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COMMITTEE ON ACADEMIC POLICY & PLANNING
MEETING MINUTES

MEETING DATE: January 10, 2017 **3:00 PM - 4:30 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
William Gosnell	P	Nicole Ziegler	P				
Joseph Mobley (Secretary)	P	Ulrich Kozok	P				
Willy Kauai	P	James Potemra (Vice Chair)	P				
Carolyn Stephenson (Chair)	P	Justin Clapp	P				
		Brian Powell, liaison	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Chair Stephenson at 3:00 PM	
GUEST		
REVIEW OF MINUTES	1. The meeting minutes of December 6, 2017 were distributed electronically for comments.	Motion to approve the December 6, 2017 minutes as amended; Approved unanimously.
CHAIRS REPORT	<ol style="list-style-type: none"> 1. We welcome Justin Clapp, who was on leave last semester. 2. Susan Nakaoka has resigned and left UH, leaving us with only 8 members. Do we need to request a 9th member? 3. Meeting schedule for spring 2018 semester 2nd and 4th Wednesdays 3 to 4:30pm. Thus January 10, 24, February 14, 28, March 14, April 11, 25. 4. Status of CAPP Issues and subcommittees as of January 2018: 	1. Action.



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	<u>Issue</u>	<u>Subcommittee</u>
	Advanced Professional Certificate in Dental Hygiene.	Gosnell, Mobley
	Course Evaluation System	Kozok, Gosnell, Potemra
	Credit Removal Policy (Chair sent memo to OVCAA December 12, 2017)	Potemra, Ziegler
	Prior Learning Assessment	Kauai, Kozok
	Revise TOEFL requirement	Ziegler, Kauai
	High D/F/I/W policy	Mobley
	Low enrollment programs	Kauai
	Withdrawal and drop deadlines	Kauai
	BANNER hides previous grades for transfer students/shows only Credit/no credit	Gosnell
	Grade replacement policy renewal	
	Credit hour audit policy (monitor only)	
	Policy to encourage open educational resources	closed/not assigned
	Psychology request re: upper division course credits	completed/denied
UNFINISHED BUSINESS		
BUSINESS	1. N. Ziegler reported on TOEFL requirement. Issue is that requirements may be too high for admission (Currently minimum TOEFL score of 61 required for enrollment; score of 61-100 requires in-house test; 85% of international students score 100 or above); UHM is unique in that we allow students to enroll concurrently in	1. N. Ziegler to follow up with additional data on peer and benchmark institutions at Feb 14 CAPP mtg; W.



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	<p>language development and regular courses. For graduate assistants, OGE requires TOEFL scores of 100 or above.</p> <p>2. W. Kauai presented on Prior Learning Assessment. This approach takes many forms including the offering of college credits to high school students, as well as college credits to adult students who develop portfolios based on prior professional and military experience, among other sources. U. Kozok also reported that if students take a third year language course they can get credit for up to 16 back credits for courses they have not taken. He also reported on how this policy affects Indo-Pacific Languages and Literature.</p> <p>3. Grade Replacement Policy Renewal</p>	<p>Kauai will check with ELI Research about success metrics</p> <p>2. AVCAA Halbert will present data on this issue at Jan 28 meeting</p> <p>3. Clapp and Potemra added to committee</p>
ADJOURNMENT		<p>Motion to adjourn Passed unanimously. Meeting adjourned at 4:30 pm.</p>

Respectfully submitted by Joseph Mobley, Secretary.

Approved unanimously on January 24, 2018 with 5 votes in favor of approval and 0 against.