

**Minutes**  
**Committee on Academic Policy and Planning**  
**January 12, 2011**  
**Moore 319**  
**3:00-5:00 p.m.**

Attendance

**a. Present:** Chizuko Allen, Edoardo Biagioni, James Cartwright, Timothy Halliday, Ken Kipnis, Jonathan Matsuda, Katrina-Ann Oliveira, Sarita Rai, Stacey Roberts, Pavel Zinin

**b. Excused:** Cynthia Hew, Hamid Pourjalali, Cindy Ward, Rosanne Harrigan

The meeting was called to order at 3:30 p.m.

The minutes from December 1, 2010 and January 5, 2011 meetings were approved.

1. Sarita Rai reported that the Senate Executive Committee and Standing Committee Chairs had a retreat with the Mānoa upper level administration on January 6, 2011, primarily to discuss the Mānoa Strategic Plan. It is currently scheduled to be in the benchmarking phase, but is not yet ready and is being rewritten. At the retreat, Susan Hippensteele said that the upper level Mānoa administrators have a standing invitation to attend Senate committee meetings related to their administrative/academic responsibilities (e.g., The VCAA would be invited to attend CAPP meetings). There was also a discussion of RTRF and how it is dispersed by administrators (deans), which focused on transparency. Virginia Hinshaw proposed a Strategic Opportunity Fund to consist of salary savings from different funds. She proposed a committee comprised of several communities would vet the proposals and recommend to her for funding.

2. Suspension of Academic Actions over Winter Break: Jim Cartwright said that, based on VCAA Dasenbrock's report, the current plan of halting suspensions over winter break should continue and respond to the Assistant VC for Undergraduate's memo by stating that a better system of advising students must continue if such an action is to become permanent.

3. Articulation of Course Numbering with CCs and 4 yr Campuses: It was agreed that there needs to be a CAPP subcommittee to study this and work on an implementation plan before the February 27, 2011 Senate meeting. Ken Kipnis moved that: "CAPP recognizes that there is a problem with course articulation between the Community Colleges and the 4 year campuses, and this should be corrected. The administration is urged to notify the various departments where this is a problem and encourage them to meet and rectify the situation."

4. Freshman Colloquium: Ken Kipnis shared the background of how the "White Paper" on how the Freshman Colloquium was developed. The document outlined a proposal for a pilot that was academic in nature. CAPP endorsed Ken Kipnis, Jon Matsuda, and Pavel Zinin to sit on the Senate subcommittee with GEC and CSA to study this problem, and

Sarita said she would forward their names. Jim Cartwright raised the issues that it is somewhat unclear that the proposal in the White Paper was experimental, and he asked who would coordinate an interdisciplinary program. Edo Biagioni suggested that the subcommittee should be open to other models that could address the problem of freshmen retention. CAPP is not endorsing any model at this time, but does acknowledge that the problem needs addressing and a workable model needs to be created.

5. Administrative Graduation with 24 Credits Beyond Required Coursework: Data from the VCAA indicate that this isn't a problem across the university, with only 148 of nearly 18,000 students being in this situation. A discussion ensued about whether or not CAPP should take action. Jim Cartwright and Sarita Rai thought that the language addressing the issue be removed from the catalog, and Jim put forth the following motion:

"CAPP judges that the goal of providing undergraduates with educational opportunities overrides the goal of improving graduation rates, and for this reason recommends the abolishment of the policy of permitting administrative graduation and removing it from the UHM catalog." The motion passed unanimously with one abstention.

6. Classroom Use Policy: Sarita met with CAB regarding this. She told David Ericson that CAPP would probably endorse the policy, but first would need more input from stakeholders. CAPP agreed that rather than endorsing the policy now, we would like a committee formulated with CAB, CAPP, the Council of Chairs, and Roberta Enoki (or her designee) for input. The following motion was made and seconded by Jon Matsuda, and approved unanimously.

"CAPP recognizes that there is a problem with allocation of classroom space and recognizes that we need to resolve this issue in a timely manner. CAPP recommends that a committee be formed consisting of members from CAPP, CAB, the Council of Chairs, representatives of schools and colleges, and Roberta Enoki or her designee to develop a plan to solve the problem."

7. Repeated Course Grading Options:

Jim Cartwright read the current policy from p. 16 of the UH Mānoa catalog and read the recommended changes from his subcommittee report that examined policies from 18 institutions comparable to UH Mānoa. Ken Kipnis recommended adding that the current policy is unclear and unnecessarily burdensome. Ken moved that the committee endorse adopting the new policy Jim put forth, and it was approved unanimously.

The meeting adjourned at 5:20 p.m.

Respectfully submitted by  
Stacey Roberts