

DRAFT CAPP_ Minutes 04-28-2021

CAPP Committee Meeting Minutes

MEETING DATE: April 28, 2021 3:00 PM - 4:50 PM
LOCATION: Zoom
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P	University Registrar -Pheng Xiong, M.Ed.	3:30- 4 p.m.
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney 3:05	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	E		
Rachel Lentz	P				
Siobhán Ní Dhonacha	P	Jim Potemra 3:15	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order at 3:00 PM by Chair Stephenson.
Review of Minutes	1. Review minutes of April 14, 2021	Adopted April 14, 2021 minutes; 6 aye, 0 nay, 2 abstain
Chair's Report	1. Need completion: BA in Marine Biology, CES and course evaluations bias issue, B. Ed in Special Education, Prior Learning Assessment, and Grade Replacement.	

<p>SEC Liaison Report</p>	<ol style="list-style-type: none"> 1. SEC met twice. Once to review for 2nd reading of bylaws; at the second meeting SEC went through items for the MFS meeting agenda. 2. CFS approved appointments for committees. 3. SEC elections have been certified. 4. SEC questioned Pres.Lassner about the continual use of <i>Lumisight</i>. Lassner wants to leave it in place for now for individuals to be aware of their health and continue to check. CAPP members asked about the tracking capability of the app on our phones- what data is collected by Lumisight and where it is being stored etc. A CAPP member reported having raised this question previously with admin but never received a clear response. Jim mentioned one use of the data gathered was for the campus admin to see the numbers of people coming on campus. Jim agreed to take the questions raised back to the SEC on our behalf. 5. It is likely the legislature will give a larger cut to the UHM budget in comparison to other campuses. Previously expectations were that budget cuts would be equal across campus. 6. Also, per Jim, UHM will not get CARES funds as the funds will be used to offset other campus budget shortfalls. Question: How does this affect our UHPA contract? CAPP chair commented the legislative funds being cut are not the same funding source for salary. <p>Chair asked Liaison about the selection process for selections of participants to the GenEd Summer Institute. Per Jim, interested candidates completed applications with written statements. Gen Ed director is chair of CFS, therefore she recused herself in the selection process. Chair asked if the initial list was given to the chair before she recused herself? Jim agreed to find out.</p> <p>Per Jim, the committee includes representations from campuses and other Gen Ed related departments. Three sets of names were provided to SEC: faculty reps; academic advising; and others. The SEC reviewed and will choose several from each group. Lassner will choose the final subsets. Although the SEC requested that 4 members represent UHM, Lassner approved just two.</p>	
<p>Guests</p>	<p>University Registrar (Max) Pheng Xiong, M.Ed. met with CAPP.</p> <p>Grade Replacement Policy</p> <p>Max pointed out that the UHM grade replacement policy resides in various sections of the University Catalog, but is</p>	

	<p>essentially a course repeat policy. The grade replacement policy that was adopted by the Faculty Senate in 2011 was not implemented due to system limitations that continue to exist.</p> <p>The policy was screenshared for members to view and for discussion.</p> <p>Q & A and Discussion:</p> <p>If a C grade or higher is repeated, does it get included in their GPA? No, while the attempt is recorded on the student's transcript, the latest attempt does not get included in the GPA. Only the first attempt is included in the GPA.</p> <p>Previously, it was said that Banner had technical issues with functionality related to how repeats are handled by the Banner system. Does Banner have technical issues with managing/limiting repeat courses and repeat credit hours and what is applied to the GPA?</p> <p>Banner programming only allows rules for either limiting the number of class repeats, or a rule to control repeat hours.</p> <p>Example Music 100- could be set to allow a repeat up to 12 credit hours for that course. Attempting to repeat the same course beyond the 12 credits is blocked.</p> <p>Banner functionality can be set to 3 repeats in a specific course or specific credits but not over their entire career. Banner does not have the ability to restrict repeat policy through the entire career.</p> <p>Max intends to do research and check on other institutions' policies.</p> <p>He added that his preference is to deter repeats several times to get a higher GPA and which takes up class seats and allows students to game the system.</p> <p>Currently, UHM doesn't have a limit on times a course can be repeated; students can "game the system" over and over. Faculty have brought this to his attention.</p> <p>Other questions asked: What about a student who has one poor semester who doesn't get the higher grade when repeating courses to raise GPA. Why does the latest grade get included and not the lowest grade replaced? He responded that technically Banner could be set to use the student's highest grade to replace the lowest grade and count in GPA.</p>	
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	<p>However, for the existing policy in place the latest attempt is counted.</p> <p>What is his perspective on “Repeating Courses with Grades C or Higher”? He supports a repeat of a non-repeatable course but with some restrictions in place to limit the number of course repeats.</p> <p>CAPP made a request to the registrar for current data on student requests and use of grade replacement. He agreed to assist and provide data on this to help the committee move forward.</p> <p>CAPP also asked the registrar about his perspectives on how the current replacement policy relates to plans and work with the Forgiveness Committee. What is the relationship and intentions?</p> <p>Forgiveness Committee:</p> <p>He explained that forgiveness policies are a tool some universities use in reviewing and deciding to forgive a students’ prior semesters’ performance. Example: an undergraduate student after x period of time may petition x dept to forgive x number of courses or a semester and then a decision is made whether to exclude those credits. The intent is to give a student a “fresh start” and intended for use in cases of students who were academically dismissed, inactive students, or a student who experiences a “bad semester” due to documented extenuating circumstances.</p> <p>He further explained that the process/decision making for a retroactive complete withdrawal is handled differently from college to college here at UH Manoa. Some colleges do not necessarily provide documentation to support a retroactive withdraw to the Office of the Registrar. To the registrar, this creates a “Wild West” and creates issues regarding fairness and equity.</p> <p>Some documentation and review are required to justify the forgiveness decision. This would be the role of a committee composed of faculty, or a committee within an admissions/registrar office. According to the registrar there are no existing guidelines to use in the decision-making process.</p> <p>What are his plans and next steps?</p>	
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	<p>APC Academic Forgiveness Committee: Work is in progress with researching other institutions policies; he is scheduled to meet with peer institutions about their policies.</p> <p>Grade Replacement Policy: It needs to be updated, be enforceable and be consistent across the board.</p>	
Committee Reports	See below.	

