



COMMITTEE ON ACADEMIC POLICY AND PLANNING
MEETING MINUTES

MEETING DATE: April 23, 2014
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	P	RAI, Sarita	P	STEPHENSON, Carolyn	P		
ERTEKIN, R Cengiz	P	SAFFERY, Maya	P	VALENZUELA, Hector	E		
ITO, Ken	P	SIMANU-KLUTZ, Manumaua	A	WERTHEIMER, Andrew	P		
QURESHI, Kristine	P	SORENSEN, Trevor	E	WOODRUFF, Rosemarie	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting was called to order by Chair Maya Saffery at 1:00p.m. It as determined that we have the quorum.	
MINUTES	The minutes of CAPP meeting April 9, 2014 were discussed. The following amendments are made: <ol style="list-style-type: none"> 1) Regarding 45 upper division requirement motion (p. 2), insert, "Note: see the minutes of April 23, 2014 meeting for revised/amended motion." 2) Issue 13.13 Kualii Curriculum (p. 2): replace "is pretty strong on" with "strongly supports"; replace "go do" with "go to". 3) Issue 11.14 (p.3): Strike first sentence, keep second sentence, add "CAPP had asked for some peer/benchmark data from the VCAA but it was never received", and edit last sentence by deleting "so there is really no need for additional data" to "and decided to take no further action". 	Moved to approve as amended/revised: 8 in favor, 0 against.
Chair's Announcements	On the request from Natural Sciences regarding the 45 upper division credit requirement, it was suggested that the term "non-introductory" be added to the motion CAPP approve at the last meeting (4/9/14). New motion language should read: "Students pursuing an baccalaureate degree in Biology or Chemistry must complete either a minimum of 45 upper-division credits or a combination of no fewer than 25 upper-division and 35 major-required non-introductory lower-division credits." Biology & Chemistry faculty are invited to the Senate meeting on May 7, 2014 to help answer questions regarding the motion.	Moved to approve the revised motion 8 in favor and 0 against. Maya to send revised motion to Natural Sciences and Kristin to forward to Reed. UPDATE: Maya received a response from Natural Sciences via email on



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		5/1/14 expressing their concern with the revised motion asking CAPP to reconsider the revision and revert back to the original motion without the “non-introductory” term. Maya forwarded their response to CAPP to consider and vote over email given no future CAPP meetings were scheduled for this semester. In the end, 11 CAPP members unanimously voted to revert back to the original motion. Therefore, Maya sent it to Natural Sciences and Kristin to upload on agenda and send to Reed.
Carolyn’s report on her research regarding ECAFE	She was asked at the last meeting to follow up with the SEC regarding ECAFE (who oversees it, etc.). SEC was unsure so she asked the OVCAA. They thought it was the Office of Faculty Development and Academic Support (OFDAS). Upon further inquiry, it was discovered that ECAFE is not under the jurisdiction of Cliff Fujimoto or Kathy Kane in OFDAS. Leslie Lopez of the Center for Teaching Excellence (CTE) thought it might be under the Joint Chief Academic Affairs and Student Affairs Officer (a system group).	Carolyn will continue to investigate and research into who ultimately has oversight of ECAFE. Sarita will also send her contact info for a woman who designs ECAFES.
Other Issues	Issue #13.13 Kualī Curriculum: Maya and Meda updated CAPP on the progress of the two subcommittees of the Kualī Curriculum Implementation Team (Features and User Interface). They expressed the intense workload of their committee (User Interface) and the technical detail being required of its members. They also reiterated the message they are sending at all meetings and in all email correspondence regarding Mānoa’s strong opposition to including assessment items (program, course, and instructor) on Mānoa’s version of the Kualī Curriculum Management System for course approval. Maya shared that all members of the Mānoa team are on the same page with this.	Maya to send Kristine copy of the latest version of the Features document that outlines the minimum and desirable capabilities of the system for all campuses, multi-campus, and individual campus. Kristine to review and report back to Maya on any red flags she sees given her experience with Curriculum Central.



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	<p>Issue #11.14 Classroom Attendance Policy: CAPP reviewed draft memo by Sarita and Kristine to David Ericson regarding their recommendation on the current classroom attendance policy of UHM. The second sentence in the first paragraph was suggested to be deleted as it is not needed.</p> <p>Issue #24.14 SAT/ACT Admission Requirements for International Students: After the last meeting, the subcommittee on this issue reviewed peer reviewed research about the SAT's predictability for success. It was clear from the research that the SAT is a proxy for social class in America but it is unclear how much of an indicator it is for socio-economic class for international students. If the SAT was removed as a requirement for international students, the minimum TOEFL score requirement must be revisited. In terms of history, the minimum TOEFL score required for UHM admission used to be higher but when the SAT was added as a requirement for international students, the minimum TOEFL score was reduced.</p> <p>The subcommittee decided they could not make a recommendation to CAPP at this time. We are not ready and the stakes are too high. More research is needed to come up with an appropriate process that predicts success for our international students. This issue should remain on the list of active/ongoing issues for CAPP to pick up again next academic year.</p> <p>Issues #12.13 Admissions Policy and #21.13 Advising Students: Nothing new to report.</p>	<p>CAPP moved to approve the memo as amended, 8 in favor, 0 against.</p> <p>Maya to revise and send to David Ericson.</p>
ADJOURNMENT	<p>These minutes will be voted on by email as this is the last meeting of CAPP this academic year.</p> <p>Chair adjourned the meeting at 2:45pm.</p>	<p>Maya will email the minutes to CAPP for voting.</p>

Respectfully submitted by R. Cengiz Ertekin.

Approved on 5/12/14 with 7 votes in favor of approval and 3 abstentions.