

## CAPP 03-10-21

### CAPP Committee Meeting Minutes

**MEETING DATE:** March 10, 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	Makena Coffman, Director, Institute for Sustainability and Resilience	3:30 - 4 p.m.
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney @3:23	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	P				
Siobhán Ní Dhonacha	P	Jim Potemra @3:20pm	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order at 3:00 PM by Chair Stephenson.
Review of Minutes	<ol style="list-style-type: none"><li>Minutes of 2/24/21</li><li>Minutes of 3/3/21</li></ol>	<ol style="list-style-type: none"><li>Adopted minutes of 2/24/21 with 7 aye; 1 abstain</li><li>Adopted minutes of 3/3/21 with 5 aye; 4 abstain</li></ol>
Chair's Report	<ol style="list-style-type: none"><li>Meeting with Kyle Van Duser, Director of First Year Program regarding First Year Program Common Read cancelled; may be rescheduled for March 31.</li><li>SEC motion on Grad Council</li><li>Upcoming for CAPP March 31 meeting- guests Sandra Furuto, Paul McKimmy, and Billy Meinke regarding "Student Data Policies re Online Learning/Inclusive Access/ and Data Privacy"</li><li>CAPP Chair reported meeting with Grad Chair Aune and reported that Aune rejected the second part of the July 31 agreement but has been working with CAPP chair on a new version. Also working on revised language for SEC motion. CAPP chair recommended changes to the SEC motion. Committee discussed and approved changes.</li><li>New Proposal for BA in Biology for the CAPP review --need committee members</li></ol> <p>Following chair's report, Siobhán requested that CAPP documents and meeting dates be posted in advance.</p>	<ol style="list-style-type: none"><li>Members agreed to support CAPP chairs recommendations for changes to the Grad Council motion. Moved by Jean; seconded by Maureen with 8 aye votes; 1 abstain</li></ol>

<b>SEC Liaison Report</b>	<ol style="list-style-type: none"> <li>1. SEC delayed the March Manoa Faculty Congress until May due to the full agenda for the Manoa Faculty Senate meeting.</li> <li>2. March MFS agenda includes CAPP sexuality studies resolution, Committee for Athletics resolution on student mental health; CAB Phase II reorganization; Bylaws 2nd reading;</li> <li>3. Pres. Lassner organizing General Education institute for Summer 21; will be a system-wide group to go over various issues and recommend solutions. System will fund. There will be a request for members. Funding for summer salary will be available for interested 9 month faculty.</li> </ol>	
<b>Guests</b>	Makena Coffman, Director of the Institute for Sustainability and Resilience, - present to answer CAPP's questions regarding Undergraduate Certificate in Sustainability. See below for details.	
<b>Committee Reports</b>		
<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. <b>Undergraduate Certificate in Queer Studies.</b> Chair presented the revised resolution. It now includes the name change and two clauses added to reflect the history of the certificate and name change. Motion to approve was supported with 9 aye votes.</li> <li>2. <b>Undergraduate Certificate in Sustainability</b> Makena Coffman, proposal developer, joined the meeting as a guest. Michael C. presented the resolution and acknowledged the work of members Rachel and Kim on this proposal. Two questions asked of Makena- <ol style="list-style-type: none"> <li>a. Since SUST courses were designated by OVCAA, how is Senate/CAPP curricular oversight to be accomplished? SUST courses are currently cross listed, with faculty of each course having opted in; SUST curriculum committee will include reps from all departments with SUST courses. Could</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. The resolution for the <b>Undergraduate Certificate in Queer Studies</b> will be forwarded to SEC by CAPP Chair for inclusion in the upcoming March 24 Manoa Faculty Senate meeting.</li> <li>2. CAPP Chair will forward resolution to SEC for <b>Undergraduate Certificate in Sustainability for inclusion at April Senate.</b></li> <li>3. Members tasked to read <a href="#">Undergraduate Certificate in Data Science</a> and be ready to provide feedback and if possible to support a draft resolution and expedite the program review if possible. Kim and</li> </ol>

