

**CAPP Committee
Meeting Minutes**

MEETING DATE: April 22, 2020 **3:00 PM - 4:30 PM**
LOCATION: Zoom
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Nandini Chandra	P	Lori Fulton	P	Michael Bruno & William Chismar	3:00 PM
Michael Cooney	P	Kristi Govella	P		
Carolyn Dennison	P	Christine Irvine	P		
Kahikina de Silva	E				
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 3:00 PM.
Review of Minutes	The minutes from the March 25, April 1, and April 8 meetings will be reviewed at the next meeting.	
Chair's Report	<ul style="list-style-type: none"> CAPP's comments on EP 5.209 were sent to the SEC on 4/16/2020. SEC approved the memo and sent it on. M. Bruno sent CAPP several documents to review related to the plan for online and distance credit programs and courses on 4/20/2020. Feedback from faculty on the Plan for Online and Distance Credit Programs and Courses was solicited on 4/16/2020 with a deadline of 4/20/2020. Comments have been compiled and shared with CAPP members. On 4/20/2020, CAPP provided comments on H. Okimoto's draft Course Evaluation System email to UHM faculty for Spring 2020. K. Govella also requested the draft email to students. CAPP is awaiting a response from H. Okimoto. 	
SEC Report	<ul style="list-style-type: none"> No report. 	<ul style="list-style-type: none">

<p>Guests</p>	<p>Provost Michael Bruno and Outreach College Dean William Chismar (3:00-3:50 (est) pm)</p> <p>K. Govella opened the meeting by sharing the following with M. Bruno and W. Chismar</p> <ul style="list-style-type: none"> • Documents that M. Bruno sent to her were shared with CAPP. • CAPP solicited comments from faculty senators via MFS. • CAPP does not want students to be over charged. • CAPP would like to broaden the conversation to see what the impact would be for units other than the College of Social Sciences. <p>CAPP, M. Bruno, and W. Chismar discussed the issues and concerns related to the plan for online and distance credit programs and courses. M. Bruno mentioned the Board of Regents concern with Outreach College overcharging and undercharging students.</p> <p>CAPP shared feedback and posed questions that they have heard from other faculty as well as from their own perspectives:</p> <ul style="list-style-type: none"> • Examples of how the change would affect students taking courses in the College of Education. • Examples of why day students took courses through OC. • The problem involves a relatively small number of students (less than 300 out of a student population of over 18,000 students), but all students could be impacted by the change. • The problem involves a technical issue -- being able to identify full-time day students within OC's registration system so that they are charged appropriately. Rather than changing the policy, can the registration system be adjusted accordingly? • Faculty are concerned that the courses are not being offered to meet the students' needs. This issue is tied to a lack of the resources for academic departments on the campus. • Sometimes students that deliberately choose to take an OC course <ul style="list-style-type: none"> ○ Needed courses are not offered as in the day program ○ Students cannot take courses in the day program due to personal reasons (e.g., working). • The change has broad consequences that may not have been thought of when coming up with the plan. 	
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MĀNOA FACULTY SENATE

	MB stated that he will meet with department chairs about this issue. He would like to have these meetings before the end of the duty period in May. He will keep CAPP informed about his meetings.	
Committee Reports	<p>Outreach Course Committee</p> <ul style="list-style-type: none">• CAPP's resolution was removed from the 4/15/2020 agenda pending consultation with M. Bruno and W. Chismar.• CAPP agreed to send a follow up letter to M. Bruno to provide an overview of the concerns that it and other faculty had about a change and to state its understanding of what steps M. Bruno would be taking.• CAPP agreed to modify its resolution as follows,<ul style="list-style-type: none">○ Acknowledge its meeting with M. Bruno and W. Chismar;○ Indicate what CAPP's understanding of what will happen moving forward;○ Mention that consultation needs to address programmatic and financial impacts.	<ul style="list-style-type: none">• K. Govella will draft a follow up letter to M. Bruno and share it with CAPP for feedback.• K. Govella will revise the resolution and share it with CAPP for feedback.• Since CAPP has to approve any revisions to the resolution, K. Govella will poll members about their availability to meet on April 29, 2020.
Adjournment	The next meeting of CAPP will be on April 29, 2020 pending the availability of the committee members.	SND made a motion to adjourn; seconded by C. Irvine; motion unanimously approved. Meeting was adjourned at 4:35 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved unanimously on April 29, 2020.