

## CAPP Committee Meeting Minutes

**MEETING DATE:** April 8, 2020     3:00 PM - 5:00 PM  
**LOCATION:** Zoom  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Nandini Chandra	P	Lori Fulton	P	Debora Halbert	3:00 PM
Michael Cooney	P	Kristi Govella	P	Laura Lyons & Hae Okimoto	3:30 PM
Carolyn Dennison	P	Christine Irvine	P		
Kahikina de Silva	P				
Siobhán Ní Dhonacha	P	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 3:02 PM.
Review of Minutes	The minutes from the February 12, February 26, and March 11 meetings were reviewed.	<p>C. Irvine made a motion to approve the minutes for the February 12, 2020 meeting; seconded by S. Ní Dhonacha; motion unanimously approved.</p> <p>C. Irvine made a motion to approve the minutes for the February 26, 2020 meeting; seconded by L. Fulton; motion approved with 7 voting “yes” and 1 abstention.</p> <p>C. Irvine made a motion to approve the minutes for the March 11, 2020 meeting; seconded by K. Govella; motion approved with 6 voting “yes” and 2 abstentions.</p>
Chair’s Report	<ul style="list-style-type: none"> <li>Sent resolution regarding Outreach College to SEC.</li> </ul>	

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<b>SEC Report</b>	<ul style="list-style-type: none"> <li>• SEC added the resolution to the agenda for the Manoa Faculty Senate's April 15, 2020 meeting.</li> <li>• SEC may send the resolution to Provost Michael Bruno before the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• K. Govella will present the resolution. C. Irvine and C. Stephenson will help address questions.</li> </ul>
<b>Guests</b>	<p>Debora Halbert, Associate Vice President for Academic Policy and Planning (3:00-3:30 pm)</p> <p>CAPP and D. Halbert discussed the following issues and concerns related to EP 5.209 and proposed changes:</p> <ul style="list-style-type: none"> <li>• Ability of other campuses to determine criteria for Manoa: Community colleges accept courses from non-UH schools and determine what credits/courses they replace. When the students transfer to Manoa, Manoa has to accept those credits/courses that the community colleges have accepted;</li> <li>• Consultations: Conversations about new policies and changes to policies need to take place before implementation;</li> <li>• Requirements listed in catalogs: Students currently need to meet the requirements listed in the catalog at the time of transfer. The proposed policy changes indicate that students would need to meet the requirements at the time of entry to the first campus. Students may not necessarily transfer after two years. In the meantime, the requirements for graduation or a major may change. It is possible that courses that were previously required may no longer be offered.</li> </ul> <p>D. Halbert asked CAPP for language to include in the policy about how conversations between campuses regarding transfer and articulation can take place.</p>	<ul style="list-style-type: none"> <li>• K. Govella will compile comments on EP 5.209 into a memo. CAPP will review and provide feedback on the memo before it is sent to D. Halbert.</li> </ul>

	<p>Laura Lyons, UH Mānoa Course Evaluation System (CES) Coordinator Hae Okimoto, Director of Academic Technologies (3:30-4:11 pm)</p> <p>CAPP met with L. Lyons and H. Okimoto to discuss plans for CES for Spring 2020. CAPP supported the following,</p> <ul style="list-style-type: none"> <li>• Allowing faculty to opt out of collecting evaluations;</li> <li>• Enabling faculty to determine whether or not to share their evaluations with department chairs</li> <li>• Ensuring that Spring 2020 CES results are NOT included in faculty evaluations unless faculty chooses to do so (L. Lyons has already spoken to Beverly A. McCreary, Assistant Vice Chancellor for Academic Personnel);</li> </ul> <p>The discussion also included the the following topics,</p> <ul style="list-style-type: none"> <li>• Including questions related to students' online experiences; <ul style="list-style-type: none"> <li>◦ H. Okimoto invited CAPP and others to provide questions about online classes to include in future CES evaluations;</li> </ul> </li> <li>• Including questions to assess Manoa's preparedness for the COVID-19 situation;</li> <li>• Exempting courses from CES (e.g., 699 and 800); <ul style="list-style-type: none"> <li>◦ L. Lyons indicated that plans to exempt courses have been pushed to Fall 2020;</li> </ul> </li> <li>• Having a shorter period for collecting student responses; <ul style="list-style-type: none"> <li>◦ This issue can be raised at ACCFSC, but each campus's faculty senate would need to agree;</li> </ul> </li> <li>• Reviewing the CES timeline for Spring 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• H. Okimoto will send drafts of emails for faculty and students to KG.</li> <li>• KG will follow up with L. Lyons about instituting a policy that evaluations are not shared with department chairs at UH Mānoa.</li> </ul>
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. Prior Learning Assessment Committee <ul style="list-style-type: none"> <li>• Issues: Fit with system, what back credits count for (fairness)</li> <li>• C. Irvine and C. Dennison put together information on what is being done at UHM and at other campuses.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• This issue will be rolled over to the 2020–2021 academic year.</li> </ul>
	<ol style="list-style-type: none"> <li>2. Course Repeat and Grade Replacement Committee <ul style="list-style-type: none"> <li>• UHM has a new registrar Pheng "Max" Xiong. That person will be attending a Council of Academic Advisers (CAA) meeting on April 14.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Recommend that next year's CAPP invite the registrar to meet with the committee early in the academic year.</li> </ul>

