

CAPP Committee Meeting Minutes

MEETING DATE: February 26, 2020 **3:00 PM - 4:30 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Nandini Chandra	P	Lori Fulton	P	Makena Coffman	3:30 pm
Michael Cooney	P	Kristi Govella	P		
Carolyn Dennison	P	Christine Irvine	P		
Kahikina de Silva	E				
Siobhán Ní Dhonacha	P	Carolyn Stephenson (SEC Liaison)	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by K. Govella at 3:00 PM.
Review of Minutes	The minutes from the February 12 meeting were reviewed.	C. Irvine moved to approve the minutes;. L. Fulton seconded. Motion approved with 6 votes in favor of approval.
Chair's Report	<ul style="list-style-type: none"> K. Govella contacted D. Higginbotham, chair of the Committee on Professional Matters, on 2/13/2020 to confirm that CPM will conduct a review of peer/benchmark practices related to requiring Ph.D. waivers from faculty in certain fields and CPM will consult CAPP upon its completion. D. Higginbotham agreed and reported that CPM is already at work on this matter. At CAPP's request, M. Coffman submitted the syllabi for the core courses of the Undergraduate Sustainability Certificate on 2/21/2020. Those files were made available to CAPP members. 	

<p>Guests</p>	<p>M. Coffman arrived at 3:30 pm to meet with CAPP.</p> <p>M. Coffman and CAPP discussed the following concerns that the committee had with the Undergraduate Sustainability Certificate proposal:</p> <ul style="list-style-type: none"> • SUST courses are not approved by the Manoa Faculty Senate (MFS), which is in charge of curriculum per Board of Regents policy. General Education designations are made by committees that are tied to MFS, but the faculty council for SUST courses is not a part of MFS. • The two required courses have specific SLOs. Any course wanting to be considered as alternatives to the required courses must have the same SLOs as the established required courses. What if the instructors for the two required courses no longer taught them? Should not these required courses be tied to institutional learning objectives instead? • Do certificate programs have to have a required course? Since the capstone is now optional, there is no longer a single required course. CAPP suggested that clearly identifying a “required” course would help the review process at the MFS level. • Will students from non-UH campuses be able to transfer credits? • The two required courses, as they are currently designed, have a narrow scope. They do not have the foundational and broader nature that introductory courses should have. • If the certificate and possible degree programs want to agree, the required courses need the ability to accommodate consistent and increasing enrollments. 	<ul style="list-style-type: none"> • CAPP will send M. Coffman a summary of its concerns and questions about the latest proposal.
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

Committee Reports	1. Prior Learning Assessment Committee <ul style="list-style-type: none"> • C. Irvine reported that there is a diversity of approaches to Prior Learning Assessment. With regard to languages, there are some other institutions that also have similar practices of giving credit without charging, but they are not our peer/benchmark institutions. The rest of the UH System has a PLA agreement of which UHM is not a part of. • Issues: Fit with system, what back credits count for in terms of general education requirements and credits toward a degree. • C. Irvine and C. Dennison put together information on what is being done at UHM and at other campuses. 	<ul style="list-style-type: none"> • The sub-committee is examining PLA policies at the community colleges. • K. Govella will look into inviting guests from units who are awarding large numbers of back credits.
	2. Course Repeat and Grade Replacement Committee <ul style="list-style-type: none"> • The sub-committee will meet with the Council of Academic Advisors policy committee. • A proposed policy was shared with ACCFSC (located in the folder) titled Aligned Course Repeat Policy that seeks to align the policies around repeats across the System. 	
	3. Sustainability Committee. <ul style="list-style-type: none"> • A revised proposal for the Undergraduate Certificate in Sustainability was received on 12/9/2019. • Issues raised at the 2/12/2020 meeting included the removal of a mandatory capstone, the mismatch between the SLOs of the core courses and university sustainability SLOs, the lack of a required course, the definitions of the themes, governance issues (appointment of board, SUST courses not going through GEC), and the relationship of the certificate to the new sustainability B.A. offered through Interdisciplinary Studies. • M. Coffman submitted the syllabi for the core courses of the Undergraduate Sustainability Certificate on 2/21/2020. 	<ul style="list-style-type: none"> • CAPP will send M. Coffman a summary of its concerns and questions about the latest proposal.

MĀNOA FACULTY SENATE

	<p>4. Outreach Course Committee</p> <ul style="list-style-type: none"> • L. Fulton and C. Irvine agreed to look into issues related to Outreach course policy changes. • A copy of the proposal has been put in the shared folder. 	<ul style="list-style-type: none"> • C. Stephenson will bring a draft resolution to address this issue.
	<p>5. B.A. Public Policy Committee</p> <ul style="list-style-type: none"> • CAPP is waiting for an update from the program proposal team. 	<ul style="list-style-type: none"> • K. Govella will look into inviting Dean D. Konan to discuss the importance of programs in the College of Social Sciences.
	<p>6. Course Evaluation System Committee</p> <ul style="list-style-type: none"> • H. Okimoto, R. Okumura, and L. Voong were contacted to request Fall 2019 response rates on 1/29/2020. K. Govella resent the request for response rates through the CES help desk, and H. Okimoto provided the information to CAPP on 2/24/2020. • N. Chandra raised issues related to the broader legitimacy of course evaluations. • K. Govella invited H. Okimoto and L. Lyons to a future CAPP meeting to discuss anticipated Spring 2020 CES issues. Waiting for a response. 	
Unfinished Business	<p>1. E5.201 - Approval of New Academic Programs and Review of Provisional Academic Programs</p> <ul style="list-style-type: none"> • A memo was drafted and sent to K. Govella. K. Govella brought the issue back to CAPP with additional suggested language related to consultation. • CAPP would like a form to document the consultation process. <p>2. 5-week courses</p> <ul style="list-style-type: none"> • Postponed. <p>3. Proposed Agreement with Graduate Division</p> <ul style="list-style-type: none"> • K. Aune was unable to attend the 1/22 meeting. Her visit has not been rescheduled. 	<p>1. E5.201</p> <p>K. Govella will send out a revised memo. CAPP will approve it by email.</p> <p>2. No action</p> <p>3. No action</p>
New Business	<p>1. E5.209: Transfer and course articulation policy</p> <ul style="list-style-type: none"> • Documents have been placed in CAPP's Issues folder. 	

MĀNOA FACULTY SENATE

Adjournment	The next meeting of CAPP will be on March 11, 2020.	S. Ni Dhonacha made a motion to adjourn; seconded by N. Chandra; motion unanimously approved. Meeting was adjourned at 4:48 PM.
--------------------	-----------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------

Respectfully submitted by Carolyn Dennison (Secretary)

Approved by a vote of 7 yeses and 1 abstention on April 8, 2020.