

CAPP Committee

Meeting Minutes

MEETING DATE: November 4, 2020 3:00 PM - 4:30 PM

LOCATION: Zoom

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P		
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	E				
Siobhán Ní Dhonacha	E	Jim Potemra (SEC liaison)	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order at 3:04 PM by Chair Stephenson.
Review of Minutes	<ol style="list-style-type: none"> Review Oct. 28 and Oct. 29, 2020 CAPP meeting minutes -- esp. check your subcommittees Review CAPP meeting 10/29 with affected departments: ICS 	<ol style="list-style-type: none"> Minutes of 10/28 - Adoption postponed pending changes. Minutes of 10/29 adopted. (motion by Maureen O'Brien and seconded by Kim Binsted)

<p>Chair's Report</p>	<p>Discussion following from the meeting with ICS. Key points</p> <ul style="list-style-type: none"> • What they need from CAPP and what should CAPP's role be? • If there is a curriculum change, then CAPP role would be for us to review the curricular changes. • There may be some proposed organizational changes. CAPP could review the organizational change and then transmit over to CAB. • SEC rep asked if CAB had been approached by ICS. ICS department has a representative on CAB but is unaware if they approached CAB. As CAPP was open to and available to meet they approached CAPP first. • What should CAPP do now for next steps? A resolution saying ICS was poorly treated? • Suggested to reiterate that the proposed changes to ICS were not COVID related, had no cost savings and the issues around the proposed changes need to be kept separate from COVID cost savings responses. • Chair suggested perhaps we could write to the Board of Regents explaining that several program changes were proposed as COVID savings but the proposed changes are not cost saving and may actually be cost inducing. The Board can be asked to allow for more time to work with the Provost in efforts for in addressing his "Envisioning a Better Future", 	<ol style="list-style-type: none"> 1. Recommend ICS consult with CAB for organization change issues. 2. Chair will consider writing a letter to the Board regarding allowing more time for consideration of program changes that are not COVID cost saving measures.
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SEC Report	<ul style="list-style-type: none"> • SEC Rep reported that the SEC heard conflicting reports regarding faculty involvement in the consultation process related to program changes. Having heard differing views prompted the survey sent to faculty soliciting feedback about individual and departmental involvement in the consultation processes related to proposed changes. To date, there was a low percentage of returns. (348 returns) • Subsequently, SEC put out a call to Manoa college senators to write a response to the committee through the SEC chair about their college's involvement in consultation. Only 4-5 responded. SEC chair sent the message out again on 11/4 requesting departments to respond. • CES/Student Evaluations announcement- Interim VCAA Laura Lyons, and Provost Bruno, recently waived the requirement for CES results be shared with department chairs for this semester. • Discussion Followed: There is still a need for review and to revisit CES as there are questions of overall validity and reliability. Should questions particular to the online course evaluations be included? • Suggestion made to invite interim VCAA to meet with CAPP to discuss online course evaluations. • Issue discussion- Online Classes and video- Is this a directive? Need clarification as different departments using different requirements. Some direct students not to shut down video during classes. SOEST: does not require students to turn on video during online classes. Some classes are recorded with students on video which can only be posted in Laulima and is taken down at the end of the semester. • Provost's request to faculty to try to do more synchronous courses for Spring 21 classes as a response to freshman and sophomore feedback on feeling disconnected. Where is the survey and results used to solicit this feedback? 	<ol style="list-style-type: none"> 1. Extend invitation to interim VCAA, Laura Lyons to meet with CAPP to discuss course evaluations and evaluation questions specific to online courses. 2. Chair will ask the Provost about the survey he referred to and results that prompted the request for more synchronous classes at the undergraduate level.
Guests	1. None	1. No action taken.
Committee Reports	1. None	1. No action taken.
Unfinished Business		1. No action taken.

