



COMMITTEE ON ACADEMIC POLICY AND PLANNING
MEETING MINUTES

MEETING DATE: October 23, 2013
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	P	RAI, Sarita	P	STEPHENSEN, Carolyn	P	M. Yamada	1:00-1:45P M
ERTEKIN, R Cengiz	P	SAFFERY, Maya	P	VALENZUELA, Hector	P		
ITO, Ken	P	SIMANU-KLUTZ, Manumaua	P	WERTHEIMER, Andrew	P		
QURESHI, Kristine	P	SORENSEN, Trevor	P	WOODRUFF, Rosemarie	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting began at 1:05	
MINUTES	The minutes of the 10/09/13 meeting were amended (corrected spelling of Dr. Sorensen's name) and accepted. K. Qureshi, assigned alphabetically, served as recorder for these minutes.	Amended minutes passed with 9 votes in favor, 2 abstentions
Kuali Curriculum Management System	Myrtle Yamada provided an overview of the planned Kuali Curriculum Management system that the UH system is in the process of procuring. Key points in presentation and discussion: <ul style="list-style-type: none"> There was a previous Curriculum Central initiative that was initiated by Leeward Community College, and ultimately piloted by two schools at UH Mānoa: first by the College of Education and also later by the School of Nursing. Subsequently, the UH System decided to procure the curriculum management module for the Kuali Curriculum Management System and utilize such system across all of the UH campuses. Therefore, UH Mānoa abandoned the original course approval system that was being piloted. Currently there is a request for proposals (RFP) for design and implementation of the Kuali Curriculum Management System, with target dates of Spring 2014 to begin work and Fall 2014 for implementation. Key issues with the development of proposed system: 1. It could contain two core functions: course approval and assessment (not all campuses are interested in latter). 2. It is unclear what "assessment" specifically refers to in RFP – course, faculty or program? 3. What is the cost for each of these functions? 4. Where is faculty involvement in this process- as faculty drive curriculum and need to be involved at the 	1. Once consulting firm is hired and work is ready to begin, M. Yamada will send a memo to the Mānoa SEC and request that some faculty be delegated to work on this project.



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	<p>beginning of the project.</p> <ul style="list-style-type: none"> Ms. Yamada reported that at this point UH Mānoa is interested in the course approval function, as UH Mānoa currently has an effective system for assessment. Conversely, the community colleges need to further develop their assessment system in order to be in compliance with the Jr. WASC, (which differs from the Sr. WASC), which likely explains their interest in the assessment function of Kualii Curriculum Management. In the proposed system, there will be core pieces of information for each course that will be captured, and then each campus can add additional required fields. The information for each campus in the UHM system will be displayed only to that campus, therefore, UH Mānoa fields will only appear to UH Mānoa. Key issues identified by CAPP: 1. The functions of course approval and assessment are quite different. Only the course approval function should be handled by Kualii. 2. Faculty input is key, yet there are few faculty engaged in this project at this time. 3. Jr. WASC has different criteria compared to Sr. WASC, so it is difficult to have a universal system. 4. The assessment function is not a key feature of the Kualii at this point in time, so who will drive the development of such and how much will it cost? 	<p>2. Additional recommendations that CAPP needs to follow up on: 1. Request that the cost for each portion of the Kualii Curriculum Management system be identified (course approval and assessment) when companies bid the RFP. 2. Furthermore, the suggestion was made that Myrtle propose that the RFP request separate funding specification for the basic system vs. particular things wanted by only certain campuses (eg. assessment).</p>
Report of Committee Chairs meeting with UH Mānoa Administration	<p>Maya Saffery reported that there was a joint meeting of Faculty Senate Committee Chairs and UH Mānoa Administration. A key focus of discussion was the fact that UH Mānoa wishes to improve its public relations standing in the community. Volunteers are being solicited from the faculty who can engage in use of social media for enhancement of public relations. One CAPP member noted that there are other significant issues that the UH Mānoa Faculty Senate Executive Committee needs to attend to, including UH Mānoa Administration fiscal decisions that impact the Mānoa campus (e.g., use of 13 million dollars to eliminate the debt of the Athletics Department, while reporting a shortage of funds to cover faculty pay raises that were agreed to during collective bargaining). A CAPP member suggested that the Mānoa Faculty Senate Executive Committee should prioritize these issues, rather than public relations.</p>	<p>The Chair will report such sentiments to the Mānoa Faculty Senate Executive Committee.</p> <p>Documents regarding revenue for faculty raises will be disseminated (Sarita), including: what the Legislature agreed to fund and what UH Mānoa agreed to fund.</p>
Prioritization of CAPP issues	<p>The Committee Chair reported that hopefully each CAPP issue will have at least two members who spearhead the issue, and that each CAPP member serve on at least two issue work groups, and Chair one of these. See attachment A for list of issues, members assigned to each issue, etc.</p> <p>Top four priority issues for CAPP:</p> <ol style="list-style-type: none"> Degree proposal for BS in Astrophysics and BA in Astronomy; Degree proposal for BS in Environmental Design; Streamlining administrative procedures with regard to course approvals. Policy for exclusion of non-system Jr. College credits in excess of 60 	



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	The following issues were identified as lower priority: <ul style="list-style-type: none">• High DFIW Course Follow-up• Undergraduate Degree Plan Implementation	Meda to alert CAPP if she receives any DFIW data as a department chair.
Open issues notes:	Issue #11.14 Classroom Attendance Policy: The VCAA's Office has been requested to provide information about such policies from our benchmark and peer institutions. Issue #21.13 Advising Students	Action on this issue is on hold until this information is provided. Carolyn to clarify origin of this issue with the SEC and get back to CAPP.
ADJOURNMENT	The meeting was adjourned at 3:00PM	Next meeting: November 13 th 2013

Respectfully submitted by K. Qureshi

Approved on 11/13/2013 with 8 votes in favor of approval and 0 against.