



COMMITTEE ON ACADEMIC POLICY AND PLANNING
MEETING MINUTES

MEETING DATE: December 11, 2013
LOCATION: HH 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	P	RAI, Sarita	P	STEPHENSON, Carolyn	P		
ERTEKIN, R Cengiz	P	SAFFERY, Maya	P	VALENZUELA, Hector	P		
ITO, Ken	P	SIMANU-KLUTZ, Manumaua	P	WERTHEIMER, Andrew	P		
QURESHI, Kristine	E	SORENSEN, Trevor	P	WOODRUFF, Rosemarie	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Meeting was called to order by Co-Chair Meda Chesney-Lind at 1:05 pm. Minutes of November 27, 2013, & Chair's announcements were placed on hold. Shortly after Chair Maya Saffery arrived to chair the meeting.	
MINUTES	The minutes of November 27, 2013 were amended. Motion was made and seconded to approve the November 27, 2013 as amended.	The Motion passed unanimously (10 in favor, 0 opposed).
Issue #14.14	<p>Bachelor of Environmental Design</p> <p>Subcommittee members Cengiz, Kristine, Ken, and Hector reviewed the proposal and reported that they contacted the Coordinator Interim Dean Thomas Bingham who responded to CAPP's written questions for clarification. The responses were circulated to the entire committee. The Sub-committee recommends approval of the degree. A draft resolution was provided to CAPP for input and final vote.</p> <p>CAPP members reviewed the draft resolution and made the following changes.</p> <p><u>Line 1:</u> replace PROVIDES with IS</p> <p><u>Line 17:</u> therefore be it; and <u>Line 18:</u> resolved Combined to a new line 18 to read : Therefore be it resolved;</p> <p>A motion was made and seconded to approve the resolution on the degree proposal for a Bachelor of Environmental Design as amended.</p>	The Motion passed unanimously.



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		<p>Chair Saffery will email Kristin to get the resolution on the agenda for the Jan 15th meeting. She will also send the resolution to Interim Dean Bingham for his review. She will invite him to the Senate meeting on January 15 so he may respond to questions from the floor before the Senate's final vote.</p> <p>Subcommittee members were asked to attend the meeting to respond to questions as they reviewed the proposal closely.</p> <p>Related documents (actual proposal, CAPP questions and Architecture responses) will be posted on the MFS meeting agenda.</p>
Chair Announcement	There were no announcements	
Issue #15.14	<p>Bachelor of Science in Astrophysics & Bachelor of Arts Degree in Astronomy (Andrew, Cengiz, Trevor)</p> <p>The sub-committee will continue to review the proposal.</p>	<p>Andrew to develop a list of questions concerning the program and circulate them to the subcommittee members.</p> <p>The list of questions will be circulated to the full CAPP membership before forwarding it to the Coordinator of the degree proposal before the break in case other CAPP members have additional questions.</p>



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		We will ask for an extension on the Astrophysics proposal since the CAPP committee will likely have questions.
Issue #13.13	<p>Streamlining of Administrative Procedures with Regard to Course Approval (Maya and Meda)</p> <p>Maya and Meda have been named to represent CAPP & UHM interests on the Kualī Curriculum Implementation Committee. Another member from the Mānoa Assessment Committee (MAC) will also sit on the committee for Mānoa. The names have been forward to the VCAA.</p>	Upon confirmation of the appointment they expect the work to begin sometime in the Spring 2014.
Issue #10.14	Policy of Exclusion of Non-System Junior College Credits in Excess of 60 Credits (Sarita and Meda)	Awaiting Data from AVCAA Krystyna Aune
Issue 11.14	Classroom Attendance policy (Kristine and Sarita)	Awaiting Data from VCAA
Issue #12.13	<p>Admissions Policy (Rosie and Ken)</p> <p>CAPP requested that data be provided on the implications of changing the admissions GPA requirement from 2.0 to 2.5. Ryan from Admissions informed Rosie that he would need to generate the data requested by CAPP manually.</p> <p>It was discussed that the Mānoa Institutional Research Office (MIRO) in the VCAA's Office should be able to provide a range of data concerning this issue including how this change would impact resident vs non-resident students.</p>	Chair Saffery suggested the subcommittee request data from Yang at MIRO since UHM Admissions has not been responsive.
Issue #9:13	<p>Governance of Interdisciplinary Programs (Hector, Fata, Cengiz)</p> <p>It was noted that Interdisciplinary Program is a gargantuan issue and is difficult to grasp the details of all the various models and nuances. It was hard to know where to begin the research.</p> <p>The November 27, 2013 minutes on this issue refers to several items and where to begin the research. It was also noted that such a research project should be given to the newly hired Faculty Senate Research Assistant. Data for the number of departmental interdisciplinary programs, number of majors, different models, etc. could all be done as a project by the Research Assistant.</p> <p>The first place to begin would be to start with the Interdisciplinary Studies Program. Interdisciplinary Studies Program went through a</p>	Hector, Fata and Cengiz to request for the IS Self-



