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Committee on Policy and Planning MEETING MINUTES

MEETING DATE: February 14, 2018
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Carolyn Stephenson	P	Willy Kauai	P			Debora Halbert	3:00 PM - 3:22 PM
William Gosnell	P	Ulrich Kozok	E			Hae Okimoto	3:35 PM - 4:07 PM
James Potemra	E	Nicole Ziegler	E			Christine Sorensen, SEC Chair	
Joseph Mobley	P						
Justin Clapp	P		P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Chair Stephenson at 3pm	
REVIEW OF MINUTES	1. The meeting minutes of January 24, 2018 were distributed electronically for comments.	January 24, 2018 minutes approved unanimously. Vote 4-0.
COURSE EVALUATION SYSTEM (CES)	1. Debora Halbert, AVCAA, reported that the architecture of the CES is uploaded and ready to go, planning for Fall 2018; On March 21 at 2-3pm (Kuy 101) an all-chairs meeting will address CES	
CES	<u>Hae Okimoto, Director of Academic Technology Services for UH System answered questions CAPP asked:</u> <ol style="list-style-type: none"> <u>Issue of timing</u> (opening evaluations two weeks before end of classes and closing CES prior to final exams); not “set in stone” and can be changed; <u>Issue of response rate</u>--for e-Cafe the majority of responses came after the first and second reminders (will send data) <u>Order of questions</u>--e.g., do demographic questions come first or at end; order of remaining questions (answer per H. 	



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	<p>Okimoto: faculty questions come first; department questions next, then college then Manoa); re: order of demographic questions, those are up to faculty. One possibility is that demographics could be collected automatically via connection to Banner;</p> <p>4. <u>Issue of multiple instructors or TAs</u>--assuming instructors came from different departments, could be allocated based on whatever subject code students registered for; remaining challenge is when two or more instructors are teaching same course (same CRN);</p> <p>5. <u>Can instructors ask open-ended questions?</u> Answer: yes</p> <p>6. <u>More on CES roll-out</u>--ITS needs to know structural changes, i.e., ordering of questions by organizational level by June 1; campus questions by July 1; division/department/college questions by Aug. 1.</p>	
RESOLUTION FOR ADVANCED PROFESSIONAL CERTIFICATE FOR EXPANDED FUNCTION DENTAL HYGIENE IN PEDIATRICS	<p>1. Advanced Professional Certificate in Dental Hygiene: resolution brought by committee (Mobley & Gosnell) reviewed and revised.</p>	<p>J. Mobley to contact Dental Hygiene for dates of 5-yr grant; Resolution as amended approved unanimously (Vote: 5 for; 0 against).</p>
PROPOSAL FOR BS IN ENGINEERING SCIENCES	<p>Clapp reported that subcommittee is currently examining proposal;</p>	
GRADE REPLACEMENT POLICY/COURSE REPEAT POLICY	<p>C. Sorensen, SEC Chair, reported that she met with System VP Straney and that there is no need at this time to develop a system-wide course repeat policy; the issue will only be monitored at this time.</p> <p>Committee still needs to deal with renewal issue and consistency between Senate resolution and UH Catalog description.</p>	
ADJOURNMENT		<p>Meeting adjourned at 4:30PM</p>

Respectfully submitted by Joseph Mobley, Secretary.

Approved on Feb 28, 2018 with 7 votes in favor of approval and 0 against.