

University of Hawai‘i at Mānoa Faculty Senate  
Committee on Academic Policy and Planning  
**Fall 2013 Committee Report**

Aloha kākou,

As of today (November 25, 2013), CAPP met a total of 5 times during the Fall 2013 semester (September 11 & 25, October 9 & 23, and November 13). We will meet one more time this week (November 27, 2013).

At our first couple meetings, we learned about the 15 issues referred to us by the SEC, began prioritizing them and assigning CAPP members to deal with each one. Below is a list of all 15 CAPP issues, top priority issues listed first followed by other issues we dealt with this semester and ending with issues that were tabled given the large number of issues on our plate or that issues that we learned did not require immediate action but instead required monitoring or simple follow-up only.

**TOP PRIORITY ISSUES ACTIVELY ENGAGED IN THIS SEMESTER**

**Issue #14.14: Bachelor of Environmental Design**

On 10/14/13 CAPP was charged to examine the proposed Bachelor of Environmental Design. A sub-committee was assigned to review the proposal and to make recommendations to CAPP. Initial impressions are that the proposal is solid and straightforward. The sub-committee reviewed the proposal and prepared questions that were sent to Dean Bingham who recently responded. The sub-committee will share his responses and their recommendation to CAPP at the November 27<sup>th</sup> meeting. A resolution regarding the proposal will likely be brought to the larger Senate early in the Spring 2014 semester.

**Issue #15.14: Bachelor of Science in Astrophysics & Bachelor of Arts Degree in Astronomy**

On 10/14/13 CAPP was charged to examine the new proposed Bachelor of Science Degree in Astrophysics and Bachelor of Arts Degree in Astronomy. A sub-committee was assigned to review the proposal and to make recommendations to CAPP. Two sub-committee members met on 22 November with Physics & Astronomy Department Chair Lam and two faculty members from the Institute for Astronomy. They will share highlights of their conversation at the November 27<sup>th</sup> meeting of CAPP. Although we will be unable to make a recommendation in time for the last faculty senate meeting of the calendar year, we are trying to move quickly on this interesting proposal, making a recommendation to CAPP early in the Spring 2014 semester.

**OTHER ISSUES ACTIVITY ENGAGED IN THIS SEMESTER**

**Issue #13.13: Streamlining of Administrative Procedures with Regard to Course Approvals**

On the issue of simplifying course approval and modification policies, CAPP has become involved in reviewing the Kuali Curriculum Management system at the SEC request. Once CAPP member and the SEC liaison to CAPP attended a Q&A session with the Kuali folks earlier in the semester. It appeared to CAPP members who attended the Q&A that the project is on a "fast track" at the system level, with very little faculty input. That said, the initial impression of

those CAPP members who reviewed the Quali Curriculum Management system was that it appeared to offer some real promise, specifically in streamlining the course approval process. It also appears that the system is far easier to use than the Quali financial system that the campus is now using. That said, CAPP members are monitoring with more care the efforts to conflate the course approval system with the UH assessment system, something the community colleges are calling for given the requirements from Junior WASC.

With these concerns in mind, CAPP invited Myrtle Yamada from the VCAA's office to attend the October 23<sup>rd</sup> CAPP meeting to give us more background on the project. At that time we requested that when the design and implementation of the system is ready to begin that the VCAA contact the SEC to identify a Mānoa faculty senator (likely from CAPP) to be a part of the team to make sure Mānoa faculty interests are heard. The VCAA recently followed through by asking the SEC to recommend a member of CAPP to represent Mānoa faculty on the Quali implementation team. A CAPP member will be identified at the November 27<sup>th</sup> meeting and the name forwarded thereafter to the SEC. Work on the implementation team will begin sometime in Spring 2014.

#### **Issue #10.14: Policy of Exclusion of Non-System Junior College Credits in Excess of 60 credits**

Krystyna Aune (Interim Associate VCAA) and Lisa Wong (from Student Academic Services) were invited to and recently attended that November 13<sup>th</sup> CAPP meeting to provide background on the differing treatment of transfer credits for system and non-system junior college students to UH Mānoa. They both clarified that there is only one existing UHM policy that limits the amount of transfer credits non-system/out-of-state junior college students can count towards their 120 total credits to graduate (60 max). There is no similar policy for UH system/in-state transfer students.

They both see a problem with the differential treatment of these two groups of students and suggest that CAPP consider eliminating the existing 60 credit policy for non-system/out-of-state students as a way to make things more equitable. In other words, they suggested that there be no limit to the number of transfer credits a junior/community college student can count towards their 120 total credits to graduate. In their opinion, the consequences of moving in this direction may have a positive impact on retention and graduation rates and numbers of transfer students wanting to come to UHM while decreasing the number of disgruntled students. However, they were unable to give us specific data on how many students this policy change would affect. Therefore, CAPP agreed that the Council for Academic Advisors (CAA) and/or the VCAA's office need to provide data that answers the following questions before CAPP can make an informed decision on what should be done:

- what is the number of students that this policy change might affect in a given year?
- what are the standards/existing policies for transfer of junior/community college credits from our peer and benchmark institutions?

The CAPP Chair contacted Krystyna & Lisa after the November 13<sup>th</sup> meeting asking for this data. Krystyna quickly responded saying they are working to gather the data for us. CAPP will wait until this data is received before proceeding with this issue.