**Unfinished
Business****1. BA in Marine Biology(Michael and Rachel)**

Michael and Rachel prepared a draft letter of questions to send to the proposal developer for review. However, the timeline for them to respond and CAPP to endorse and send a resolution to the SEC is short. The resolution would need to be submitted to SEC for endorsement by the May 5th close of business in order for the resolution to be on the May deadline to submit agenda MFS May meeting which is the final Senate meeting for this academic year.

CAPP agreed there is a need to have responses to the questions raised before endorsing a resolution. If proposal developers are invited for next week's meeting and if CAPP is satisfied with their oral responses, CAPP can attempt to get a resolution on the MFS agenda. Chair will alert the SEC that we might be sending a resolution by the May 5th deadline.

CAPP unanimously agreed to invite the proposal developers to the May 5 CAPP meeting to respond.

Rachel will finalize the draft letter for CAPP chair to send out tomorrow to proposal developers. Additionally, Rachel and Michael will draft a resolution to use if the meeting with developers supports forwarding a resolution now.

2. Grade replacement policy (Kahikina and Maureen)

Questions raised: Is the cap on grade replacements on entire academic career or course attempts? Are there student representatives that will be given the opportunity to provide input on the policy?

Chair asked members about the next step. Will CAPP present another resolution to the Faculty Senate, or wait for the registrar's work. All in agreement to wait for the requested data and the registrar's work on the policy.

3. B. Ed in Special Education (Siobhan, Maureen and Jean)

The submitted final drafted letter is ready for the CAPP chair to send to the proposal developers.

4. Course Evaluation System

Bias in student course evaluations. (Nandini and Amanda)

Amanda was unable to attend the meeting so Nandini presented the status of this effort and options for action.

Chair asked that all members review the bibliography prior to the May 5 meeting to look over and provide any comments/feedback.

CAPP needs to decide on next steps. Should the bibliography be accompanied by recommendations to administration?

Suggested language might be-

- a. Read this as information for background before any consideration for any change to demonstrate the issues with course evaluations.

1. BA in Marine Biology- Chair will send a letter with questions to proposal developers and also invite them to the next CAPP meeting to address our questions.. Michael and Rachel will draft a resolution ready to move forward with the BA if warranted at this time.
2. BEd in Special Education-Chair will forward the letter with questions to the proposal developers.
3. Course Evaluation System-Nandini and Amanda will draft a potential resolution for initial discussion review at the next CAPP meeting.
4. PLA Survey- CAPP members review and comment in time for the May 5 meeting. Link to the PLA survey: <https://docs.google.com/forms/d/10BVFqOqqeH1jmR-ftMfha4eQCT1G-bqc3dY3Y0Xw4I8/edit>

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- b. Given overwhelming evidence that student evaluations of teaching are ineffective for evaluating teaching, evaluations should be discontinued and should not be used for faculty evaluation and part of the tenure process.

Discussion: What are we going to do; to whom are we sending? Is it a resolution to the faculty senate and with their backing and then sent to Administration? Chair provided some background on the CES: Lassner mandated; Halbert developed questions, along with CAPP, and she also wrote a report that said there were no clear findings/distinction on evidence of bias or ineffectiveness.

CAPP members agreed to go forward with a resolution; Nandini and Amanda will prepare a draft for the next meeting. Meanwhile, members should revisit/review the bibliography.

5. Prior Learning Assessment/ Back credits policy (Kahikina and Jean)

Briefly discussed possible surveys, alternatives and next actions. Survey is basically a data gathering and therefore, omit parts of the survey about options and focus on just gathering data on the current PLA situation. Data first; assess amount of PLA now and then recommendations followed by a report to reach out next academic year

CAPP members agreed to look over the survey and confer if they approve of sending it out soon.

6. Meeting with Interdisciplinary Studies May 2021.

7. Outreach/online courses

New Business		
Adjournment	CAPP meetings Spring 2021 2 nd and 4 th Wednesdays, except May 5 and possibly 19. Remaining meetings: May 5 and possibly May 19. Next CAPP meeting: May 5.	Meeting ended at 4:47pm

Respectfully submitted by Jean Thoulag

Approved unanimously on May 19, 2021