

## CAPP Committee Meeting Minutes

**MEETING DATE:** March 25, 2020      **3:00 PM - 4:30 PM**  
**LOCATION:** Zoom  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

| MEMBERS             |   | MEMBERS                             |   | GUESTS | TIME |
|---------------------|---|-------------------------------------|---|--------|------|
| Nandini Chandra     | E | Lori Fulton                         | P |        |      |
| Michael Cooney      | P | Kristi Govella                      | P |        |      |
| Carolyn Dennison    | P | Christine Irvine                    | P |        |      |
| Kahikina de Silva   | E |                                     |   |        |      |
| Siobhán Ní Dhonacha | P | Carolyn Stephenson<br>(SEC Liaison) | P |        |      |

| Subject                  | Discussion/Information  | Action / Strategy / Responsible Person                    |
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| <b>Call to Order</b>     |   | The meeting was called to order by K. Govella at 3:02 PM. |
| <b>Review of Minutes</b> | Review of the minutes from the February 12, February 26, and March 11 meetings was postponed until April 8.   |   |
| <b>Chair's Report</b>    | <ul style="list-style-type: none"> <li>CAPP's comments on the 12/9/2019 version of the Undergraduate Sustainability Certificate were sent to M. Coffman on 3/13/2020.</li> <li>CAPP's comments on EP 5.201 were sent to Debora Halbert (Associate Vice President for Academic Programs and Policy) and Provost Michael Bruno on 3/13/2020. D. Halbert responded saying that these comments were due in November 2019 and that EP 5.201 is currently being reviewed by D. Lassner.</li> <li>Our guests for the 4/8/2020 meeting will be D. Halbert (3 pm), Laura Lyons (Interim Associate Vice Chancellor for Academic Affairs) (3:30 pm), and Hae Okimoto (Associate Vice President of Student Affairs and Director of Academic Technologies) (3:30 pm). We are planning to hold the meeting on Zoom.</li> <li>CAPP has been asked to consult on extending the pass/fail deadline for students and waiving the final exam requirement due to COVID-19.</li> </ul> |   |

# MĀNOA FACULTY SENATE

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| <b>Guests</b>            | None   |   |
| <b>Committee Reports</b> | 1. Prior Learning Assessment Committee   | <ul style="list-style-type: none"> <li>The sub-committee is examining PLA policies at the community colleges.</li> <li>K. Govella is looking into inviting guests from units who are awarding large numbers of back credits.</li> </ul>   |
|                          | 2. Course Repeat and Grade Replacement Committee   | <ul style="list-style-type: none"> <li>No action required at this time.</li> </ul>  |
|                          | 3. Sustainability Committee. <ul style="list-style-type: none"> <li>K. Govella sent CAPP's comments on the 12/9/2019 version of the Undergraduate Sustainability Certificate proposal to M. Coffman on 3/13/2020.</li> </ul>   | <ul style="list-style-type: none"> <li>No action required at this time.</li> </ul>  |
|                          | 4. Outreach Course Committee <ul style="list-style-type: none"> <li>L. Fulton and C. Irvine agreed to look into issues related to Outreach course policy changes.</li> <li>A copy of the proposal has been put in the shared folder.</li> <li>CAPP discussed the possibility of drafting a resolution objecting to the plan.</li> <li>Points to raise in a possible resolution               <ul style="list-style-type: none"> <li>BOR meeting did not require that this change be made</li> <li>To ask what other options/solutions were explored or considered for this problem</li> <li>To request that the long term consequences (e.g., funding) of the proposal be considered from all stakeholders' perspectives: Students, departments, faculty</li> </ul> </li> <li>Recommend that the change not be implemented until additional consultation is done with stakeholders and affected parties. Unintended negative consequences for students.</li> </ul> | <ul style="list-style-type: none"> <li>C. Irvine will send C. Stephenson a list of questions related to this issue.</li> <li>C. Stephenson will send out a draft resolution to address this issue. C. Irvine and L. Fulton will assist with reviewing and revising the draft.</li> <li>CAPP will review the draft at its April 8 meeting in order so that it can be sent to SEC for the April MFS meeting.</li> </ul> |

## MĀNOA FACULTY SENATE

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|  | <p>5. B.A. Public Policy Committee</p> <ul style="list-style-type: none"> <li>• CAPP is waiting for an update from the program proposal team.</li> </ul>   | <ul style="list-style-type: none"> <li>• K. Govella will look into inviting Dean D. Konan to the April 29 meeting to discuss the importance of programs in the College of Social Sciences.</li> </ul> |
|  | <p>6. Course Evaluation System Committee</p> <ul style="list-style-type: none"> <li>•</li> <li>• H. Okimoto and L. Lyons will attend CAPP's 4/8/2020 meeting at 3:30 pm to discuss anticipated Spring 2020 CES issues.</li> <li>• CAPP will look into contacting other campuses about the problems with the current practice of collecting responses over a period of two or three weeks and the benefits of maintaining a one-week survey response window.</li> <li>• CAPP discussed whether the CES should be distributed for the Spring 2020 semester because of the unprecedented circumstances (i.e., switching all face to face and hybrid classes to online only in the middle of the semester.</li> <li>• CAPP came to a consensus regarding the following,             <ul style="list-style-type: none"> <li>○ Exclude CES responses for Spring 2020 in faculty evaluations</li> <li>○ Consider not sending out CES this semester</li> <li>○ Not provide CES results to department chairs for Spring 2020.</li> </ul> </li> <li>• Rather than send these ideas to H. Okimoto before the April 8 meeting, CAPP will present them at the meeting.</li> </ul> | <ul style="list-style-type: none"> <li>• C. Stephenson will take this discussion to SEC to get their feedback in preparation for the April 8 meeting with H. Okimoto.</li> </ul>                      |

