

**CAPP Committee  
Meeting Minutes**

**MEETING DATE:** April 29, 2020      2:00 PM - 3:30 PM  
**LOCATION:** Zoom  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

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

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by K. Govella at 2:02 PM.
<b>Review of Minutes</b>	The minutes from the March 25, April 1, April 8, and April 22 meetings were reviewed.	<p>C. Irvine made a motion to approve the minutes for the March 25, 2020 meeting; seconded by N. Chandra; motion unanimously approved.</p> <p>C. Irvine made a motion to approve the minutes for the April 1, 2020 meeting; seconded by S. Ní Dhonacha; motion unanimously approved.</p> <p>C. Irvine made a motion to approve the minutes for the April 8, 2020 meeting; seconded by N. Chandra; motion unanimously approved.</p> <p>C. Irvine made a motion to approve the minutes for the April 22, 2020 meeting (with a change to remove committee reports); seconded by N. Chandra; motion unanimously approved.</p>
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>The SEC asked CAPP on 4/28/2020 to review a proposal to eliminate the standardized test requirements for undergraduate admission for AY 2021-2022 and to move to a test optional alternative due to COVID-19; the decision to send test scores would be left up to the prospective student.</li> <li>Denise Konan, Dean of the College of Social Sciences (CSS), will attend CAPP's May 6 meeting at 3:30 pm</li> </ol>	

# MĀNOA FACULTY SENATE

	to discuss processes for creating new academic programs within CSS.	
<b>SEC Report</b>	<ul style="list-style-type: none"> <li>SEC considered sending a proposal from Women's Studies to CAPP, but will reply to OVCAA that the proposal came in too late for CAPP to consider this year. Provost Michael Bruno specifically told last year's SEC chair that he would instruct his staff to submit any kind of proposals to the SEC by March (see SEC chair's report in the SEC minutes for 5/31/2019).</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>Outreach Course Committee           <ul style="list-style-type: none"> <li>A revision to CAPP's previously proposed resolution has been drafted, taking into account the consultation with Provost M. Bruno and William Chismar, Dean of Outreach College, on 4/22/2020.</li> <li></li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>M. Cooney moved to approve the revised resolution; S. Ní Dhonacha seconded; unanimously approved.</li> <li>C. Irvine moved to approve the memo to M. Bruno and W. Chismar; M. Cooney seconded; unanimously approved.</li> </ul>
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>5-week courses           <ul style="list-style-type: none"> <li>M. Cooney drafted a resolution.</li> </ul> </li> <li>Additional resources/guidance for online teaching from UH administration</li> </ol>	<ol style="list-style-type: none"> <li>Discussion was postponed until the May 6 meeting.</li> <li>Discussion will be continued at the May 6 meeting.</li> </ol>
<b>New Business</b>	<ol style="list-style-type: none"> <li>The SEC asked CAPP on 4/28/2020 to review a proposal to eliminate the standardized test requirements for undergraduate admission for AY 2021-2022 and to move to a test optional alternative due to COVID-19; the decision to send test scores would be left up to the prospective student.           <ul style="list-style-type: none"> <li>CAPP agreed that communication to students needs to indicate the schools, colleges, and programs may have other requirements to admissions (e.g., Engineering, SOEST, Nursing (Direct Entry), Business (Direct Entry)).</li> <li>Those schools, colleges, and programs need to be consulted.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>K. Govella will draft a response to SEC, Provost M. Bruno, and Roxie Shabazz, Assistant Vice Chancellor for Enrollment Management and Director of Admissions. She will collect feedback. Approval for the memo will be done by email.</li> </ol>
<b>Adjournment</b>	The next meeting of CAPP will be on May 6, 2020.	C. Irvine made a motion to adjourn; seconded by S. Ní Dhonacha; motion unanimously approved. Meeting was adjourned at 3:40 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved unanimously on May 6, 2020.