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Committee on Academic Policy and Planning
MEETING MINUTES

MEETING DATE: March 6, 2019 3:30 PM - 5:00 PM
LOCATION: Hawaii Hall 209
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Carolyn Dennison	P	Randall Minas	P				
Lori Fulton	P	Truc Nguyen	P				
William Gosnell	E	Nicole Ziegler	E				
Kristi Govella	P						
Paul McKimmy	P	Carolyn Stephenson (SEC Liaison)	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by P. McKimmy at 3:30 PM.	
REVIEW OF MINUTES	1. Minutes from 1/23 and 2/6 meetings were approved.	R. Minas made a motion to approve 1/23 minutes; seconded by K. Govella; unanimously approved. R. Minas made a motion to approve 2/6 minutes; seconded by K. Govella; unanimously approved.
CHAIR'S REPORT	1. A PELP team is examining the possibility of inter-campus alignments of Grade Replacement and Repeat Course policies in support of online programs. [Chart Comparing Policies Across UH Campuses] 2. The meeting to review CAPP and Grad Council roles has been postponed.	
GUESTS	1. None	
BUSINESS	1. <u>Course Evaluation System</u>	Pending response from H. Okimoto. C. Stephenson will



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	There were some issues with the message sent to undergraduate students about the availability of the survey in terms of timing and inaccurate date information. Also, faculty were not notified when course evaluations were released.	follow up. P. McKimmy will invite H. Okimoto to attend a CAPP meeting.
	2. <u><i>Graduate Council</i></u> CAPP will consider issues of coordination with Graduate Council. CAPP asked why the Graduate Council approvals of programs do not come to the Faculty Senate for approval as do the recommendations of other Senate committees. Should both graduate and undergraduate academic matters come to subcommittees of CAPP?	CAPP would like a draft resolution to be included in any program proposal that Graduate Council sends to OVCAA. CAPP unanimously agrees that decision to forward to MFS should come from CAPP through the SEC.
	3. <u><i>Proposal for an Undergraduate Certificate in Sustainability from the College of Social Sciences and College of Tropical Agriculture & Human Resources</i></u> [Proposal] [Revised Proposal , 2/14/2019] [Criteria for SUST Cross-Listed Courses]	A revised proposal has been submitted to CAPP for review. CAPP will continue to discuss this proposal.
	4. <u><i>Motion on the UH Manoa Grade Replacement Policy</i></u> [DOC] CAPP resolution has not been implemented. Get a status report.	R. Minas reported on technical barriers related to implementing the policy. Tabled pending further discussion on course repeat and grade replacement policies.
	5. <u><i>"Back Credits" Prior Learning Assessment (PLA) issue</i></u> [DOC , VCAA referral] 20140924 PLA-UHPA Memo [DOC] 4.15 Prior Learning Assessment Issue [LINK] Summary of issues per P. McKimmy [DOC] LLL addressed CAPP last year, opposing any changes to current back credit practice; either in fee or eliminating credits. Philosophy on University function determines stance on PLA.	P. McKimmy reported on the existing policies at UH and the history of the issue as presented to CAPP.



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	<p>6. <i>Proposal for an Undergraduate Certificate in Earth and Planetary Exploration</i> [Proposal] [Draft Resolution] Additional information: Course descriptions of EPET 201, 301, 302, and 401 originally contained a major restriction (box 15a of the UHM-1 form) “science and engineering” majors. Restriction was removed in January in consultation with the VCAA office, not reflected on version of proposal we reviewed.</p>	<p>The resolution was tabled at the 2/20/19 MFS meeting due to concerns about whether the proposers had consulted other departments.</p> <p>The proposers have set a meeting with Chemistry, Physics & Astronomy, and Engineering for 3/12/19.</p>
	<p>7. UHM Staff Senate and Congress a. Draft charter: https://manoa.hawaii.edu/staffcongress/ b. Open Forum, Feb 8, 2019 2:00-3:00pm Art Auditorium i. Online: go.hawaii.edu/G2D</p>	<p>T. Nguyen reported on developments at the Open Forum.</p>
NEW BUSINESS	<p>1. Review OVCAA New Degree and Certificate Program templates; recommend additional summary of consultations conducted? [OVCAA Planning & Approval] Proposal outlines: [Certificate] [Authorization to Plan] [Degree Proposal]</p>	<p>Inadequate explanation of consultation with potentially related and/or affected departments was the cause of the EPET certificate motion being tabled. Revision of the templates provided to new program/certificate writers could prevent future issues.</p>
ADJOURNMENT	<p>The next CAPP meeting will be on April 3, 2019 in Hawaii Hall 208 from 3:00 PM-5:00 PM.</p>	<p>Motion by T. Nguyen to adjourn; seconded by R. Minas; unanimously approved. Meeting adjourned at 4:57 PM.</p>

Respectfully submitted by K. Govella, Secretary.

Approved on April 3, 2019 with 5 votes in favor of approval and 0 against.