

**Minutes**  
**Committee on Academic Policy and Planning**  
**January 5, 2011**  
**3:00-5:00 PM**  
**Hawaii Hall Room 208**

Attendance

- a. Present: Chizuko Allen, James Cartwright, Ken Kipnis, Jonathan Matsuda, Katrina-Ann Oliveira, and Sarita Rai,
- b. Excused: Edoardo Biagioni, , Timothy Halliday, Cynthia Hew, Hamid Pourjalali, Rosanne Harrigan, Cindy Ward
- c. Absent: Stacey Roberts, Pavel Zinin

Also in attendance: VCAA Reed Dasenbrock, and CAB Chair David Ericson

The meeting was called to order at 3:07p.m.

The first four issues were introduced by the VCAA.

1. Classroom policy.

Discussion focused on the VCAA's memo on Classroom Policy (Jan. 4, 2011). Of the 346 general purpose classrooms at Manoa, 42% are under the control of the scheduler notwithstanding that more than half of all courses are submitted to the scheduler for classroom space.

Concerns were expressed about the difficulties obtaining classroom space for courses in some departments and about the interests that other departments had in holding on to their academic real estate. While there was some sympathy for the goal of reducing the incidence of unused classroom space, there was sympathy as well for giving academic units ample control over their resources.

2. Suspension of Academic Actions over Winter Break

Although concerns had been expressed about the wisdom of suspending certain administrative operations periodically, a recent analysis of data has suggested that retention was improved by the process of calling a halt to academic actions. It was noted that the advising functions at UHM were undergoing substantial improvement and that online review of course offerings and registration had permitted advisors to address student issues at a more comprehensive, personalized level.

3. Administrative “Graduation” at the 148 Credit Mark

It has been a concern that students at Manoa could continue in their programs well after they had satisfied the requirements for graduation in their majors. Graduation rates could be adversely affected by such a practice. While Deans have had the authority to “graduate” such students directly, such actions were rare if they occurred at all. A recent survey discloses that the phenomenon is more common among transfer students than among students who did not have transfer credits. It was not clear that the problem – if there was a problem – rose to a level requiring inquiry/action by the MFS.

4. Articulation of Course Numbering with CCs and 4 yr Campuses

It has been a problem for students and advisors that the course numbers used in the UH community and 4-year colleges do not always match the course numbers of those Manoa offerings with which they articulate. This has led to mistakes and misunderstandings. It was suggested that the discrepant courses be identified, the relevant departments notified, and the problems resolved at the lowest possible levels. Apart from endorsing the value of resolving the problem, it was unclear that the MFS ought to be a key player in the process.

The remaining 4 items to be addressed by the VCAA would be followed at a later CAPP meeting.

The balance of the meeting was taken up with a brief review of two other issues assigned to CAPP.

5. Repeated Course Grading Options

The Manoa policy on grade entry and GPA calculation for courses repeated by a student following poor performance has been judged by some to be excessively harsh and by others to be academically advantageous. Further consideration of the issue is anticipated.

6. “White Paper” on the Freshman Colloquium

The MFS once approved a set of recommendations intended to meet the distinct academic needs of incoming Manoa freshmen. Though never implemented, these recommendations have been reconfigured in a fresh proposal to introduce “Freshman Colloquia” as a way of reducing attrition during the freshman year, currently

running at 20-24%. A White Paper setting out this strategy has been circulated to CAPP members for discussion at a later meeting.

The meeting was adjourned at 4:40 p.m.

Respectfully submitted by Kenneth Kipnis (with the assistance of James Cartwright).