on Fall 2019 CES response rates to CAPP on 2/24/2020. H. Okimoto and L. Lyons will attend CAPP's 4/8/2020 meeting at 3:30 pm to discuss anticipated Spring 2020 CES issues. CAPP will look into contacting other campuses about the problems with the current practice. 	
Unfinished Business	<p>1. E5.201</p> <ul style="list-style-type: none"> A memo was drafted and sent to K. Govella. K. Govella brought the issue back to CAPP 	<p>1. E5.201</p> <p>C. Irvine moved to approve the revised memo; K. Govella</p>

MĀNOA FACULTY SENATE

	<p>with additional suggested language related to consultation.</p> <ul style="list-style-type: none">● CAPP would like a form to document the consultation process <p>2. 5-week courses</p> <ul style="list-style-type: none">● Postponed. <p>3. Proposed Agreement with Graduate Division</p> <ul style="list-style-type: none">● K. Aune was unable to attend the 1/22 meeting. Her visit has not been rescheduled.	<p>seconded. The revised memo was approved unanimously.</p> <p>2. No action</p> <p>3. No action</p>
New Business	<p>1. EP 5.209: Student Transfer and Inter-Campus Articulation</p> <ul style="list-style-type: none">● Documents have been placed in CAPP's Issues folder.	<ul style="list-style-type: none">● K. Govella will contact D. Halbert.
Adjournment	<p>The next meeting of CAPP will be on March 25, 2020.</p>	<p>C. Irvine made a motion to adjourn; seconded by K. Govella; motion unanimously approved. Meeting was adjourned at 4:46 PM.</p>

Respectfully submitted by Carolyn Dennison (Secretary)

Approved by a vote of 6 yeases and 2 abstentions on April 8, 2020.