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| <b>Unfinished Business</b> | <ol style="list-style-type: none"> <li>1. 5-week courses <ul style="list-style-type: none"> <li>● CAPP discussed issues surrounding this business item, <ul style="list-style-type: none"> <li>○ Since 5-week courses are being offered at the community colleges, UHM is forced to accept these credits because of articulation agreements between campuses.</li> <li>○ Articulation agreements have to involve faculty senates because this affects curriculum.</li> </ul> </li> <li>● CAPP discussed whether to draft a resolution to address this issue.</li> </ul> </li> </ol> | <ol style="list-style-type: none"> <li>1. No action required at this time.</li> </ol>   |
|                            | <ol style="list-style-type: none"> <li>2. Proposed Agreement with Graduate Division <ul style="list-style-type: none"> <li>● K. Aune was unable to attend the 1/22 meeting. Her visit has not been rescheduled.</li> </ul> </li> </ol>  | <ol style="list-style-type: none"> <li>2. No action required at this time.</li> </ol>   |
| <b>New Business</b>        | <ol style="list-style-type: none"> <li>1. Option to change grades to credit/no credit due to COVID-19 (either by student or instructor) <ul style="list-style-type: none"> <li>● CAPP agreed with allowing students, rather than have instructors make decisions, to choose C/NC (extended deadline).</li> <li>● CAPP discussed whether the proposed deadline of April 17 was too late. Since there are too many unknown circumstances affecting the students, a later deadline will give them some flexibility if needed.</li> </ul> </li> </ol>                                   | <ol style="list-style-type: none"> <li>1. K. Govella will email a summary of the CAPP discussion on issues 1 and 2 to the SEC.</li> </ol> |

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|  | <p>2. Waiving the requirement for final exams due to COVID-19</p> <ul style="list-style-type: none"> <li>● CAPP agreed to allow instructors to waive finals if they wanted to and to allow them the flexibility to determine the method for assessing the students' learning.</li> <li>● Given the current situation with COVID-19, CAPP recognized that students could express their frustrations in ways that could impact faculty evaluations (e.g., contract renewal, tenure, promotion, five year review). At the same time, faculty also have to deal with circumstances and decisions that are beyond their control. <ul style="list-style-type: none"> <li>○ CAPP agreed that a process be in place to mitigate students' complaints against faculty.</li> <li>○ This may be an issue for UHPA or CPM</li> </ul> </li> </ul> | <p>2. See item 1 above.</p>  |
|  | <p>3. Requiring Faculty Senate oversight for new programs in Interdisciplinary Studies</p> <ul style="list-style-type: none"> <li>● The undergraduate degree in sustainability was not reviewed by MFS.</li> <li>● Interdisciplinary Studies allow students to create individualized curriculum pathways, but the degree that is being offered was not created by an individual student.</li> </ul>  | <p>3. New programs in interdisciplinary Studies</p> <ul style="list-style-type: none"> <li>● C. Irvine volunteered to draft a resolution and refer to the BOR policy regarding curriculum and faculty authority.</li> <li>● C. Stephenson will ask on behalf of CAPP for copies of the documents submitted and approved to create the BA in Sustainability.</li> </ul> |
|  | <p>4. EP 5.209: Student Transfer and Inter-Campus Articulation</p> <ul style="list-style-type: none"> <li>● Documents have been placed in CAPP's Issues folder.</li> <li>● K. Govella invited D. Halbert to the April 8, 2020 CAPP meeting.</li> <li>● CAPP raised the following issues with the policy as proposed, <ul style="list-style-type: none"> <li>○ The policy gives community colleges the ability to control policies that affect the four year campuses.</li> <li>○ Example: Graduation requirements based on when students enter school, rather than</li> </ul> </li> </ul>  | <p>4. K. Govella will email main points of discussion on EP 5.209 to D. Halbert.</p>   |

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|                    | <p>when they transfer to another campus. Community college students do not necessarily go straight to a 4 year campus. There could be significant changes between start date and when transfer takes place.</p> <ul style="list-style-type: none"> <li>○ The policy does not mention consultation with campus faculty senates.</li> <li>● CAPP recognized that the issue of consultation is also related to the issue of 5-week courses.</li> </ul> |   |
| <b>Adjournment</b> | The next meeting of CAPP will be on April 8, 2020.  | C. Irvine made a motion to adjourn; seconded by SND; motion unanimously approved. Meeting was adjourned at 4:43 PM. |

Respectfully submitted by Carolyn Dennison (Secretary)  
 Approved unanimously on April 29, 2020.