

**Minutes**  
**Committee on Academic Policy and Planning**  
**November 24, 2010**  
**3:00-5:00 PM**  
**Hawaii Hall Room 208**

1. Meeting called to order 3:05 pm
2. Attendance
  - a. Present: Chizuko Allen, Edoardo Biagioni, James Cartwright, Cynthia Hew, Katrina-Ann Oliveira, Hamid Pourjalali, Sarita Rai, Stacey Roberts, Cindy Ward, Pavel Zinin
  - b. Excused: Timothy Halliday, Jonathan Masuda
  - c. Absent: Elton Daniel, Rosanne Harrigan (SEC Liaison)
3. Review of the minutes of the November 10, 2010 meeting
  - a. Minutes approved with corrections
4. Subcommittee Report: 148 Credit Notice to Undergraduate Students
  - a. No data tracking the number of students meeting the criteria or the number of times this policy has been implemented
  - b. Implementation appears to vary by college/dean
  - c. CAPP not ready to make a recommendation, but will continue the discussion via email
5. Subcommittee Report: 124 Credit Graduation Requirement
  - a. Full-time students are currently defined as taking 12 credits.
  - b. Students taking 15 credits per semester for 4 years will have 120 credits. Currently, such a student would also need to attend a summer session to graduate in 4 years.
  - c. There was discussion regarding defining a full-time student as carrying 15 credits and changing the graduation requirement to 120 credits.
  - d. Jennifer Shultz who was working on this issue has resigned from CAPP, but may be able to provide more information.
  - e. Hamid and Pavel will continue to work on this issue.
6. Subcommittee Report: Repeated Course Grading Option
  - a. The current UH policy is scrambled. Two related issues were discussed:
    - i. When should a student be allowed to repeat a course?
    - ii. How should a repeated course's grade be calculated in a student's GPA?
  - b. Reasons students need or want to repeat a course include:
    - i. Course failure or minimal passing grade
    - ii. To meet minimum GPA requirements for certain majors
    - iii. To improve their GPA
  - c. There was discussion to allow students to repeat courses, but limit how many times a higher grade received for a repeated course could replace a lower grade in the student's GPA.
  - d. Academic advisors had previously felt that this was an academic integrity issue.
  - e. Sarita will write-up a proposal and circulate it by email for a response.

7. Subcommittee Report: High Fail Courses

- a. The working group composed of members from CAPP, MAC and GEC is soliciting comments regarding the draft report.
- b. The reasons for a high fail rate vary among the high fail courses.
- c. CAPP comments and suggestions:
  - i. The high fail course information should be shared with departments and their input solicited.
  - ii. Additional support for students in a variety of forms might be beneficial such as tutoring and remediation.
  - iii. Unit mastery does not appear to affect across the board the high fail course(s) using the method.
- d. Edo will provide feedback from CAPP to the working group

8. Meeting adjourned at 5:20 pm

Respectfully submitted by Cynthia Hew