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Committee on Academic Policy and Planning
MEETING MINUTES

MEETING DATE: April 3, 2019 3:00 PM - 5:00 PM
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Carolyn Dennison	P	Randall Minas	A				
Lori Fulton	P	Truc Nguyen	A				
William Gosnell	P	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 3:08 PM.	
REVIEW OF MINUTES	1. Minutes from 3/6 were approved.	C. Dennison made a motion to approve; L. Fulton seconded; unanimously approved.
CHAIR'S REPORT	1. CES has been turned on for all courses. A CES campus administrator needs to turn off specifics (independent study, final dissertation, etc.)	
GUESTS	1. None	
BUSINESS	1. <u>Course Evaluation System</u> 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.	C. Stephenson is awaiting a response on CES. P. McKimmy will invite H. Okimoto to attend a CAPP meeting if no clear answers are received.



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	<p>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?</p>	<p>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. The meeting to consider this issue has not yet been rescheduled.</p>
	<p>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] [2nd Revision, 3/26/19]</p>	<p>A revised proposal has been submitted to CAPP for review. CAPP will continue to discuss this proposal.</p> <p>P. McKimmy will invite M. Coffman to a future CAPP meeting for further discussion.</p>
	<p>4. <u><i>Motion on the UH Manoa Grade Replacement Policy</i></u> [DOC] CAPP resolution has not been implemented. Get a status report.</p>	<p>R. Minas reported on technical barriers related to implementing the policy on 3/6. Tabled pending further discussion on course repeat and grade replacement policies.</p>
	<p>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>	<p>P. McKimmy reported on the existing policies at UH and the history of the issue as presented to CAPP on 9/26/18.</p>
	<p>6. Review OVCAA New Degree and Certificate Program templates; recommend additional summary of consultations conducted? [OVCAA Planning & Approval] Proposal outlines:</p>	<p>P. McKimmy uploaded forms to CAPP's team drive for review and comment. CAPP made suggestions, which P. McKimmy</p>



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	[Certificate] [Authorization to Plan] [Degree Proposal]	will forward to OVCAA for consideration.
NEW BUSINESS	1. Does CAPP need a review checklist similar to CAB's? [CAB example]	W. Gosnell will draft a document for committee review.
ADJOURNMENT	The next CAPP meeting will be on April 10, 2019 in Hawaii Hall 208 from 3:00 PM-5:00 PM.	Motion by W. Gosnell to adjourn; seconded by K. Govella; unanimously approved. Meeting adjourned at 4:27 PM.

Respectfully submitted by K. Govella, Secretary.

Approved on April 10, 2018 with 5 votes in favor of approval and 0 against.