

**University of Hawaii at Mānoa Faculty Senate
Committee on Academic Policy and Planning**

**Minutes of the CAPP Meeting on September 26, 2012
Hawaii Hall 208, 4:00 – 5:15 p.m.**

Present: Todd Sammons (Chair), Cengiz Ertekin (Secretary), Thao Le, Stacey Roberts (left at 4:35p.m.), Maya Saffery, Katya Sherstyuk (left at 5:00p.m.), Annette Wong, Carolyn Stephenson (arrived at 4:15p.m.) (SEC Liaison)

Regrets: Xu Di, Kate Zhou

1. **Meeting Call to Order:** The meeting was called to order at 4:00p.m. by Sammons (Chair).
2. **Review of August 29, 2012 minutes:** The minutes were approved (after Roberts moved and Le seconded) unanimously after the removal of the note on the second page on scheduling of the CAPP meetings related to the cancellation of the 9/12 meeting.
3. **September 26, 2012 meeting (this meeting)’s Agenda corrected:** under “New 2012-13 Issues” of the Agenda, Issue #9.13 should read Todd Sammons, Katya Sherstyuk, and Issue #10.13 should have read Stacey Roberts and Kate Zhou.
4. **Report on SEC/Senate Committee Chairs Retreat (September 12) and SEC/Senate Committee Chairs/UH Administration Retreat (September 26):** Sammons and Stephenson reported. Committees can establish their own priorities among the issues assigned to them by SEC, or consider their own issues, or forward an issue to another committee for their consideration. Chancellor Apple spoke at the beginning and end of the retreat. One of the surprises was that the latest biennium budget was done at the system level, without the usual bottom to top approach, i.e., neither the departments nor schools, nor even the chancellor’s office, provided input into the budget. This appears to be a first at UH.

5. Committee Reports:

Carryover 2011-12 Issues

Issue # 23.12: High DFIW Course Follow-Up: Todd Sammons and Xu Di are subcommittee members. Sammons reported on it. Other committees are involved (GEC and MAC). Group has not been constituted.

Issue # 26.12: Undergraduate Degree Plan Implementation: Maya Saffery and Annette Wong reported on it. The issue did not move very far due to lack of data. Can a degree be finished in 4 years considering the courses offered? This appears to be a truth in advertising issue. Data are being collected, e.g., interviews with students, to understand what the reasons are for the students not to be able to graduate in 4 years. Saffery and Wong will gather more data and information.

Issue # 55.12: Office of Student Affairs Course Subject Code (CAPP/CPM/CSA): Xu Di, Stacey Roberts are members of this subcommittee. Roberts reported on it. After a brief discussion during which a number of CAPP members indicated reservations about the implementation of the proposed subject code, we decided to table the issue indefinitely.

New 2012-13 Issues

Issue # 9.13: Governance of Interdisciplinary Programs: Todd Sammons and Katya Sherstyuk are members. Sammons indicated there is nothing to report on it at this time.

Issue # 10.13: Counting Course Credits on Cross-Listed Courses: Stacey Roberts and Kate Zhou are members of the subcommittee. Roberts reported that she went to a workshop on the issue.

Issue #11.13: Campus Navy ROTC: Cengiz Ertekin and Kate Zhou are members of the subcommittee. Ertekin reported that he met with Eric Lindgren along with Sammons and Stephenson on September 13, 2012. Lindgren is a Lt helicopter pilot in the U.S. Navy. He indicated that Navy does not propose to establish ROTC programs at universities; rather, universities propose to the US Navy to establish an ROTC program. He initiated the discussion on the issue as a concerned citizen. U.S. Army and Air Force ROTC programs have operated at UH since 1921 and 1952, respectively. These programs are under the supervision of Assistant Vice Chancellor Ron Cambra. Typical course lists for the NAVY ROTC program can be seen at the U.C. San Diego's Navy ROTC program. After the meeting, Ertekin requested the program review documents for the current ROTC programs from Cambra. Sammons indicated from his discussion with Cambra that budget for the facilities of a Navy ROTC program may be problematic at this time. There is also the issue of who would pay for the secretarial help and utilities, etc. and academic accountability. This subcommittee is looking into these.

Issue #12.13: Admissions Policy: Thao Le and Stacey Roberts are members of the subcommittee. Le reported on it. The main question is if we are accepting "weak" students to UH or not? The current data shows that a minimum required GPA for high school graduates to enter UH is 2.8, reflecting the top 40% of their class. Students who transfer from the Community Colleges are required to have a minimum GPA of 2.0 for residents and 2.5 for non-residents. There is a suggestion to require at least 4 math classes for both high school graduates and transfer students before coming to UHM and a minimum GPA of 2.5 for resident transfer students. It is noted that a significant number of UHM undergrads transfer from Community Colleges (about 40%). Therefore, it seems clear that good students who transfer from the CCs will increase the quality of undergraduate student population at UHM.

Issue #13.13: Streamlining of Administrative Procedures with Regard to Course Approvals: Xu Di and Maya Saffery are members of this subcommittee. Saffery

reported on it. There is a pilot software program, called Curriculum Central, that is being tested. The goal is to automate the course approval process.

Issue #14.13: Examine the Value of Assessment (CPM/CAPP/CAB/MAC): Cengiz Ertekin and Katya Sherstyuk are members of the subcommittee. They are waiting for CPM (the lead committee) to contact us.

The meeting adjourned at 5:15p.m. The discussion on the following has been postponed to the next meeting which will be on October 10, 2012 at 2:30p.m. in HH 208.

New 2012-13 Issues

Issue #21.13: Advising Students (CSA/CAPP): Thao Le, Annette Wong

Follow-Up Issues

Issue #49.12: Registration Waitlisting

Issue #54.12: Memo & Report from Grade Replacement Policy Task Force

5. New Business:

Issue #28.13: Strategic Plan Committee's Sustainability Initiative (*SEC/ CAPP/ CORGE)

Issue #29.13: WASC Draft 2013 Handbook of Accreditation (*SEC/ CAPP/ CORGE)

Other new business

Approved.