



COMMITTEE ON ACADEMIC POLICY AND PLANNING (CAPP)

MEETING MINUTES

**MEETING DATE:** 12 February 2014  
**LOCATION:** Hawaii Hall  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	P	RAI, Sarita	P	STEPHENSON, Carolyn	P		
ERTEKIN, R Cengiz	P	SAFFERY, Maya	P	VALENZUELA, Hector	P		
ITO, Ken	P	SIMANU-KLUTZ, Manumaua	E	WERTHEIMER, Andrew	P		
QURESHI, Kristine	P	SORENSEN, Trevor	P	WOODRUFF, Rosemarie	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Chair Saffery called the meeting to order @ 1:03pm.	
MINUTES	Minutes for the 1/22/14 CAPP meeting were amended and accepted.	Passed with 6 in favor and 2 abstains.
Chair Announcements	Natural Sciences contacted the chair about meeting with CAPP regarding data they have collected over the last two years during delayed implementation of the 45 upper division credits requirement for their majors. Chair responded to them after our last CAPP meeting by asking for the data and a basic write up of the background of the situation so CAPP can review before inviting them to attend a future meeting. We are still waiting for their response.	
	Debora Halbert, Chair of UHM's Institutional Learning Objectives Implementation Committee wants to talk with CAPP about ILOs and implementation.	Chair will invite Dr. Halbert to be a guest speaker at the Feb 26th CAPP meeting.
	<b>NEW Issue #24.14 SAT/ACT Admissions Requirements for International Students</b> SEC referred this new issue to CAPP. Mānoa International Education Committee has suggested exploring waiving the SAT/ACT for international students. There was some discussion on the fact that this issue has not been officially referred to the Senate/SEC, but CAPP agreed that it is appropriate to consider anyway.	Christine and Sarita have been assigned to look into this issue by reviewing data from peer/benchmark institutions, possible alternatives for the SAT/ACT, and the impact when our peer/benchmark institutions waived or implemented alternatives for international students.



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<p>Issue #15.14:</p> <p><b>BS in Astrophysics &amp; BA in Astronomy</b></p> <p>[CENGIZ, TREVOR]</p>	<p>Astronomy /Astrophysics Proposal authors responded to the questions sent by the Subcommittee (Ertekin, Chair). In general, all were pleased with the improved proposal and suggested moving it to the full Senate. Saffery had suggestions for two revisions:</p> <ul style="list-style-type: none"> <li>p. 17 (In response to Answer 8): section on enrollment could be clearer if some of the language from the response to CAPP was included in the proposal itself. CAPP suggests that authors include first paragraph from their response to Question 8 to p. 17 of the proposal.</li> <li>p. 14: HS107 should be HWST 107</li> </ul> <p>Note: VCAA said there is no deadline on dealing with the issue as long as we are making progress.</p>	<p>CAPP voted to approve the proposal with the suggested changes. Chair Saffery to contact proposal authors asking them to make two changes and invite them to the March 19<sup>th</sup> Senate meeting. Trevor to work on draft resolution by looking at BEnvD resolution as example. He will send draft to Chair Saffery and Cengiz to review before Chair sends to all of CAPP.</p>
<p>Issue #13.13:</p> <p><b>Streamlining of Administrative Procedures with Regard to Course Approvals</b></p> <p>[MAYA &amp; MEDA]</p>	<p>Saffery will give an update on the First meeting of the Kualu Curriculum implementation committee at our next meeting. We will keep monitoring this to make sure the program reflects our current UHM forms and does not include any assessment items.</p>	
<p>Issue #10.14:</p> <p><b>Policy of Exclusion of Non-System Junior College Credits in Excess of 60 credits</b></p> <p>[SARITA, MEDA]</p>	<p>The subcommittee found that there is no firm UHM policy focusing on number of transfer credits allowed for in-state/UH-system junior college students transferring to UHM. The only policy in place now is one that limits the amount of transfer credits from out-of-state/non-UH system junior colleges to 60 credits that can be counted towards the 120 credits to graduate. After looking at transfer credit policies of our peer/benchmark institutions as well as impact on student data here at UHM, Sarita &amp; Meda recommended to CAPP that the current policy remain intact. The subcommittee does not want to raise the number of credits beyond 60 for any type of student.</p> <p>Meda composed a draft memo explaining this recommendation and its rationale that CAPP agreed with in large, but there were several suggested edits.</p> <p>There was some question about why there are policies in place that apparently treat UH system transfer students to UHM differently than non-UH system transfer students in terms of number of transfer credits accepted. It was explained that this difference is because of the cross-campus articulation between UH System units. It was shared that articulation agreements between UH campuses are difficult to change and is a separate issue from the policy on transfer credits.</p>	<p>CAPP voted to approve recommendation from subcommittee to leave 60 non-UH system junior college transfer credit policy as it is (8 in favor, 1 opposed, 1 abstain).</p> <p>Sarita &amp; Meda will edit the memo then Maya will edit it. CAPP was in agreement with the main points of the memo, and decided we do not need to bring it to further discussion before sending it on.</p> <p>Chair Saffery will send final memo to Krystyna Aune, Interim Associate Vice Chancellor for Academic Affairs.</p>



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Issue #11.14: <b>Classroom Attendance Policy</b>  [KRISTINE, SARITA]	Waiting on data from the VCAA.	
Issue #12.13: <b>Admissions Policy</b>  [ROSIE, KEN]	Waiting on data from the Manoa Institutional Research Office regarding the number of students that would be affected if the minimum GPA for transfer students was raised to 2.5. A member wondered if this is a CAPP issue. In regards to this issue, it appears that UHM Admissions looks at students as resident/non-resident while UHM articulation looks at the issue as system/non-system.	Rosie to talk with her boss, Ron Cambra, about this issue.
Issue #9.13: <b>Governance of Interdisciplinary Programs</b>  [HECTOR, FATA, ANDREW]	The MFS research assistant was going to look for data, but she left the position.	The sub-committee will ask Wendy Pearson (OVCAA) for the Program Review Self-Study of the Department of Interdisciplinary Studies.
Issue #21.13: <b>Advising Students (CSA/CAPP)</b>  [FATA, ROSIE]	Ron Cambra came to our last meeting and updated us on many initiatives his office is doing related to advising students. One member of the subcommittee suggested that it might be good to survey undergraduate advisors on the 15 to Finish initiative, the A&S advisors reorganization, and other related initiatives.	Rosie will work with Fata on developing a survey of advisors for CAPP's consideration before taking back any recommendations to CAPP.
<b>ADJOURNMENT</b>	Next meeting on Wednesday, February 26, 2014, 1:00-2:45pm, HH 208.	

Respectfully submitted by Andrew Wertheimer.

Approved on 2/26/14 with 9 votes in favor of approval and 0 against.