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MĀNOA

Mānoa Faculty Senate
Committee on Academic Policy and Planning

May 27, 2013

TO: Manoa Faculty Senate

FROM: Todd H. Sammons, Chair, Committee on Academic Policy and Planning (CAPP)

SUBJECT: Academic Year 2012-2013 Report on Committee Activities

CAPP met a total of eleven times this year: six times during the fall (August 29, September 26, October 10 and 24, and November 7 and 28) and five times during the spring (January 23, February 13, March 13, and April 10 and 24).

One issue (capstone courses) came to use at the request of the Engaged Learning Working Group, established by the Strategic Planning Committee; and we variously dealt with the 15 issues sent our way via the Executive Committee of the Mānoa Faculty Senate.

If as the CAPP Chair I have one piece of advice to give to next year's Chair and committee, it would be to do some triage up front: 16 issues total is too many. Indeed, as the rest of this report indicates, we did not have the person power to deal in detail with all of the issues that came to us. So, in fact, triage happened willy-nilly: I certainly think that it would be better to make the triage more conscious.

Here is a list of our issues, categorized according to how CAPP decided to deal with them, along with a few comments, when appropriate. We have included who the CAPP point people are on some of these issues. The list is organized according to the ones which garnered the most attention first.

Issues We Actively Engaged, Resulting in a Resolution Presented to the MFS:

Issue #35.13: Proposal for a Bachelor of Arts degree in Public Health. Two CAPP members (Le and Sammons) worked on this issue. The Resolution from CAPP recommending that this degree be approved passed the Senate at its April 17 meeting by a vote of 47-3.

Issue that Came to Us from the Engaged Learning Working Group: The Resolution from CAPP concerning capstone courses passed the Senate at its April 17 meeting by a vote of 51-4.

Issue #11.13: Campus Navy ROTC. Two CAPP members (Ertekin and Sammons) worked on this issue. The Resolution from CAPP recommending to the administration the establishment of an NROTC detachment at UHM passed the Senate at its May 1 meeting by a vote of 30-25.

Issues We Actively Engaged Both Semesters:

Issue #13.13: Streamlining of Administrative Procedures with Regard to Course Approvals. Two CAPP members (Di and Saffery) worked on this issue. They collected feedback from CAPP members and their colleagues about the UHM-1 & 2 forms as well as the VCAA guidelines for completing these forms. They asked folks to share their ideas about how to improve, streamline, and clarify these documents so that the forms are more user friendly. They have begun the process of going through and organizing the feedback. They also spoke to the



heads of the different offices (Catalog, Registrar, Graduate Division, VCAA) that deal with the UHM-1 and -2 forms in order to better understand the role each of them plays in the approval, transmission, and processing of the forms. They suggest developing a document to add to the guidelines that explains the kuleana of each office and what kinds of questions these offices can answer. This way faculty members can identify the right person or office to address their questions to when completing the forms, thus reducing the amount of mistakes that need to be corrected later.

Issue #21.13: Advising Students. Two CAPP members (Le and Wong) worked on this issue. When they asked CAPP for advice or information regarding this issue, CAPP suggested contacting other departments. They decided first to contact advisors from their own departments (Family and Consumer Sciences and Kawaihuelani Center for Hawaiian Language, respectively) about the issues regarding “Advising Students.” Wong met with the advisors from her department to discuss this issue; and Dr. Samuel Ka’ahanui, advisor for Kawaihuelani Center for Hawaiian Language, sent his mana’o to Wong; his thoughts were also circulated to all CAPP members. (Because of Le’s professional obligations, this pair did not meet during the last two months of the spring semester.) They did consult with members of the Council of Academic Advisors last fall.

Issue #26.12: Undergraduate Degree Plan Implementation. Two CAPP members (Saffery and Wong) worked on this issue; at our invitation, AVCUE Ron Cambra came to a CAPP meeting to talk about this issue during the fall semester. In order to identify those departments/degrees that have students who take longer than four years to graduate, Saffery and Wong pulled time-to-degree reports from STAR for all degrees and departments on campus for students graduating in three different recent semesters. They are still going through and analyzing this data. Their plan is to suggest that CAPP members eventually meet with those departments with long time-to-degree statistics and suggest that these departments investigate why their students are taking longer--and also ask them to consider the accuracy of their four-year plan as a possible way of addressing this issue.

Issues That We Actively Engaged during the Fall but Not during the Spring:

Issue #9.13: Governance of Interdisciplinary Programs. Two CAPP members (Sammons and Sherstyuk) worked on this issue during the fall. See our Fall CAPP report. Frankly, this issue proved too difficult and complex to get a handle on (for one thing, interdisciplinarity is both a teaching and a research concept; that is, there are interdisciplinary programs for students and interdisciplinary programs for faculty researchers). Investigating this issue was also too much work for two people. We suggest either making it an issue for a MFS working group next year or even setting up a task force if the new SEC considers it important enough. Some guidance would also help either group.

Issue #12.13: Admissions Policy. One CAPP member (Le) and a former CAPP member (Roberts) worked on this. See our Fall 2012 CAPP report.

Issue #23.12: High DFIW Course Follow-Up. A working group with CAPP, GEC, and MAC members met during the fall. See our Fall 2012 CAPP report. As an addendum to that very brief report, we can say that the Mānoa Institutional Research Office provided us with an



updated list of what they are calling “low success rate” courses. A couple of the courses on previous lists have disappeared from the most recent lists. No courses not on the previous lists are on the most recent list. Since we consulted during the previous two years with departments with general education courses on the previous lists, we decided not to consult with any of them this year. We do think, though, that another working group should be constituted next year to continue the good work of this and previous working groups on this important issue. One avenue yet to be explored: the student perspective on the “low success” courses that they find themselves in.

Issue That Was Put in Abeyance Because CAPP Was Understrength:

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

Issue Whose Working Group Was Never Constituted:

Issue #14.13: Examine the Value of Assessment (CPM/CAPP/CAB/MAC)

Issues That We Eventually Decided to Table:

Issue #28.13: Strategic Plan Committee’s Sustainability Initiative (SEC/CAPP/CORGE).

Issue #29.13: WASC Draft 2013 Handbook of Accreditation (SEC/CAPP-CORGE)

Issue #55.12: Office of Student Affairs Course Subject Code

Issues Needing Little Attention Other than Following Up:

Issue #49.12: Registration Waitlisting

Issue #54.12: Memo & Report from Grade Replacement Policy Task Force