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	The registrar will be a regular attendee at CAA meetings.	
	3. Sustainability Committee <ul style="list-style-type: none"> <li>• K. Govella sent CAPP's comments on the 12/9/2019 version of the Undergraduate Sustainability Certificate proposal to M. Coffman on 3/13/2020.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required..</li> </ul>
	4. Outreach Course Committee <ul style="list-style-type: none"> <li>• CAPP's resolution has been transmitted to the SEC for placement on the 4/15/2020 agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required..</li> </ul>
	5. B.A. Public Policy Committee <ul style="list-style-type: none"> <li>• CAPP is waiting for an update from the program proposal team.</li> </ul>	<ul style="list-style-type: none"> <li>• K. Govella will invite Denise Konan, Dean of the College of Social Sciences (CSS) to a future CAPP meeting to discuss processes for creating programs within CSS.</li> </ul>
	6. Course Evaluation System Committee <ul style="list-style-type: none"> <li>• See the "Guests" section of the minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• H. Okimoto will send drafts of emails to KG.</li> <li>• KG will follow up with L. Lyons about instituting a policy that evaluations are not shared with department chairs at UH Mānoa.</li> </ul>
<b>Unfinished Business</b>	1. EP 5.209: Student Transfer and Inter-Campus Articulation <ul style="list-style-type: none"> <li>• See the "Guests" section of the minutes.</li> </ul>	1. K. Govella will compile comments on EP 5.209 into a memo. CAPP will review and provide feedback on the memo before it is sent to D. Halbert.

<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>2. 5-week courses <ul style="list-style-type: none"> <li>● CAPP discussed aspects related to this issue, <ul style="list-style-type: none"> <li>○ Whether guidelines are needed for these courses,</li> <li>○ Offering 5-week courses without consulting faculty,</li> </ul> </li> <li>● CAPP discussed a possible resolution about this issue. The resolution could mention the following, <ul style="list-style-type: none"> <li>○ Telling Administration to consult with faculty,</li> <li>○ Creating a working group to address the issue,</li> <li>○ Telling Administration to not move forward with extensive plans to implement 5 week courses and other teaching platforms without consulting stakeholders.</li> </ul> </li> </ul> </li> <li>3. Proposed Agreement with Graduate Division <ul style="list-style-type: none"> <li>● K. Aune was unable to attend the 1/22 meeting. Her visit has not been rescheduled.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>2. 5-week courses <ul style="list-style-type: none"> <li>● MC volunteered to draft a resolution regarding this issue.</li> </ul> </li> <li>3. This issue will be rolled over to the 2020–2021 academic year.</li> </ol>
<b>New Business</b>	<ol style="list-style-type: none"> <li>1. Additional resources/guidance for online teaching from UH administration <ul style="list-style-type: none"> <li>● Discussed the need for guidance and guidelines related to online teaching.</li> <li>● Mentioned factors affecting online teaching, <ul style="list-style-type: none"> <li>○ Compliance with the Americans with Disabilities Act,</li> <li>○ Limitations of online teaching tools,</li> <li>○ Variety of platforms and formats of online teaching tools and online learning objects presents challenges for faculty as well as students.</li> </ul> </li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Continue discussion at the April 22 meeting</li> </ol>
<b>Adjournment</b>	The next meeting of CAPP will be on April 22, 2020.	C. Irvine made a motion to adjourn; seconded by L. Fulton; motion unanimously approved. Meeting was adjourned at 4:46 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved unanimously on April 29, 2020.