

## CAPP Committee Meeting Minutes

**MEETING DATE** September 4, 2019

**MEETING TIME** 3:00 PM - 4:30 PM

**LOCATION** Hawaii Hall 208

### Attendance

#### Members

Name	Role	Attendance
Christine Irvine	Chair (Fall)	P
Lori Fulton	Vice-Chair	P
Carolyn Dennison	Secretary	P
Kristi Govella	Chair (Spring)	P
Nandini Chandra	Member	P
Michael Cooney	Member	A
Kahikina de Silva	Member	P
Siobhán Ní Dhonacha	Member	P
Carolyn Stephenson	SEC Liaison	P

#### Guests

Name	Role	Time
None		

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by Chair C. Irvine at 3:00 PM.
<b>Review of Minutes</b>	<ol style="list-style-type: none"> <li>Minutes from the May 1, 2019 meeting were reviewed.</li> <li>Minutes from the August 28, 2019 meeting were reviewed.</li> </ol>	<ol style="list-style-type: none"> <li>Motion made by K. Govella seconded by N. Chandra to approve the May 1, 2019 minutes. Minutes were unanimously approved.</li> <li>Motion made by S. N. D., seconded by N. Chandra to approve the August 28, 2019 minutes. Minutes were unanimously approved.</li> </ol>
<b>Chair's Report</b>	Review of Files in 2019-2020 Google folder	
<b>Action Items</b>	<ol style="list-style-type: none"> <li>Sustainability subcommittee members and chair. Potentially 2 things to review, Graduate Certificate and Undergraduate Certificate. CAPP may also want to look into the issue of interdisciplinary programs.</li> </ol>	<ol style="list-style-type: none"> <li>S.N.D. volunteered to chair. Members: K. de Silva</li> </ol>
	<ol style="list-style-type: none"> <li>Prior Learning Assessment (PLA) subcommittee members and chair. Follow up what Nicole Zeigler started last year. Check peer and benchmark institutions. C. Dennison will email Nicole.</li> </ol>	<ol style="list-style-type: none"> <li>K. Govella volunteered to chair. Members: N. Chandra</li> </ol>
	<ol style="list-style-type: none"> <li>Course repeat and grade replacement subcommittee members and chair. Talked to ITS, Banner people last year.</li> </ol>	<ol style="list-style-type: none"> <li>L. Fulton volunteered to chair. Members: C. Irvine</li> </ol>
	<ol style="list-style-type: none"> <li>Course Evaluation System (CES) subcommittee members and chair CES Questions - response rates by day, beginning and ending dates and Manoa dates vs. System, which courses (699, 800, etc.), notify faculty when ready to view, inform faculty of message content to the students, also need to find out who is Manoa CES point person.</li> </ol>	<ol style="list-style-type: none"> <li>No CAPP volunteer for Graduate Council. Liaison C. Stephenson will inform the SEC.</li> </ol>
	<ol style="list-style-type: none"> <li>Participation policy consultation subcommittee members and chair</li> </ol>	<ol style="list-style-type: none"> <li>Chair C. Irvine will contact P. McKimmy and invite him to a CAPP meeting.</li> </ol>

## MĀNOA FACULTY SENATE

	6. Discussed agreement with Graduate Council. Appointees for Graduate Council. 2 appointed from MFS. Has been chair of SEC and someone from CAPP in the past. Reviewed Grad Council meeting dates in Fall. Return to SEC. No CAPP volunteers.	6. Chair C. Irvine will invite H. Okimoto to attend a CAPP meeting to discuss the CES.
	7. Discuss follow up process for learning data agreement. Invite Paul McKimmy to discuss. Ask Paul to bring Outreach person with him.	
	8. Determine guests to invite to next meetings. H. Okimoto (CES); P. McKimmy (learning data agreement); representatives from English, languages, and math once we have reviewed PLA information; Review PLA system information.. Interdisciplinary Studies Director Amy Schiffner could be invited later regarding the larger issue of IS.	
<b>Guest(s)</b>	None	
<b>Committee Reports</b>	None	
<b>Unfinished Business</b>	None	
<b>New Business</b>	1. None	
<b>Adjournment</b>	The next meeting of CAPP will be on September 25, 2019.	L. Fulton made a motion to adjourn; seconded by C. Dennison. Meeting adjourned at 4:03 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved unanimously on September 25, 2019.