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**COMMITTEE ON Academic Policy and Planning**  
**MEETING MINUTES**

**MEETING DATE:** March 9, 2016  
**LOCATION:** Hawaii Hall  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
BHATTACHARYA, Torsha	E	JOHNSON, Shannon	P	BUTLER, Marguerite SEC liaison	P	Allison Sherwood chair of Botany Lynn Higa STEM coordinator	
COFFMAN, Makena	P	MCKIMMY, Paul	P	JUN, Soojin	P	Maria Stewart and Michael Dunn from Dietetics	
		IRVINE (SORENSEN), Christine	P			Gary Rodwell to discuss electronic advising system	
ERICSON, David	E	STEPHENSON, Carolyn	P				
GOSNELL, William	P	WARD, Cynthia	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b> 2:04 p.m.		
<b>MINUTES</b>	Minutes for 3-2-16 approved	
<b>Report from Liaison</b>		
<b>Issue 54.12</b> <b>Plagiarism (grade replacement policy)</b>		

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<p><b>Issue 15.16</b> <b>Bachelor's of</b> <b>Science in Dietetics</b></p>	<p>Michael Dunn from dietetics</p> <p>Michael Dunn described BS for food and nutrition areas with tracks and one of the tracks is dietetics. Proposal wants to pull dietetics out as a separate degree. Majority of students are interested in dietetics. Would leave other options vulnerable to low enrollment. Food science program is small. This proposal does not address impact on other tracks within the current degree program. Proposal moves dietetics out, and it currently has high entrance requirements (3.0 GPA) and has been in place for all tracks. The original proposal included dropping the GPA requirements for other tracks, but faculty have agreed to revisit that issue. Will revisit requirements later. Dietetics has a graduation requirement of C or better. Argue that if separate the BS in dietetics can bring people into other tracks who have lower GPAs and then may not get into dietetics in junior year. Michael has proposed giving this a trial run to see what happens. American Dietetics program is not asking for this. No reason to separate. Are some good things - makes dietetics more visible. Currently over 100 students in dietetics option in junior and senior years. Other options much smaller - 10-20. Question of votes - 7 yes and 1 no, but total faculty in dietetics and food science about 15 not including animal science and some animal science faculty voted. Proposing a trial period that would mean keeping the program as one program but dropping the entrance requirements but adding course grade requirements for entrance into dietetics courses.</p> <p>ADA has standards and entrance requirements, which are appropriate, but separation of the BS is not required for those standards - are accredited now. ADA wants to know how many dietetics students go on to internships and how they score on the national test. Department chair argument is that better able to track students. Dietetics code is in Banner so can track.</p>	<p>Will be discussed at April meeting</p>
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Request for 2 faculty positions, but 1.2 FTE and 1 TA position?  
What is the departmental plan if these positions do not come through.

Maria Stewart from dietetics

Information on voting sent to Carolyn. CTAHR faculty senate instruction committee unanimously endorsed. Department curriculum committee unanimous. Department vote had 10 for, 1 abstention and 1 against. Total of 18 instructional faculty in the department.

Program currently has 6 options/tracks. Diverse major. Food science is different than human nutrition. Dietetics option is primary option and currently has high GPA requirement, which has strengthened dietetics program. Dietetics program must be accredited every 7 years, challenges with record keeping since rolled into other degree options. Students in other programs count against success rate in Registered Dietitians under current reporting. Admission requirements same across all tracks, but degree requirements differ between tracks, confusing admissions notifications to applicants.

Admissions criteria for transfers only. Approximately 100 in dietetics, 25 in other degree options. Anatomy and physiology are admission criteria, important to Dietetics, not required for food science. Can not selectively admit on track criteria. Large number of transfer students from other institutions and other majors.

Have requested 3 positions and college has approved filling 2 in near future. Two to support dietetics track. Anticipate removing entering GPA requirement which would increase enrollment, currently turn away 100, and will need 3rd position. Dean is waiting on USDA budget notification for final position approval.

Claim it will improve accreditation. Pass rate was an issue in past. Students apply for internship after graduation and after completing



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	<p>internship can sit for national test for registered dietician. Accreditors rate pass rate highly. Pass rate below 80% in 2010. In 2011 increased admissions requirement GPA from 2.8 to 3.0 and pass rates have since been 100%..</p> <p>Meeting yesterday discussed admissions requirements should dietetics be removed and removing GPA restriction for other 5 tracks. Have drafted proposal and will circulate to faculty before April 15.</p>	
<b>Strategic Plan</b>		
<b>Issue 8.16 Doctor of Juridical Science (SJD) Degree</b>		
<b>Issue 9.16 Modification to the 45 upper division credit requirement for BS Botany Degree</b>	<p>Allison Sherwood chair of Botany &amp; Lynn Higa STEM coordinator present to discuss. Botany degrees unique in college. BA degrees in Botany do not have non-introductory credits so had more flexibility allowing more electives they could take at upper division. BS degree has more 200-level non-introductory courses required. Less flexibility with general electives. Lower level general coursework in introductory courses same across several degrees. Have built in more electives now. Questions about data - can the program differentiate BA and BS data? Asking for 36 upper division versus 45 upper division. Currently BS about 20 students. GPA entrance requirement same as university requirement. Articulation given as one reason for not moving some to upper division course numbers. Question of preparation by community colleges. Most transfers are from mainland. Peers - University of Michigan, Wisconsin, Texas, UC. Ten or fewer departments of botany left in US.</p>	<p>Program will submit new data and consider at next meeting (April)</p>
<b>Issue 4.15 Prior Learning Assessment (PLA)</b>		



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<p><b>Issue 13.14</b> <b>Kuali Curriculum Management</b></p> <p><b>Issue 13.13</b> <b>Streamlining procedures</b></p>		
<p><b>Issue 21.13</b> <b>Advising</b></p>	<p>Gary Rodwell is taking pathways documents that lay out degree requirements and making it electronic. Major change is direct registration from planning model. Using degree plan, course availability, “Determines optimal pathway to credential.” generally 15 (sometimes 14-16) credits per semester, user can adjust to the credit/semester target, ie to 6. Doesn’t specify the course, courses meeting requirement presented in alpha order - where program has a recommended course, presented as such. Student or advisor can mark options, presented as starred (out of order) to the student. Program prioritizes human choices - can override the computer program.</p> <p>Programs can still require students to come in for advising. Technology can allow students to see potential pathways in other majors for those who might be considering changing majors. Minors are not being recorded by UHM, though UHH does. Minor only gets requested during application to graduate, this is a process issue. System is capable of recording them.</p> <p>Fall 2016 all campuses putting total of 5000 students through the GPS (Guided Pathways) advising system: at UHM, will begin with subset of biology and a group from manoa advising center. Spring 2017, target 30,000 students and full implementation Fall 2017. Doubts grad students will be included on this timeline.</p> <p>System will notify department when students try to register for required course and no seats available - however, the required seat counts would be generated in advance, to avoid the issue. Will have</p>	



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	list of students who have missed courses that may not be available next semester. Does require registration for another course even if want on wait list for required course? Wait list is not working yet, it will be by November.  Need way for students to see when course is required but full.	
<b>Issue 23.12 High D/F/I/W course follow-up</b>		
<b>Issue 24.14 International admissions</b>		
<b>Issue 5.16 Proposed Executive Policy on Programs with Low Numbers</b>		
<b>Achievement Scholarships</b>		
	<b>Meeting adjourned at 4:00 p.m.</b>	

Respectfully submitted by Paul McKimmy.

Approved on 4-6-16 with 7 votes in favor of approval and 2 abstentions, 0 opposed.