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COMMITTEE ON Academic Policy and Planning
MEETING MINUTES

MEETING DATE: March 2, 2016
LOCATION: Hawaii Hall
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
BHATTACHARYA, Torsha	P	JOHNSON, Shannon	P	BUTLER, Marguerite SEC liaison	P	Lori Ideta, Interim VC for Students	
COFFMAN, Makena	P	MCKIMMY, Paul	P	JUN, Soojin	P	Stephanie Lee, Interim Director for Judicial Affairs	
		IRVINE (SORENSEN), Christine	P				
ERICSON, David	P	STEPHENSON, Carolyn	P				
GOSNELL, William	P	WARD, Cynthia	E				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER 2:00 p.m.		
MINUTES	Minutes for 2-10-15 reviewed and approved with corrections 8 in favor, 0 opposed or abstained.	
Report from Liaison	Looking for 3 reps to attend SEC meeting Monday - gather input on how to proceed, looking for ideas to bring forward for March Senate/Congress meeting.	Christine, Carolyn will attend. Marguerite will send out an email.
Issue 54.12 Plagiarism (grade replacement policy)	Carolyn Lori Ideta - Interim Vice Chancellor for Students and Stephanie Lee - Interim Director of Judicial Affairs present to address issues raised by CAPP regarding grade replacement for students who have been	No action, pending response from Lori

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found responsible for plagiarism. Also question of policies related to plagiarism. Lori explained that in 2015 calendar year had 16 issues of academic dishonesty, 9 were plagiarism. Vast majority referred to judicial affairs for information only. Can check to see if student has had issue before. No statute of limitations. Faculty can take academic action as deemed appropriate, may include referral to Judicial Affairs for information only or with request for adjudication - can be student conduct code (disciplinary) and/or academic action response. Faculty can call to check past issue on particular student. Judicial affairs defers to faculty to define academic dishonesty in their own courses. If a student is “found responsible” for conduct code violation, becomes permanent disciplinary record - maintained by University, background checks get referred for this review as do graduate programs.

Immediate question: if a student is found responsible for plagiarism, should grade replacement policy allow replacement of the grade by re-taking the course?

Lori: Judicial affairs subscribes to progressive discipline in most cases, but egregious cases may be dealt with summarily. Grade replacement policy is silent on the issue of replacing grades received based on plagiarism. Student discipline cases, and academic actions, are both protected by FERPA. If written response regarding disciplinary outcome to reporting the reporting faculty member is desired, this can be explored.

Faculty get email from Kokua office regarding special accommodations, with request to delete the email afterward - possibly use this process as a standard.

Student disciplinary records are FERPA protected - sharing a student’s disciplinary record between faculty members could be a violation of the student’s right to privacy and grievable. In the case where the department codifies expected dispositions that would be impacted by disciplinary actions, the disciplinary action is tied to the



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	<p>academic program and becomes relevant to faculty review at the program level.</p> <p>Carolyn: Question as to right of faculty member to disallow enrollment of a student who has been found to have plagiarized earlier and wants to re-take the course. David: Possibility that if retaken does the new grade replace the other grade or do both grades stay. Other institutions have policy where faculty member can give an F with a denotation that it is for cheating.</p> <p>Carolyn: Do we need to update the grade replacement policy? Shannon: could make “F for cheating” (FC) remain in GPA calculation. Carolyn: inconsistency in defining and addressing plagiarism makes the grade replacement policy more difficult to address. Makena: F-C averaged with retake grade makes sense.</p> <p>Lori can check with registrar to determine feasibility of adding a code for cheating. Will also check for best practices regarding communication back to faculty member or department chair regarding outcome (found responsible or not) but not necessarily the disciplinary action. Also recommend that work be done with IT/web master to make link to reporting form more visible.</p>	
Issue 15.16 Bachelor's of Science in Dietetics	David and Christine reviewed. 3 positions being requested. David and Makena will be on the committee. Maria Stewart can come for Q&A next week.	David and Makena to submit questions to Maria prior to next week. Carolyn to invite Maria for 3 pm.
Strategic Plan	Carolyn: should not review by subcommittee, but whole committee	
Issue 8.16 Doctor of Juridical Science (SJD) Degree	William and Makena: Reviewed documents and checked with other programs in the Bar Association. In line with other programs nationally and they have approval from Bar Association. Bar Association already has a tag for the program at UHM. Motion to approve and send resolution to MFS. Vote: 8 in favor, 0 nay or abstain.	William and Makena to send resolution



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Issue 9.16 Modification to the 45 upper division credit requirement for BS Botany Degree	Why did they provide data for BS and BA when the proposal is only to change BS program. If changes made to the BA to move courses to upper division, why can the same not be done for BS.	Torsha and Soojin to review and report.
Issue 4.15 Prior Learning Assessment (PLA)	Christine: No new bills this year CC's working to get on same page re: PLA. Did last year's bill pass (allowing PLA back to freshman in high school)? Did governor sign, is it being implemented? Do we want to fix the languages PLA issue at UHM.	Christine to check on last year's bill status
Issue 13.14 Kuali Curriculum Management Issue 13.13 Streamlining procedures	Torsha reported still not fixed.	William and Torsha will follow up
Issue 21.13 Advising	Shannon invited Gary to present March 9 at 3:30. Questions: algorithm behind best course plan and which courses appear. What does a student get to see and not see. How does this help inform the BOR.	Shannon will confirm with Gary
Issue 23.12 High D/F/I/W course follow-up	Not urgent but may want to have Debora Halbert come and discuss.	Carolyn will talk to Debbie
Issue 24.14 International admissions	Question of when they plan to change.	
Issue 5.16 Proposed Executive Policy on Programs with Low Numbers	Decided to monitor and wait to see if anything else happens	Monitor
Achievement Scholarships	Topic for future discussion	



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Meeting ended at 3:55 pm

Respectfully submitted by Paul McKimmy.

Approved on 3-9-16 with 6 votes in favor of approval and 0 against, 0 abstain