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	self-study for program Review in 2012. There also was a site visit by external reviewers and the exit interviews.	Study report and the External Reviewer's report from VCAA Program Officer Wendy Pearson.
Issue #21.13	<p>Advising Students (CSA/CAPP) (Fata and Rosie)</p> <p>Fata met with Linda Johnsrud, Executive Vice President for Academic Affairs on Dec 10th, 2013 to talk about:</p> <ul style="list-style-type: none"> What are the origins and effects of the 15 to finish initiative promoted by the Office of the Executive VP for Academic affairs? How effective is the advising that students are getting linked to this initiative? How well is the transfer of A&S advisors to their respective colleges/departments doing? What is Ron Cambra's role in implementing the 15 to finish initiative? <p>She learned that...</p> <ul style="list-style-type: none"> At the System level, the Hawai'i Graduation Initiative (HGI) began the 15 to finish initiative in 2011 on all ten campuses, according to Linda Johnsrud, was implemented to improve time to graduation from an average of 5/6 years to 4 years. The 5/6 year time was due to the fact that students took 12 credits per semester as a full-time student. Her goal was to increase the percentage of student graduation in 4 years from 19% to 55% by 2025. Hence 15 to finish - students need to take 15 credits each semester in order to graduate in four years. The same initiative is being implemented at Mānoa as "Do it in 4." Initial data show that in profiling 3 years of incoming freshmen's preparation scores and controlling for GPA, SAT scores, and grades, HGI discovered that freshmen taking 15 or more credits had a higher GPA than those taking less. Also, using 2011 data as a baseline, the percentage of students taking 15-18 credits per semester have increase 14.7% (from 38-55.5%). There was no discussion as to how advising would be conducted as this would be a campus based problem; nor the demographics of our students. <p>At Mānoa advising is moving toward Colleges, which seems like a good idea in terms of improving advising but in reality many advisors have not actually made the move yet given space issues.</p>	<p>Fata and Rosie to also work with Committee on Student Affairs on this issue since CSA is actually supposed to be the lead MFS committee on this issue.</p> <p>It was suggested that Fata and Rosie follow up with Ron Cambra and possibly invite him to a future CAPP meeting to talk</p>



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	<p>There is no standard practice in how this move is being implemented.</p> <p>In the end, the subcommittee may be able to make recommendations in their CAPP report as to how to improve advising and support the students.</p>	specifically about advising issues.
Issue #3.14; 10.3;23.12;26.12; 46.12;54.12;55.12	<p>Follow-up or Monitor-only Issues</p> <p>None of the monitor only issues were discussed.</p>	
ILO Memo	<p>The committee reviewed a memo from Deb Halbert of the Institutional Learning Objectives committee that was sent to Reed Dasenbrock via David Ericson. SEC forwarded it to our committee for review. CAPP reviewed the memo and had no follow up questions or comments.</p>	No action was recommended.
Spring 2014 Meeting	<p>Next CAPP meeting will be held on Wednesday, January 22, 2014 at 1:00pm in HH 208.</p>	
ADJOURNMENT	<p>Meeting was adjourned at 2:45pm</p>	

Respectfully submitted by Sarita Rai with assistance from Meda Chesney-Lind.

Approved on 1/22/14 with 8 votes in favor of approval and 0 against.