

**CAPP Committee
Meeting Minutes**

MEETING DATE: **October 7, 2020 3:30 PM - 4:30 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	E	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	E		
Rachel Lentz	P				
Siobhán Ní Dhonacha	E	Jim Potemra (SEC liaison)	P		4:00-4:30

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by chair at 3:32 PM.
Review of Minutes	<ol style="list-style-type: none"> The minutes from the Sept. 9, 2020 CAPP meeting were reviewed. Siobhán made corrections; still needed minor changes. Change start time to 3:30pm. Minor correction subcommittees members- 9/9 Maureen on Online Learning but; 9/23 moved to "Grade Replacement" Rachel 9/9 should be listed on Creative Computation as well as on 9/23 list. 	<ol style="list-style-type: none"> Motion -. adopted unanimously with minor corrections.
Chair's Report	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> No action taken.
SEC Report	<ol style="list-style-type: none"> 	<ol style="list-style-type: none"> No action taken.
Guests	<ol style="list-style-type: none"> None 	<ol style="list-style-type: none"> No action taken.
Committee Reports	<ol style="list-style-type: none"> None 	<ol style="list-style-type: none"> No action taken.

<p>Unfinished Business</p>	<p>1. Review CAPP resolution for October 21 Senate</p> <p>CAPP chair reported she was in contact with the Director of Interdisciplinary Studies and raised 3 questions- 1. whether Interdisciplinary Studies was consulted about moving programs into Interdisciplinary Studies (No); 2. what did it mean to “partner” with other programs (DK); and 3. if additional resources required to support programs were offered (No). The director documented this lack of consultation in a letter provided to CAPP on 10/7/2020. Chair noted this provides evidence to strengthen CAPP’s Resolution and address issues the SEC raised previously with the Resolution.</p> <p>Following the IS Director’s letter, Chair made revisions that include- Senate date change; adding 7th “Whereas” on lack of consultation with IS and on “partnering”; adding 8th “Whereas” section regarding Resources. Adding the word “move” to the final “Whereas.” Rachel proposed revision to “Whereas” #6 by adding the word “some” to further clarify.</p> <p>Decision: All present supported the Resolution as revised, and agreed to send it to SEC for inclusion on the October 21 Senate agenda. Chair will send the revised document to committee members not present for their review.</p> <p>When Jim Potemra joined the meeting, he was briefed on the changes and asked if he thought the Resolution addressed all the comments the SEC raised. He said yes and supports the revisions.</p> <p>Jim noted that the upcoming MFS is scheduled for 1 hour and the Congress for 1 hour with one guest. Jim shared that the SEC is hoping to adjust the time and will suggest that Congress be shortened. It is likely that CAB will have resolutions too. Where does CAPP want to be in the agenda?</p>	<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Chair will ask all non present members to review the revised Resolution and comment. 2. Chair asked for the next meeting that members be prepared to discuss the Course Evaluation System for the next meeting. See the April 20th email message sent from <i>UH Announce</i>. 3. CAPP Resolution could be first on the MFS agenda, if possible
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	<p>Recommendation: CAPP Resolution be first on the agenda, if possible. Jim will convey this request.</p> <p>2. Discuss CAPP response to “Post-Pandemic Planning” suggestion.</p> <p>Chair presented questions for discussion- Does CAPP want to be more involved in this? Do we want to invite /help programs severely affected or with program concerns to talk with CAPP? Should CAPP be open to appeals from individual departments?</p> <ul style="list-style-type: none"> • The concerns would need to be Curricular issues. • We would need to work quickly. • There could be duplication of efforts potentially if more than one committee is involved. • Could carry more weight/influence if more than one committee had concerns; the more testimony/committees weigh-in puts pressure on the process. • SEC could have more than one committee handle an issue, but one should take the lead. • Communication between committees would be essential so not to send conflicting positions. <p>Discussion followed with Nandini and Kim sharing the changes Admin is suggesting to their departments and their experience in the consultation with the provost. Provost Bruno reported that no cost savings would come with the proposed changes. The discussion included suggestions on how to provide information to enhance BOR’s understanding of the issues.</p> <p>Decision: Members present voted to support assisting departments who come to CAPP for assistance with a curricular issue during this Post Pandemic Planning period.</p> <p>3. Discussion of subcommittees' work was tabled until the next meeting due to lack of time.</p> <p>Note: Chair asked that members be prepared to discuss the “ Course Evaluation System” for the next meeting’s discussion on this matter. She recommends reading the April 20th “UH Announce” on CES.</p>	
New Business	1.	

MĀNOA FACULTY SENATE

Adjournment	1. It was agreed that starting times for CAPP will move to 3 p.m. The next CAPP meeting will be October 14th, 2020 at 3:00 to 4:30 p.m. (Chair will confirm with Michael Cooney as to whether this is still OK with him, given that his class ends at 3:20.)	The meeting was adjourned at 4:48 pm.
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Respectfully submitted by Jean Thoulag

Approved unanimously on October 14, 2020.