

**CAPP Committee  
Meeting Minutes**

**MEETING DATE:** May 6, 2022 9:30AM - 11:00 AM

**LOCATION:** Zoom

**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Edo Biagioni	P	Siobhán Ní Dhonacha	P		
		Kaliko Baker @10:09	P		
<a href="#">Patsy Fujimoto</a>	P	<a href="#">Anna Stirr</a> @10:12	P		
<a href="#">Hannah Manshel</a> @9:40	P	<a href="#">Jean Thoulag</a>	P		
Jon Matsuda	P				
<a href="#">Ashley Maynard</a>	P	Kim Binsted	E		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	Chair called the meeting to order at <u>9:33</u>	
Review of Minutes	Minutes of April 22, 2022 were reviewed. Motion to adopt made by Patsy and seconded by Siobhán.	1. Minutes of April 22, 2022 adopted. 6 ayes, 0 nays, 0 abstain

Chair's Report	<p>1. Anna and Ashley attended a travel advance meeting.</p> <p>Amy Kunz (AVP-B&amp;F) attempted to change the travel advance policy to a “carrot and stick” approach to travel advances with a partial advance only and the remainder to the traveler upon return.</p> <p>Anna pointedly explained that this was all a “stick”. Conference fees are conventional, high cost, and paid in advance. In response to Kunz's comment that fieldwork is “unconventional” travel, they explained that for many faculty fieldwork is conventional.</p> <p>Comments:</p> <p>All our work is not the same so please take a look at the work faculty does. It's not all the same, and it is different from the work of other state employees, so a one size fits all travel advance policy is not likely to be valid or effective.</p> <p>A member pointed out that at UH it's easier to get a million dollars than to spend it. A number of members agreed that UH is awful for PI's.</p> <p>Kunz is leaning toward some flat federal rate and if the cost is more then the traveler gets reimbursed after travel is completed. They promised not to implement any changes without circling back to the faculty.</p> <p>Chair reported Kunz said in the meeting that the union was “OK” with this policy change. However, this travel policy is not part of our CBA. Sometimes “the union says it's ok” is used as leverage against faculty. However, unions will address what they have power over and we can push back anytime on issues against the “the union says it's ok”. Always consider the source.</p>
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SEC Report	<p>1. SEC wants to refer two issues to CAPP via ACCFSC.</p> <p>a. Laulima publication date issues on when to publish. CCAO (the Council of Chief Academic Officers) was recommending publishing sites two weeks before, then one week before, and, more recently, the Wednesday before classes begin. Now they say the default is to be the first day of classes. (Not all faculty use Laulima, and this needs to be taken into account). If CAPP wants to discuss this today, we can or we can add to the annual report for next year's business.</p> <p>Discussion: . Some faculty want the option to self-publish. CAPP recommends against the first day of instruction to allow faculty to publish their class Laulima sites if they would like to. Is there a way to have a message posted in Laulima to inform students the site is not published yet? [Answer is Yes.] It is possible to give an Indication of what platform the course will be using and when it will be published.</p> <p>Does CAPP want to send a letter now or leave this matter for next year's CAPP to take up?</p> <p><b>CAPP agreed to pass this along to the next CAPP and include it in our annual report.</b></p> <p>b. Laulima Issues. There are reports of students "disappearing" from past Laulima from past rosters. Faculty need to check on this information. Also, sites auto disappear, i.e., sites get unpublished without informing instructors. Students who are trying to do incompletes don't have access and the instructor has to reopen, etc.</p> <p><b>CAPP discussed and will add this in the Annual Report as business for the next CAPP.</b></p> <p>2. CES survey.</p> <p>Last year's CAPP requested for the CES survey be open for just one week. However, others decided to open for 2 weeks at the end of the semester regardless that there is proof from Hae's office that the response rate does not improve with a longer time.</p> <p>3. CAPPS 2 Resolutions related to the Gen Ed proposal.</p> <p>It was reported by our liaison that the SEC understands and endorses CAPP bringing our reports to the MFS with resolutions to send the reports up the chain.</p>
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	<p>CAPP will be prepared to address questions during the upcoming MFS meeting.</p> <p>4. No guests.</p>	
Guests	None	
Committee Reports	None	
Old Business		
New Business	<p>1. Final exam policy. Policy on "no exams or major assignments in the last two weeks of class." The current policy is final exam is required if there is no final paper or project.</p> <p>CAPP recommends the next CAPP take up this matter to find out more about the history and the logic behind the policy of final exams or final projects to respond with thoughtful, informed recommendations. etc.</p> <p>2. Review and vote on CAPP annual report.</p> <p>Members expressed that the report reflects the commitment, abundance of work, and dedication of the committee members and the excellent leadership of the chair.</p> <p>Review of the inclusion in the CAPP annual report of recommendations of future business for the next CAPP to take up.</p> <p>a. CAPP may want to consider whether it would be worthwhile to find out from faculty how many are dealing with <i>student academic behavior</i> including irresponsibility and rudeness, such as: Students not coming to class, not handing in papers at all, not explaining absences, writing emails saying, "I hope you aren't wasting my time," or students complaining, "Don't waste our time with readings," "I will do readings that don't waste my time," and "Please respect our time by not assigning readings that waste our time."</p> <p>Discussion: This may lead to a punitive situation or divisive students vs faculty. Faculty should have autonomy in what is expected of students.</p>	

	<p>At the same time we want to inculcate relationships of mutual respect.  <b>CAPP members agreed not to include this as a recommendation for future business.</b>  <b>Members may monitor the issue if they choose.</b></p> <p>b. On May 5, 2022, the SEC referred to CAPP issues related to Laulima sites. In the fall of 2022, CAPP may wish to discuss issues related to Laulima, including auto-publication and auto-depublication of sites, whether students are automatically disappearing from past rosters and the timing of student deletion from rosters when they drop a course.  <b>CAPP members agreed to include this as future business.</b></p> <p>c. “Lastly, CAPP may want to consider discussing and asking the Faculty Senate to agree on a process for approval of any future changes to General Education. We would hope for a clear endorsement of changes, rather than a very close vote indicating a split faculty. It might be wise to have a process that includes the requirement of a <math>\frac{2}{3}</math> or even a <math>\frac{3}{4}</math> majority vote, for example, so that the faculty position is more clear.”</p> <p><b>CAPP Members agreed to include this in the annual report as business for the next CAPP to take up.</b></p> <p><b>Motion to approve the CAPP Annual Report and transmit it to the SEC and MFS.</b>  Patsy moved; Siobhán 2nd. All 7 members voted in favor.</p> <p>The Secretary asked for a motion that we approve these minutes via email before the end of the 2022 academic year. We voted and agreed to do so, electronically.</p>	
Adjournment	Motion to adjourn by Siobhán and 2nd by Patsy. All in favor.	Meeting adjourned at 10:38 a.m.

Respectfully submitted by Jean Thoulag, CAPP Secretary

Approved on May 12, 2022 by email vote. 8 aye, 0 nay, 0 abstain.