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**COMMITTEE ON Academic Policy and Planning**  
**MEETING MINUTES**

**MEETING DATE:** October 14, 2015  
**LOCATION:** 208 Hawaii Hall  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
BHATTACHARYA, Torsha	P	JOHNSON, Shannon	P	BUTLER, Marguerite SEC liaison	P	RAI, Sarita	3-3:30
COFFMAN, Makena	P	MCKIMMY, Paul	E	JUN, Soojin	P	Ryan Yamaguchi, Assoc Director for Undergrad Admissions	3:10-3:50
DANIEL, Marcus	E	IRVINE (SORENSEN), Christine	P *	YAN, Tao	P		
ERICSON, David	E	STEPHENSON, Carolyn	P				
GOSNELL, William	P	WARD, Cynthia	E				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b> 3:05 p.m.	Meeting called to order at 3:05 pm	
<b>Issue 24.14 International Admissions</b>	<p>Last year VC Student Affairs changed website on international undergraduate admissions without consultation with CAPP or MFS. In countries where SAT/ACT not available, other exams could be substituted. New VC has now changed the web site and not consulted with CAPP or MFS. Sarita Rai found another issue related to TOEFL on website.</p> <p>Suggested that admissions provide country specific information.</p>	Director or Associate Director for Undergraduate Admissions to report back prior to new website launch



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	<p>Michigan website suggested by last year's CAPP as a helpful example.</p> <p>Ryan: There is internal document similar to Michigan example which is used. Are reviewing internally to ensure up-to-date.</p> <p>Sarita: For the section under "undergraduate admissions" there is a TOEFL substitution/exemption. This entire list is brand new. Also on the ELI placement exemptions. Committee needs to review between old and new.</p> <p>Ryan: These exemptions for ELI were put in place per ELI's recommendations (in Dept. of Linguistics). Are exemptions that have been in place for years but have not been on the website. Used to be done in-house as an internal document. Issue with the website is that one place is fixed and others are missed. Part of the website update. Not new policy, just now transparent.</p> <p>Primary issue for CAPP is notification and consultation. Also a current issue of content. Question of ELI making such decisions related to TOEFL, but understand that policy has been in place and is now just public.</p> <p>Request to bring proposal to CAPP. Admissions supposed to have a new website design by January/February of next year. Reminder that last year there was an agreement that any new website information would be brought to CAPP before going live.</p> <p>Current website allows substitution of GRE when SAT or ACT is not available. CAPP suggested this should not be on the website. Substitution should be by exception.</p> <p>Let CAPP know timeline and allow sufficient time for CAPP to review.</p>	
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	<p>Suggestion from CAPP to include a sample table that shows a list of countries that do not offer SAT/ACT and testing alternatives, prioritized by countries with larger student populations, with general language regarding students contacting the office if their location does not offer SAT/ACT.</p> <p>VC indicated requesting personal statement and extracurricular activities as part of admission process. Still in consideration. Leaning toward optional. Should consult with CAPP.</p>	
<b>Minutes</b>	Carolyn Stephenson motion to approve minutes, as corrected. Six votes to approve, two abstain.	
<b>Assigning Issues</b>	Tentatively assign Jun and Yan to subcommittee on Quantitative Reasoning committee (Issue 18.13)	
<b>Issue 18.13 Quantitative Reasoning</b>	<p>Carolyn attended meeting and has some materials. Appears committee is going to try and send forward hallmarks that were rejected by CAPP last year. Asked for liaison, but set up meetings at same time as CAPP. Ask committee members to review hallmarks proposed last year and other materials. Email sent October 8 regarding a workshop on October 22 from Center on Teaching Excellence to share how requirement is developing and next step. Other email October 6 noting shift from symbolic to quantitative reasoning and requesting faculty feedback on hallmarks. Feedback requested by October 16. Carolyn will request copy of comments.</p>	Carolyn to request copies of survey results
<b>Issue 13.14 Kuali Curriculum Management</b>	<p>Torsha met with Wendy Pearson. Kuali Curriculum Management. Looked at the system. Supposed to be piloted in the community colleagues in Spring 2016 and UHM in Fall 2016. All of the information in paper form has been put in online system, but needing to do streamlining and debugging.</p> <p>Bob Cooney forwarded October 14 memo from VCAA requesting faculty to provide feedback on Kuali Curriculum Management system. Need 3-4 MFS representatives, preferably from CAPP with experience submitting UHM Forms 1 &amp; 2.</p>	Selected CAPP members to participate in faculty feedback on Kuali system



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	Torsha, Makena, and William volunteered. Carolyn as a backup.	
<b>Issue 4.15 Prior Learning Assessment</b>	<p>Prior Learning Assessment. Issue forwarded from Bob Cooney-related to October 14 memo from VCAA related to back credits for language learning. Need committee to review documents.</p> <p>Ask new Associate VCAA to talk to committee about this at future meeting, perhaps December or January.</p> <p>Christine volunteered.</p>	Christine to contact Associate VCAA
<b>Issue 54.12 Grade Replacement and Plagiarism</b>	<p>Marguerite will coordinate meeting. Carolyn may attend. Carolyn suggests VC Student Affairs attend October 28 CAPP meeting.</p> <p>Ask committee to meet and discuss afterwards. (Cynthia, Torsha, Makena, Shannon)</p>	Carolyn to contact Lori Ideta
<b>New issue</b>	Small program size policy. Perhaps craft resolution. Marcus, Paul and Christine to work on crafting resolution prior to next meeting. Request John Kinder to provide issue number.	Christine to contact John
<b>Potential new issue: planning for instructional space</b>	<p>Marguerite discussed process for planning for space. Steve Meder says no surge space on campus and so cannot move people. No consultation with faculty about moves. What should role of faculty be in space decisions? No consultation with faculty about needs. Only single point of contact - the dean.</p> <p>How to inject instructional needs into facility planning. Some CAPP members think this is CAB issue. Other suggestion was to refer to both CAPP and CAB with CAB primary.</p>	
<b>Point of Information</b>	New strategic planning committee. Marguerite attended meeting. Insisted there is already process in colleges and schools.	
<b>ADJOURNMENT</b>	4:45 pm	

\* attended by conference phone

Respectfully submitted by Christine Sorensen and Makena Coffman.

Approved on October 28, 2015 with 6 votes in favor of approval and 0 against, 1 abstention.



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