

DRAFT CAPP_Minutes 05-05-2021

CAPP Committee Meeting Minutes

MEETING DATE: May 5, 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	Amy Shiffner, Director of Interdisciplinary Studies	3:33-4:00pm
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	P				
Siobhán Ní Dhonacha	P	Jim Potemra	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order at 3:04 PM by Chair Stephenson.
Review of Minutes	1. Review minutes of April 28, 2021	April 28, 2021 minutes approval postponed until next meeting pending clarification from Registrar.

Chair's Report	<ol style="list-style-type: none"> 1. CAB requested CAPP co-sponsor a resolution reasserting UHMFS control of curriculum. CAPP voted unanimously by email to support it and it went to the SEC. 2. GEC Website review seems to indicate that GE Summer Institute may not be following the protocols for curriculum approval. 3. CAPP resolutions on Data Science and on CES approved unanimously by email and sent to SEC for May Faculty Senate meeting. Interdisciplinary Studies Director to visit with CAPP today 3:30-4:00, following Fall '20 CAPP Senate resolution. CAPP had worked with Institute for Sustainability and Resilience on the Certificate in Sustainability but then the BA in Sustainability was submitted to IS but not submitted to CAPP. Director of IS agreed to meet with CAPP to discuss their approval process. 4. Needs completion: BA in Marine Biology, letter sent. Chair will reach out to invite them to the May 19th CAPP meeting. B. Ed in Special Education-Letter ready to go to proposal developers. Prior Learning Assessment- report and survey. Grade Replacement. We will wait for data from the Registrar covering current use of grade replacement. 	
SEC Liaison Report	<ol style="list-style-type: none"> 1. The SEC held two meetings 5/3 and 5/5.. 2. Budget news- passed through legislature but with a large \$37M cut for Manoa and smaller to other campuses. Separate HI Senate bill eliminates G-funded fringe for certain positions- \$30M 3. Agenda items from SEC for May 12 MFS- 3:00-4:00 remaining bylaws 2nd reading, Resolution on Grad Council; Graduate Certificate in MultiCultural-Multilingual, CAB Resolution on Gen Ed Institute and faculty control of curriculum, and CAPP resolution supporting BA in Data Science and CAPP resolution related to the Course Evaluation System. 4. Congress will be 4:00 -5:00 - guests VP Jan Gouveia (10 minutes and Athletics Director (10 minutes) CAB will present the amended bylaws and charter to the Congress to vote. SEC discussed whether members would vote by email after the meeting or during the meeting. (Jim clarified by email voting would be done during the Congress meeting). <p>SEC voted on whether to co-sponsor CAB/CAPP resolution on faculty control of curriculum.: This did not pass (2 for, 4 against). Jim voted against for two reasons: - some felt the resolution was useless as the Administration already knows what it is supposed to do. Additionally, Jim noted that some did not understand what "co sponsored" meant.</p>	

Guests	<p>Amy Shiffner, Director of Interdisciplinary Studies This is her 4th semester as IS Director, 3 under pandemic. She supports having IS and CAPP establish relationships that would be helpful with IS. This could include procedures around approval of new courses of study.</p> <p>She shared the document “Steps for Proposing a IS BA Course of Study” and explained there are two parts: Institutional Requirements for a BA is in Interdisciplinary Study and the individualized “Course of Study”. There is a 5-step process: 1. Initial Consultation; 2. Proposing IS BA Course of Study; 3. Proposal Review Consultation;4. Finalizing Materials for Submission to OVCAA; 5. Submit Materials to OVCAA Office- Director Program Development and Review.</p> <p>IS BA requirements must be included with any “course of study”. IS BA must have courses from at least 3 departments.. Course/Requirements should already exist. IS submits a program modification request to OVCAA Director of Program Development and Review.</p> <p>Liaison noted that there is no evidence of Faculty consultation/sign off in the review process.</p> <p>Discussion followed:</p> <ul style="list-style-type: none"> • What is the timeline of the Institutional Review process? A group could propose something in conflict with another unit who may not be involved in the chain of consultation and awareness. IS director responded that there seems to be an adequate number of people involved that would be able to identify issues. • Do you have a requirement for documentation of consultation with different groups? Documentation is important but not using a template. Interested in developing one to use. • What constitutes a “substantive difference from existing course of study” for IS focus of study? Is there a rubric to review this? No rubric. Student interest, emerging fields, or “course of study” is not available in any department. IS reviews if it is appropriate for a coming together of courses as BA in IS. • Amy shared that IS asks students seeking BA if they are leaving another degree program, what is their interest in a BA in IS. The students are required to meet with other departments that have related programs, as recommended by IS. • Faculty Senate oversight- where does this fit in? Amy felt there is adequate faulty input and not sure of her position on whether the Faculty Senate needs to approve. • The history of IS is for students to build their own program. BA in IS “courses of study” now include Linguistics, Peace Studies, Global Studies. • Admin thinks of IS as an experimental proving ground for development of ideas for new programs.
--------	--

	<ul style="list-style-type: none"> Should IS send programs formally to CAPP for consultation? Should someone from CAPP serve on the IS committee? <p>Suggestions going forward</p> <ul style="list-style-type: none"> Communications- perhaps bring to CAPP things she is working on at an earlier stage. The program modification should come to CAPP for review and then to SEC like other programs? (Per Amy, this would require change to functional statements.) All agreed that two-way communication would be desirable. 	
Committee Reports		

**Unfinished
Business**

1. Course Evaluation System

Discussion: Evaluation of course needs to happen.. However there are issues around how the evaluations are used by faculty and how administration uses them. Departments are left to decide if the CES goes to department chairs and this creates a lack of consistency across various departments and use by chairs.

It was pointed out the bibliography does include resources that address alternatives.

Unanimous vote to ask Nandini and Amanda to prepare a resolution raising these issues to send to the SEC.

2. Prior Learning Assessment/ Back credits policy
(Kahikina and Jean) Postponed to next meeting.

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