

**CAPP Committee
Meeting Minutes**

MEETING DATE: December 2nd, 2022 1:00 - 2:30 PM

LOCATION: Zoom

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

MEMBERS		MEMBERS		GUESTS	TIME
Edo Biagioni	P	Siobhán Ní Dhonacha	P		
Kathy Ferguson	P - Arrived 1:26 PM	Brian Richardson	P		
Patsy Fujimoto	P	Ku‘ulei Salzer-Vitale	P		
Hannah Manshel	P				
Jon Matsuda	E				
Ashley Maynard	P	Raphael Raphael	E		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	CAPP Chair Maynard called the meeting to order at 1:00 PM.	
Review of Minutes	Minutes of the November 4th, 2022 meeting were discussed as circulated. Motion Brian; Second Patsy.	1 abstention, 5 approved.
Chair’s Report	<p>Specialist Faculty Working Group Report to BOR:</p> <p>UHM Faculty Member Composition:</p> <p>There have been inquiries about the UHMFS SEC process taken to appoint members to the Specialist Faculty Working Group which recently reported to the BOR. This appears to be related to or a possible continuation of BOR and Hawai‘i Legislative efforts to review the tenure process and faculty categories. Apparently the request came to the SEC first, and was referred to the UHMFS Committee on Faculty Service (CFS). The CFS did not feel there was sufficient time left to have an open call, as this was close to the end of Spring semester, so the matter was referred back to the SEC, who then put forward some names. This process did not seem as inclusive and open as optimal for faculty to offer service, especially those faculty most affected by the work of this committee, most of whom are on 11-month appointments. Additionally, actions taken so close to the summer do not provide sufficient time for appropriate UHMFS review and due process. A new Faculty category was proposed in this report. This may change future employment faculty categories and may directly affect Specialist faculty most.</p>	

	<p>Hiring Search Process Related</p> <p>Chair has been in continued communication with the UHM Provost re: the Budget Committee oversight process. This process has not yet been clarified in terms of the exact granular detail as to why another final review of shortlisted candidates has been put into place or what the review will entail. The current faculty hiring process includes correct alignment of advertisement language with fiscally approved position details so there does not seem to be any need for this extra level of approval and review. Therefore, concerns remain related to this additional budgetary oversight layer. CAPP remains open to meeting with the Provost.</p>	
SEC Report	The SEC CAPP liaison could not attend the CAPP meeting.	
Graduate Council Report	<p>Edo noted the following:</p> <p>The Graduate Council approved the Bachelors and Masters (BAM) proposal for the Department of Communicology. CAPP would like to see this before going to the Senate. Chair/CAPP agreed this was a good idea. Edo will forward, and also noted may have minor changes.</p> <p>Graduate Chairs were reminded to spend achievement scholarship money. The Graduate Council has not yet voted on the ASTR change of grade requirement from B to C, but did consider four courses ANTH 651, BIOL 601 with small changes; ICS 684 Data Visualisation, and LING 641. Microbiology program sheets pending.</p> <p>*Edo, check names of courses.</p>	
Issue of short-list review by Mānoa Budget Committee	CAPP voted to invite the UHM Provost to a CAPP meeting. Chair motion; Patsy second, 1 abstention; 6 in favor. Exact date TBD.	1 abstention; 6 in favor.
<p>Discussion of process to consider the Gen Ed Proposal</p> <p>Updating the survey for faculty/chairs to get input on the Revised Gen Ed Proposal.</p>	<p>Discussion of process to consider the Revised Proposal for a General Education Baseline Curriculum for the University of Hawai'i System.</p> <p>Preliminary discussion occurred in relation to the Survey feedback and content.</p> <p>Chair & Vice Chair will summarize MFS, HSHK, and Dept. Chairs' Comments Brian will summarize and perhaps find themes in other survey feedback.</p> <p>The Committee went over approaches and analysis in detail, noting that insufficient time for deep reflection and response to the revised proposal has been provided, especially as this is potentially such a huge sea change.</p> <p>Discussed the CAPP Resolution process.</p>	

	Generally noted that budget and a lack of allocated resources is an ongoing issue in terms of effectively and optimally implementing any potential changes to General Education.	
One Health Certificate	One Health Certificate: Proposers responded to CAPP questions and provided information sufficient for the review committee. CAPP needs the final One Health Certificate proposal. Chair will request that. Additional discussion re: creation of Resolution, agreed to draft for 12.5.22, in possible anticipation of UHMFS Meeting, if held. Chair will communicate with proposers and the SEC.	
Other	Update on possible FW2 requirement: Summarized response reports that UHM English supports the addition of a second first year writing course in theory, and is always invested in finding a good way to embed writing in the discipline without increased burden. However, there is not enough infrastructure or resources to implement a second first year writing course or to scaffold or embed writing in the discipline. Also, supports keeping FW ENG 100 in ENG. trying to figure out resources to implement good scaffolding. UHM ENG not in favor of decreasing WI.	

The meeting was adjourned at 1:57 PM. Motion Kathy; Patsy, Second

Respectfully submitted,

Siobhán Ní Dhonacha