

**University of Hawaii at Mānoa Faculty Senate  
Committee on Academic Policy and Planning**

**Minutes of the CAPP Meeting on October 10, 2012  
Hawaii Hall 208, 2:30 – 4:00 p.m.**

**Present:** Todd Sammons (Chair), Cengiz Ertekin, Xu Di (Minutes Taker), Thao Le, Stacey Roberts, Maya Saffery, Katya Sherstyuk, Annette Wong, Carolyn Stephenson (SEC Liaison)

**Unexcused Absence:** Kate Zhou

1. **Meeting Call to Order:** The meeting was called to order at 2:40 p.m. by Sammons (Chair).
2. **Review of September 26, 2012 minutes:** Thao made the following correction:

*Issue #12.13: Admissions Policy: Thao Le and Stacey Roberts are members of the subcommittee. Le reported on it. The main question is if we are accepting “weak” students to UH or not? The current data shows that a minimum required GPA for high school graduates to enter UH is 2.8, reflecting the top 40% of their class. Students who transfer from the Community Colleges are required to have a minimum GPA of 2.0 for residents and 2.5 for non-residents. There is a suggestion to require at least 4 math classes for both high school graduates and transfer students before coming to UHM and a minimum GPA of 2.5 for resident transfer students. It is noted that a significant number of UHM undergrads transfer from Community Colleges (about 40%). Therefore, it seems clear that good students who transfer from the CCs will increase the quality of undergraduate student population at UHM.*

Carolyn made a correction of her last name in #11:13 to Stephenson.

Stacey moved to approve the minutes; the motion was seconded. The minutes were approved unanimously.

3. **Follow-up Issues**

Issue #49.12: Registration Waitlisting: Carolyn indicated that since its adoption approximately 1 ½ years ago, it is working. CAPP will monitor the process and follow up as needed.

Issue #54.12: Memo & Report from Grade Replacement Policy Task Force. Stacey reported that it was completed and that no additional work is needed at this time. Maya raised a question about the Banner System and whether some of the items that Banner supposedly could not handle actually could be handled technically. The improvement could not be done due to miscommunication or human factors.

#### **4. New Issues:**

Issue #28.13: Strategic Plan Committee's Sustainability Initiative (\*SEC/ CAPP/ CORGE): Carolyn recommended that two members from CAPP be assigned to this issue. Carolyn will check with the SEC on coordination across the three Senate committees working on this issue.

Issue #29.13: WASC Draft 2013 Handbook of Accreditation (\*SEC/ CAPP/ CORGE): WASC deadlines will be Nov. 7, 2012 and Feb. 20-22, 2013. The deadline for final feedback is Jan. 11, 2013. Todd and Stacey will read the Handbook. Carolyn will do so as well as SEC Member.

#### **5. Committee Reports:**

##### **Carryover 2011-12 Issues**

Issue # 23.12: High DFIW Course Follow-Up: Todd Sammons and Xu Di are subcommittee members. Todd reported that he is in the process of forming a six-member committee, which will meet the following week. He will provide an update in the next meeting.

Issue # 26.12: Undergraduate Degree Plan Implementation: Maya Saffery and Annette Wong reported on it. They were contacting MIRO and STAR people to pull the data necessary for analysis.

The discussion from the committee recommended to focus on the programs that had been graduating students on time (4-year) as well as those that had not been successful (5-6 year or more).

Todd suggested that we invite Ron Cambra, Assistant Vice Chancellor for Undergraduate Education to CAPP's next meeting since he championed the 4-year plans. Todd also informed the committee that Vice Chancellor Reed Dasenbrock would attend CAPP meeting for half an hour each time when there are relevant items.

Issue #55.12: Office of Student Affairs Course Subject Code (CAPP/CPM/CSA): Xu Di and Stacey Roberts were the sub-committee members. The issue was tabled indefinitely in September 26, 2012 meeting.

##### **New 2012-13 Issues**

Issue # 9.13: Governance of Interdisciplinary Programs: Todd Sammons and Katya Sherstyuk are members. No report at this time. Carolyn refreshed the committee on the issue – how can inter-disciplinary programs survive and use resources effectively. She used Population Studies and Peace Studies as examples. Cengiz recommended that we look for effective programs and approaches from other institutions such as U.C. Berkeley. Di Di inquired about the actual numbers

of programs, faculty, and students affected at UH-Manoa. The subcommittee will look for census data.

Issue # 10.13: Counting Course Credits on Cross-Listed Courses: Stacey Roberts and Kate Zhou are members of the subcommittee. No report at this time.

Issue #11.13: Campus Navy ROTC: Cengiz Ertekin and Kate Zhou are members of the subcommittee. In addition to last week's report, Cengiz shared information gathered. Mānoa's Army and Air Force ROTCs ranked in the top 10 among the 440 Detachments in the nation. They provided 4-year plan (10 credit elective course) for students and about \$600K in scholarships. According to the Navy's rule, the university needs to approach them to establish a new ROTC program. At this time, based on the meetings and conversations the subcommittee has had with the administration, the new program would unlikely to be a top priority due to lack of resources to construct the needed facilities.

Issue #12.13: Admissions Policy: Thao Le and Stacey Roberts are members of the subcommittee. Thao and Stacey will attend CAA (Council of Academic Advisors) meeting to discuss the issue next week and will report back to the committee in the following meeting.

Issue #13.13: Streamlining of Administrative Procedures with Regard to Course Approvals: Xu Di and Maya Saffery are members of this subcommittee. Maya will follow up with Kristen and Myrtle to see what are the course changes that can be done through a memo. Di Di will do so by contacting Ken Tokuno. COE has been piloting Curriculum Central, an online course approval procedure. Nursing will do so next.

Issue #14.13: Examine the Value of Assessment (CPM/CAPP/CAB/MAC): Cengiz Ertekin and Katya Sherstyuk are members of the subcommittee. There was no info. from CPM at this time. Carolyn suggested that they contact CPM (the lead committee).

**The meeting adjourned at 4:00.m.**

**The next meeting will be held as scheduled in two weeks, 2:30 – 4:00 p.m., Hawaii Hall 208, October 24, 2012.**