

**Minutes
Committee on Academic Policy and Planning
December 1, 2010
3:00-5:00 PM
Hawaii Hall Room 208**

1. Attendance
 - a. Present: Chizuko Allen, Edoardo Biagioni, James Cartwright, Timothy Halliday, Cynthia Hew, Katrina-Ann Oliveira, Hamid Pourjalali, Sarita Rai, Cindy Ward and Pavel Zinin
 - b. Excused: Jonathan Matsuda, Stacey Roberts, Rosanne Harrigan (SEC liaison)
2. Meeting was called to order at 3:02pm
3. Review of the minutes of November 24, 2010
 - a. minutes approved unanimously as amended
 - i. #7 c. ii. Additional support for students in a variety of forms might be beneficial such as tutoring and remediation.
 - ii. #7 c. iii. Unit mastery does not appear to affect the high fail course(s) using the method across the board.

4. Subcommittee Report: Repeated Course Grading Option

Jim Cartwright and Cynthia Ward worked extensively on this issue.

- a. Jim Cartwright motioned to accept the following recommendation.
 - i. UHM's current policy on "repeating passed courses" and "repeating failed courses" should be changed to reflect a new policy called "Grade Replacement Opportunity." CAPP recommends the following policy:

The Grade Replacement Opportunity allows students to repeat up to three UHM courses during the length of their undergraduate study at the University of Hawai'i at Mānoa. Transcripts will reflect all course grade(s); however, only the highest course grade of the three repeated courses will be calculated in the student's grade point average. Beyond the maximum of the three Grade Replacement Opportunities, students may repeat courses only with the approval of the Chair of the Department offering the specific course(s) and all grades earned beyond the initial three Grade Replacement Opportunity courses will be calculated in the student's cumulative grade point average.

- b. The motion was seconded by Hamid Pourjalali.
- c. The motion passed unanimously.

5. Subcommittee Report: 148 Credit Notice to Undergraduate Students
Cynthia Ward and Stacey Roberts worked on this issue.

- a. Hamid Pourjalali motioned to table the discussion until more information is gathered.
- b. Motion seconded by Jim Cartwright.
- c. Motion passed unanimously.
- d. The committee requests the following information be provided by SEC before CAPP can make a recommendation.
 - i. "Excess Credit Policy" states that "A student who by the end of any semester has earned 24 credit hours beyond those required for graduation and has fulfilled all specific program and UH requirements may be graduated by action of the student's college or school." (UHM 2010-11 catalog) How many students have been administratively graduated under this policy?
 - ii. How many students have met all the specific program and graduation requirements and have an excess of 24 credits?

Sarita will send requests to both the SEC and the Deans of the colleges.

6. Subcommittee Report: Minimum 124-Credit Graduation Requirement

Hamid reported that Jennifer Shultz had initially worked on this issue and that now Pavel has replaced her. Both Hamid and Pavel agree that in case of Minimum 120-Credit Graduation Requirement 1) the minimum hours (length) of the BA at UHM will be similar to most other schools; 2) students can finish the program within 4 years if they choose to take 15 credit hours each semester; 3) there is not a strong feeling that the reduction will adversely affect the quality of education; and 4) it will make UHM BA program more competitive, giving potential students additional argument to choose UHM.

- a. Hamid Pourjalali made a motion to recommend that the
 - i. UHM BA Graduation requirement be changed from a minimum 124 to 120 credit hours.
 - ii. UHM course catalog state that students must enroll in 15 credit hours per semester in order to graduate in four years with 120

credit hours.

iii. Full-time undergraduate standing remain at 12 credit hours per semester.

b. Motion seconded by Jim Cartwright.

c. Motion passed unanimously.

7. Subcommittee Report: High Fail Courses

Edo Biagioni and Cynthia Hew together with GEC and MAC worked on this issue. Edo reported that GEC is leading the effort to write the report and that CAPP's input has been incorporated. CAPP members agreed that GEC take the lead on writing the report and subsequent resolution.

8. Sarita announced that SEC and Senate Committee Chairs will have a retreat with UHM Campus Administration during the first week of January 2011. If CAPP members and their constituencies have any items to be discussed at the retreat please let her know. Hamid asked that an e-mail be sent to CAPP members as a reminder.

9. Meeting adjourned: 4:21pm

Respectfully submitted by Katrina-Ann Oliveira 12-2-10