

**CAPP Committee  
Meeting Minutes**

**MEETING DATE:** January 27, 2021 3:00 PM - 4:50 PM

**LOCATION:** Zoom

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

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P		
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney @3:15	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	E		
Rachel Lentz	P				
Siobhán Ní Dhonacha	E	Jim Potemra @3:37pm	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	CAPP's March meeting dates are 3/10 and 3/31. The MFS is 3/24.	The meeting was called to order at 3:00 PM by Chair Stephenson.
<b>Review of Minutes</b>	1. The minutes from the 01.13.21 CAPP meeting were reviewed.	1. Minutes approved : 7 aye, 0 nay, 0 abs:

<p><b>Chair's Report</b></p>	<p>Chair's report:</p> <ol style="list-style-type: none"> <li>1. CAPP's possible contribution to the Faculty Senate's February, 2021 Report to BOR. Discussed sending a letter to the SEC requesting they include it with the BOR report. Chair advises adding additional examples to the letter specifying departments subject to program changes that were not cost savings.</li> <li>2. SEC motion on Grad Council. CAPP chair forwarded our question to the SEC chair to ask about the confusing sentence in the motion referring to CAPP's role. The SEC decided to drop the sentence.</li> <li>3. Chair sent another letter to iVCAA Lyons to again request the data on complaints received on online programs. The recent request was for the past Spring 2020 and any related Fall 2020 data. Provost Bruno was copied in the letter. No response yet.</li> <li>4. Consultation on Small Undergrad and Grad courses (EP5. xxx). CAPP Chair will request that AVP Halbert wait for a response until after the next CAPP meeting. CAPP members Nandini and Micheal volunteered to review the policy</li> <li>5. Policy M5.114- Credit Hour Policy- Chair responded to AVP Halbert. Laura Lyons, April Goodwin, Wendy Pearson, and Michael Menchaca will attend CAPP meeting Feb. 24..</li> </ol>	<ol style="list-style-type: none"> <li>1. Chair will pursue with the SEC about including our letter in the report to BOR.</li> </ol>
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<b>SEC Report</b>	<ol style="list-style-type: none"> <li>1. SEC removed the statement referring to CAPP's role in reviewing and reporting grad programs. The revised motion was sent to Grad Dean Krystyna Aune. Jim recommended a meeting take place rather than sending the motion. However, SEC preferred to follow through with the motion. Jim will provide CAPP with a copy of the revised version.</li> <li>2. Provost Bruno met with the SEC. He was asked about moving departments when there is no evident fiscal impact. Bruno said that going forward, no departments will be moved unless a large majority of the people affected agreed to move, although "improving efficiency" may be a reason for moving departments. Related to the Electrical Engineering and ICS departments, Bruno reported he met with 16 faculty- 8 from each department.</li> <li>3. Provost Bruno asked the SEC for 3 minutes of material for the upcoming Feb Board of Regents meeting. Bruno will present the report to the BOR and it likely will cover highlights from the Fall semester.</li> <li>4. CAB is actively reviewing the administration's Phase II of reorganization plans and is pushing to be done by February. CAP is interested in any feedback CAPP might have. CAB is working on two resolutions to go to MFS for the February meeting.</li> </ol>	
<b>Guests</b>	None	<ol style="list-style-type: none"> <li>1. No action taken.</li> </ol>
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. (See below)</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken.</li> </ol>
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. Course Evaluation System (see Chair's Report above. Another letter request sent to iVCAAt; no response.</li> </ol>	<ol style="list-style-type: none"> <li>1. CAPP recommended sending another request to iVCAA.</li> </ol>

<p><b>New Business</b></p>	<ol style="list-style-type: none"> <li>1. Credit Hour Policy Review. Meeting scheduled for April 24th.</li> <li>2. CAPP possible contribution to February 2021 Faculty Senate Report to BOR, or consider sending testimony to the meeting. Kim B shared the draft letter she volunteered to prepare. Members support sending a letter through the SEC for their report to the board and possibly also sending testimony directly to BOR. Chair recommended adding more examples. (see above). CAPP will decide at the next meeting if they want to provide testimony at the BOR meeting.</li> <li>3. Interdisciplinary Studies Program No report</li> <li>4. <b>Student Data Policies re: online learning/“inclusive access”</b> A meeting with Director of Data Governance and Operations, Sandra Furato was recommended by SEC chair McKinny but not yet scheduled.</li> <li>5. Policy on Small Undergraduate and Graduate Programs. CAPP input was requested by Debra Halbert, AVP for Academic Programs and Policy. Nandini and Michael volunteered to lead this. No report to date.</li> <li>6. <b>Undergraduate Certificate in Creative Computational Media</b> Rachel presented the resolution draft supporting the program. After discussion some minor revisions were recommended. A discussion arose regarding a recent <i>Midweek</i> news article stating that UH is “dipping its toe” into computational media. The article seemingly refers to this certificate but also mentions other similar campus programs. As the certificate has yet to be officially approved, several questions arose. Is CAPP certain there is no other program at other UH campuses? Was UHWO consulted and does CAPP need to confirm this. What overlap might exist between UHWO and the Academy of Creative Media? It was concluded that the certificate integrates across departments in a way that does not duplicate any existing program.  After discussion, the certificate as presented still has CAPP’s support. Jean moved to adopt the drafted resolution and Kim seconded. Vote unanimous to approve by the 7 members present.</li> <li>7. <b>Undergraduate Certificate in Sexuality Studies</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Meeting scheduled (see Chair’s report above).</li> <li>2. CAPP recommends asking the SEC whether they want to include our concern about proposed program changes when no cost savings have been identified.</li> <li>3. CAPP members will check with departments for more specific examples (Nandini- Languages; Carolyn- Social Sciences; Kim-Math/Sciences.</li> <li>4. No action</li> <li>5. No action</li> <li>6. No action</li> <li>7. Chair will send approved <a href="#">resolution</a> for the Undergraduate Certificate in Creative Communitational Media to SEC for inclusion in the Feb 17 Senate Meeting.</li> <li>8. Chair will send approved resolution for the Undergraduate Certificate in Sexuality Studies to SEC for inclusion in the Feb 17 Senate Meeting.</li> </ol>
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	<p>The resolution draft was presented. After discussion around the use of abbreviation PA (pansexual, asexual)with LGBTQ+, the recommendation is keep to LGBTQ+. Kahikina moved to adopt the resolution, seconded by Rachel and unanimous vote of aye by the 7 members present.</p> <p>8. <b>Prior Learning Assessment/ Back Credits Policy</b> Due to lack of meeting time, Kahikina and Jean did not present information gathered and reviewed.</p> <p><b>9. Undergraduate Certificate in Sustainability</b> Makena Coffman is preparing a reply to CAPP's letter. A new ISR committee appointed so Coffman will schedule when a response is ready with a February meeting possible.</p> <p><b>10. Grade Replacement Policy</b> No one from this committee is willing to represent CAPP on Registrar's new "Forgiveness" committee.</p> <p><b>11. Course Evaluation System</b> Nandini Chandra, Amanda Yoshioka-Maxwell</p> <p><b>12. Outreach/Online Courses</b></p>	
<b>Adjournment</b>	<p>1. The next CAPP meeting will be Feb 10, 2021 at 3:00 PM.</p>	<p>Maureen moved to adjourn; Michael seconded. The meeting was adjourned at 4:50pm.</p>

Respectfully submitted by Jean Thoulag

Approved on, Feb. 2, 2021. 5 aye; 0 nay; 2 abstain