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**Committee on Policy and Planning**  
**MEETING MINUTES**

**MEETING DATE:** February 28, 2018  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Carolyn Stephenson	P	Willy Kauai	P			Debora Halbert, AVCAA	3-3:30pm
William Gosnell	P	Ulrich Kozok	P			Paul Chandler, Chair, LLEA	3-3:41pm
James Potemra	P	Nicole Ziegler	P				
Joseph Mobley	P	Brent Edwards Jr	P				
Justin Clapp	P	B. Powell - liaison	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>	Meeting was called to order by Chair Stephenson at 3:03 pm	
<b>REVIEW OF MINUTES</b>	1. The meeting minutes of February 14, 2018 were distributed electronically for comments.	February 14, 2018 minutes as amended were approved unanimously. Vote 7-0.
<b>BACK CREDITS</b>	1. Guest Paul Chandler, Chair of LLEA, brought a summary of back credits issue as practiced by language departments (see handouts); 2. Eligible students in the UH System may receive back credits for 3-16 lower division language credits. Agreements across campuses are already in place for the automatic transfer of these credits (which don't show in charts provided).	
<b>TOEFL</b>	1. N. Ziegler described practices and policies re: English Language Institute (ELI). Undergrad and grad students are referred to ELI primarily in cases where exempt criteria are not met (currently 15%). ELI help has been essential. Currently students require a TOEFL score of 100 for exempt status. Students can take regular and ELI classes	1. Vote was taken on the issue of perceived need for change; members agreed unanimously that



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	concurrently, which is unusual among other colleges.. Our TOEFL score requirement appears to be in line with peer and benchmark institutions. Subcommittee recommends no need for change in TOEFL requirements.	no change was required; Vote 7-0; N. Ziegler will draft a letter to Lassner.
<b>BS ENGINEERING SCIENCES</b>	1. One advantage to this proposal is that students can pursue an interdisciplinary degree, primarily biomedical engineering and aerospace. Discussion will continue next meeting.	
<b>ADJOURNMENT</b>		Meeting adjourned at 4:34 PM

Respectfully submitted by Joseph Mobley, Secretary.

Approved on March 14, 2018 with 6 votes in favor of approval and 0 against.