	<p>GenEd be a model?. New courses will be the issue; this will be a future issue to address.</p> <p>b. What is the relationship between this certificate and the BA in Sustainability under the Interdisciplinary Studies Program? CAPP had long urged that proposers work toward a BA, but the BA was instituted without consultation with CAPP. Coffman responded that a student who opts out of the BA could fall back to the certificate; however, it does not work the other way with the certificate transitioning into the BA path easily. CAPP chair asked if Coffman would be open to future questions/discussions regarding the BA and the certificate program alignment. Coffman said she would welcome that. Rachel asked if there are other situations where the certificate and BA are aligned and if there is similarity to a minor/major situation. The answer was yes and examples were given.</p> <p>c. Siobhan spoke to the need for early advising/early awareness for students as there may be financial aid implications and considerations if falling back to a certificate.</p> <p>d. Prior to sending the proposal to SEC, it was recommended to amend the proposal to align with the resolution language of the last “Whereas,” stating that the program “does not require new resources.” Coffman agreed to make this adjustment in the proposal.</p> <p>Kim made a motion to adopt the resolution and forward to SEC; seconded by Siobhan. Unanimous vote to adopt the motion with 10 members supporting</p> <p>3. B.A. in Marine Biology proposal. Michael and Rachel agreed to be on the subcommittee and bring initial review to the next CAPP.</p> <p>4. <a href="#">Undergraduate Certificate in Data Science</a> Kim and Rachel provided feedback from their preliminary review. They reported that the proposal thoroughly presented the need; classes existed; well defined SLO’s; program structure well defined; proposal was clear about eligibility, management and program assessment. Members agreed unanimously to read the proposal before the next meeting. Meanwhile, Kim and Rachel will draft a resolution to bring to the next CAPP .</p> <p>5. <a href="#">Undergraduate Certificate in Multilingual Multicultural Perspectives</a> Jean and Kahikina shared</p>	<p>Rachel will prepare a draft resolution for 3/31 CAPP.</p> <p>4. Jean and Kahikina will write up review feedback for CAPP 3/31 meeting for the Undergraduate Certificate in Multilingual Multicultural Perspectives in preparation to forward comments to proposal presenters.</p>
--	--	--

	<p>their feedback following their initial review. While the need was clear, they noted several issues with the proposal. Consultation - need to demonstrate evidence of consultation with whom and when; lack of evidence about whether Filipinos represented as a major cultural group in Hawaii. Likewise, Pacific Islanders? Key foundation course outline referred to in the proposal needs to be made available. Also noted were outdated references and confusion as to whether student enrollment number of 25 referred to yearly admission or cohort size. Hawaiian focus is mentioned but does not appear to be part of the curriculum. Also noted was it was not clear on language proficiencies and if there was enough focus on Hawaii.</p> <p>By next meeting, Jean and Kahikina will draft a letter with concrete recommendations to the proposal writers.</p> <p>6. <b>Prior Learning Assessment-</b> <a href="#">Documents folder</a> Discussion initiated on what next steps should be. Kahikina suggested that we could possibly join System PLA, or eliminate back credits, or introduce standardized fees. Jean suggested that CAPP is not in a position to develop a policy at this time. She proposed summarizing our findings into a “white paper” or executive summary with potential actions and forward to OVCAA for further discussion/action. Michael spoke in support of this position. Chair suggested it was important to be able to come to some conclusion after so many years’ work. Further discussion was postponed to the next meeting due to the need to adjourn.</p> <p>7. <b>CAB request for feedback regarding Phase II reorganization of executive management.</b> CAPP as a committee has no input/feedback to report to CAB.</p>	
<b>New Business</b>	<p>1. Changes in subcommittee work- Maureen continues to be on Student Data Policies re online learning/”inclusive access.” (per Sept. 9 minutes) Rachel changes from Student Data Policies re online learning/”inclusive access” to do the review of proposal for BA in Marine Biology (with Michael)</p>	
<b>Adjournment</b>	<p>1. The next CAPP meeting will be March 31, 2021 at 3:00 PM.</p>	Adjourned at 4:46; all present in favor

Respectfully submitted by Jean Thoulag

Approved on March 31, 2021; 9 aye, 0 nay, 0 abstain