#### **Issue #11.14: Classroom Attendance Policy**

The CAPP Chair contacted the VCAA on October 9<sup>th</sup> asking his office to provide information on comparative attendance policies at our peer and benchmark institutions. This data is essential to making an informed decision on what kind of policy, if any, makes sense for UHM. He responded soon after (10/10/13) saying that his office will be gathering the data for us and will forward it to us as soon as it is ready. CAPP will wait until this data is received before proceeding with this issue.

#### **Issue #10.13: Counting Course Credits on Cross-Listed Courses**

The sub-committee dealing with this issue talked to the University Registrar, Stuart Lau, and he said that cross-listed courses are indeed tracked using STAR and BANNER; however, a course might not be listed as cross-listed if a department chair does not note that when submitting the list of courses for the new semester. However, the Registrar might still catch that though since that would be a problem if the two CRNs are meeting at the same room at the same time.

As an interesting aside, he added that the Registrar also handles some of the large classes in the same way of linking related classes. For example, there might be 400 students signed up for one HISTORY 151 class, but the students might be divided up into 10 CRNs since they meet with different labs. We don't know if the last problematic IRO report measuring campus teaching productivity recognized this when examining average numbers of students in a course.

Should the Chancellor design a system to allow tuition dollars to follow student credit hours, he should be mindful of unintended consequences on cross-listed courses. We don't want to institute an approach that discourages interdisciplinary course offerings, especially since cross-listing courses encourages units to offer a variety of courses which help students graduate in a more timely fashion.

#### **Issue #12.13: Admissions Policy**

The sub-committee dealing with this issue is currently looking into the history and rationale behind the admissions office transfer policies, which require a minimum GPA of 2.0 for Hawai'i residents, while non-Hawai'i residents are required to have a minimum GPA of 2.5. These provisions differ from those in the Executive Policy on Student Transfer and Inter-Campus Articulation (E5.209, 8/25/2006) which—instead of using Hawai'i residency as a standard—states that UH community college students with 24 credits or an AA degree will be admitted to UHM with a 2.0 GPA. We are currently waiting for the admissions office to provide us with data on the impact upon admissions and enrollment of raising the minimum GPA for all transfer students to 2.5.

CAPP learned that the policy that designates a different GPA requirement for resident and non-resident transfer students happened when Dave Robb (faculty specialist) was head of the admissions office-- probably in the 1980's. The sub-committee has asked the Mānoa Faculty Senate GRA to look through the senate archives to see if this policy originated in the faculty senate and if so, what was the rationale/discussion around this issue. We are awaiting this data.

#### **Issue #9.13: Governance of Interdisciplinary Programs**

The sub-committee dealing with this issue plans to review the list of interdisciplinary programs under the umbrella of the UHM Interdisciplinary Studies Program (ISP) as well as try to identify UHM interdisciplinary programs that are not within the ISP umbrella. The sub-committee will also review concerns from previous CAPP committee reports that have dealt with this issue and then make recommendations.

#### **Issue #21.13: Advising Students (CSA/CAPP)**

CAPP learned from the SEC that this issue has several parts: 1) how good is the advice students are getting, especially with respect to linking to the 15 to Finish program? 2) how well is the transfer of advisors from A&S to its respective colleges working? (if not already being examined by the A&S senate), and 3) what is the current state of articulation and transfer of credits from community colleges to Mānoa?

The sub-committee investigating this issue decided to take the following actions:

- a) Set up a meeting with VP Johnsrud to determine administrative expectations in relation to generating and disseminating the report, 15 to Finish. Questions to ask include: What is the impact of students who take longer than 4 years to graduate? Given the kind of mandate they have, can the community colleges accommodate such an initiative so that students finish in two years?
- b) Conduct a survey of academic advisors to find out their perceived role and responsibilities in relation to achieving an increase in the number of students graduating in 4 years.
- c) Meet with the head of the unit in Undergraduate Education, Mānoa Transfer Coordination Center.
- d) Gather information from the Academic Advising and Transfer Network UH System conference that was held on October 25<sup>th</sup>.
- e) Invite the head of the Council of Academic Advisors and Ron Cambra (he sponsors an annual conference for this group) to speak to CAPP.

The transfer of advisors from A&S to respective colleges has not been implemented yet (according to conversations with two academic advisors involved in the reorganization). It seems that finding space for the advisors at the colleges needs to be resolved. The committee will probably need to wait until the Spring semester to see if any more progress has been made.

#### **TABLED, FOLLOW-UP OR MONITOR-ONLY ISSUES**

##### **Issue #3.14: Leavers Survey**

CAPP is waiting further developments from SEC on this issue before we move forward.

##### **Issue #23.12: High DFIW Course (CAPP, GEC, MAC)**

CAPP is waiting data the separates courses with high D & F grades from courses with high I & W grades as we see them as separate issues. CAPP has tabled this issue until such data is supplied.

##### **Issue #26.12: Undergraduate Degree Plan Implementation**

Tabled for now so time could be spend tackling some of the higher priority issues.

**Issue #46.12: Suspension of Academic Action –Follow-up**

**Issue #54.12: Grade Replacement Policy Task Force –Follow-up**

**Issue #55.12: Office of Student Affairs Course Subject Code (CAPP/CPM/CSA) –Follow-up**