<p>New Business</p>	<p>Discussion of subcommittees' work:</p> <ol style="list-style-type: none"> 1. Undergraduate Certificate in Sexuality Studies Committee reviewed the letter drafted by the subcommittee. They also asked if it was appropriate to invite the director to meet with CAPP. CAPP's recommendation revisions and requests for the letter- <ol style="list-style-type: none"> Paragraph 2: Ask for course syllabi for core classes. Paragraph 3: last sentence, name change: maybe ask, "Are you saying this name change reflects the status quo or reflects a change?" "Is this a reframe?" Paragraph 4: Consider consulting with Pacific Island Studies program as well as other Asia/Pacific related programs. Paragraph 5: Survey data- suggest adding earlier with some specifics. Paragraph 6: Is the certificate only for majors or others from different majors? Is this primarily designed for students in Women's Studies? Paragraph 7 : Who are the specific communities consulted? Who did they reach out to? Did the planning committee reach out to UH LGBTQ groups or the wider community? Chair recommends they be clear about "Is the intent of the Sexuality Certificate to include and have an emphasis on LGBTQ?" Paragraph 8- Advise that December is our next opportunity for meeting and provide CAPP's meeting schedule to the Women's Studies chair, Ayu Saraswati. 2. Undergraduate Certificate in Creative Computational Media This was carried over from the previous meeting. The subcommittee felt the program proposal was well done, recommends supporting the program and has a letter ready to send to the program creators. 3. Prior Learning Assessment/ Back credits policy Question raised- is our intention to have consistency across all campuses or just among UH Manoa departments? Chair suggests there is potential to invite programs to discuss and hear all sides of the issues; previous year invitees were math and language departments. The team should examine what our peer and benchmark institutions are doing.. Chair advised team members to visit minutes from 2 years ago for data and information. (Ask Senate staff to do search for this info from their files) 4. Course Evaluation System There are broader questions/issues about the CES system related to the validity and reliability and student evaluations overall. Team members have a reading list of most important articles concerning student evaluation of learning. No rush at this time. 	<ol style="list-style-type: none"> 1. Undergraduate Certificate in Sexuality Studies-- a revised letter incorporating recommendations provided at 11/4 meeting will go out through CAPP chair (5 voted in support of revisions and letter sent) 2. Creative Communications Media- approved a letter be sent to proposal creators. All sides are OK with proposal irrespective of the proposed reorganization (6 voted to send out) 3. Prior Learning - request data and information from 2 year ago from SEC records. Check on peer and benchmark institutions for comparison. 4. Course Evaluation System Team members will continue review of literature/reading list. 5. EP 12.205 ("Administration of the Patent and Copyright") CAPP will hold off on any recommendation at this time and wait to learn what UHPAStaney group recommends. Chair will write to Halbert informing them that consultation is not done through ACCFSC and that the time period for response is unreasonable and the committee will have a response when ready following UHPA union input. 6. Undergraduate Certificate in Sustainability CAPP will seek to meet in January 2021 after CAPP has received responses to previously raised questions. 7. Grade replacement policy No action.
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5. **EP 12.205 (“Administration of the Patent and Copyright”)** draft to address faculty assigning their works for purchase to students. (Maureen & Siobhán agreed to be on.) Does CAPP support the policy as written? Points raised
 - a. Faculty should own their own materials.
 - b. Unsure about the use of “royalties”
 - c. Should be OK to purchase from faculty if no coercion.
 - d. Faculty members have the right to choose course materials.
 - e. Is department approval needed?
 - f. Is the work being purchased through a bookstore or an in the classroom exchange?
 - g. Chair suggests the current drafted policy may not address the issue enough and recommends that CAPP hold off on any recommendation at this time and wait for union input.
 - h. Chair to write to Halbert informing Admin that consultation is not done with ACCFSC and that the time period for response is unreasonable and the committee will have a response when ready following UHPA union input.
 - i. Suggestion to change policy wording to use “benefit from” rather than “shall not profit”
6. **Undergraduate Certificate in Sustainability**
Two letters with recommendations previously provided. Awaiting a response to Spring 2020 (March 11/2020) recommendations. Short letter will be sent to ask about plans for the certificate and whether answers to the March letter are forthcoming. Request if willing to meet to discuss IS and the BA in Sustainability. Suggest waiting until January 2021 after Inst. for Sustainability and Resilience has responded to previously raised questions.
7. **Grade replacement policy**
Had one meeting. Two things to address-change language and cap repeats.
8. **Outreach/online coursesStudent data policies re online learning/”inclusive access”**
Chair suggests this be postponed until Spring 2021 and all agreed.

New Agenda Item:

Revised Policy on Small Enrollment Undergraduate and Graduate Classes EP 5.xx

Request sent to SEC through AVPAA Halbert with request for response by 11/30. Per chair and SEC Liaison, this is not the appropriate transmittal path and specifying date not appropriate. Chair will contact AVPAA Halbert.

8. **Student data policies re online learning/”inclusive access”**
No action.
9. **Outreach/online coursesStudent data policies re online learning/”inclusive access”**
Chair suggests this be postponed until Spring 2021 and all agreed.

MĀNOA FACULTY SENATE

	Meeting Schedule CAPP Committee meeting schedule for Fall 2020 is the following: Wednesdays from 3:00 to 4:30 pm on 10.14.20, 10.28.20, 11.04.20, and 12.09.20. Per Committee vote an additional meeting will be held on 11.25.20 from 12 noon to 1:30 PM. Be thinking about our Spring Meeting Schedule time.	
Adjournment	1. The next CAPP meeting will be November 25, 2020 at 12:00 PM.	The meeting was adjourned at 4:47 pm. Motion by Michael Cooney, and seconded by Nandini Chandra.

Respectfully submitted by Jean Thoulag

Approved unanimously on Nov. 25, 2020