

CAPP Committee Meeting Minutes

MEETING DATE November 27, 2019
MEETING TIME 3:00 PM - 4:30 PM
LOCATION Hawaii Hall 208

Attendance

Members

Name	Role	Attendance
Christine Irvine	Chair (Fall)	P
Lori Fulton	Vice-Chair	P
Carolyn Dennison	Secretary	P
Kristi Govella	Chair (Spring)	P
Nandini Chandra	Member	P
Michael Cooney	Member	P
Kahikina de Silva	Member	E
Siobhán Ní Dhonacha	Member	E
Carolyn Stephenson	SEC Liaison	P

Guests

Name	Role	Time
Laura Lyons, Robyn Okumura, Linda Voong	Manoa CES Coordinators	3:00 pm

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by C. Irvine at 3:03 PM.
Review of Minutes	Minutes from the November 11, 2019 meeting were reviewed.	Motion made by C. Dennison, seconded by N. Chandra to approve the November 13, 2019 minutes as amended. Minutes were approved, 5 in favor with 1 abstention.
Chair's Report	<ul style="list-style-type: none"> • The College of Education was notified that CAPP plans to have the graduate sustainability certificate resolution ready for the December MFS agenda. • Letter was sent to Colin Moore regarding public policy proposal and he asked to be on the December 11 CAPP agenda along with Morgen Johansen, chair of Public Administration. • Curriculum review proposal from Grad Division and request for response from CAPP. • Response received from Hae Okimoto. • Brian Powell and Laura Lyons were invited to meet with CAPP. • Potential upcoming reviews: E5.201 & M5.301 	<ul style="list-style-type: none"> • C. Irvine will contact C. Moore about having representatives from DURP, PUBA, and Matsunaga Institute for Peace attend with him..
SEC Liaison Report	<ul style="list-style-type: none"> • 	
Action Items	<ol style="list-style-type: none"> 1. Resolution for Graduate Certificate in Sustainability and Resilience Education 2. Set Spring 2020 meeting dates 	<ol style="list-style-type: none"> 1. Motion made by M. Cooney, seconded by L. Fulton to approve the resolution. Resolution approved unanimously. 2. Meeting Dates and Time January 8 and 22 February 12 and 26 March 11 April 8 and 22 May 6 All meetings, 3:00-4:30

<p>Guest(s)</p>	<p>Laura Lyons (IVC Academic Affairs), Robin Okumura and Linda Voong (HR Specialist in Acad), UHM CES Coordinators</p> <ul style="list-style-type: none"> • UHM students will be notified that the window is 1 week. The Office of the Provost sent out notice to faculty last Friday with the correct dates. • H. Okimoto says that needed to have a 3 week window for UHM because of Law (different dates in their schedules). • CAPP wants a 1-week window so that student responses are collected at a consistent time. 3 weeks creates confusion and inconsistencies. Also, response rates are shown to be higher when using a shorter evaluation submission window. • C. Stephenson: Still not resolved - H. Okimoto says that students at UHM will be notified on 12/6 but they have actually had access to the CES system since 11/25, which may lead to inconclusive and inconsistent results for Manoa. For Law, the ongoing issue is their academic calendar is different than the rest of the UHM campus. Law's study period is 12/9-12/11, exams 12/12-12/14, 12/16-12/20. Even with a different schedule, Law still does not need a 3-week window for CES. • L. Lyons <ul style="list-style-type: none"> ○ Suggestion: Check with other campuses about the reason behind the 3 weeks. Can all campuses agree to a 1 week period? ○ Suggestion: Ask Council of Chief Academic Officers to address the issue. • K. Govella <ul style="list-style-type: none"> ○ H. Okimoto agreed at the meeting (10/9/2019) to the 1-week window, but that has not been done. ○ Other campuses had a 2-week window, not a 3-week window. Three-week window is a new time period this semester. • C. Stephenson: ACCFSC is a communication body, not a governing body. But this would be a way to communicate with other campuses and get them to approve a 1-week window. • X99 course (directed/independent reading) and small courses: Questions will not make sense because these are not "courses" in the typical sense. Small enrollment courses: Privacy issues. 	<ul style="list-style-type: none"> • Approach ACCFSC about the having all campuses adopt a 1-week period for collecting CES responses. • Look into low enrollment CES issues. • L. Lyons will help to get X99 courses exempt from CES. • L. Lyons will notify faculty about availability of CES results and work with CAPP and others to correct errors in CES messages to students and faculty. • L. Lyons will talk with Law and H. Okimoto about addressing necessary inconsistencies in dates, e.g., Law versus the rest of UHM. L. Lyons may need to touch base with JABSOM about different dates. • L. Lyons will ask for L. Voong and R. Okumura to get on the list to receive CES messages. They do not get the messages that students and faculty get. • L. Lyons will get names and contact information for other campus coordinators for L. Voong and R. Okumura.
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- L. Lyons: Faculty for small enrollment courses still need evaluations for tenure and promotion purposes. Students should have an opportunity to provide feedback regarding their courses. Exempting these courses are not necessarily a solution either.
- X99 and courses with small enrollment are different and need to be treated differently. L. Lyons will pursue exempting the X99 courses first and work on complexities related to small enrollment courses separately.
- M. Cooney: Two options: Adjust the questions for small enrollment courses so responses cannot be linked to a particular student and compile responses from multiple classes into a single set. It may take more than one semester to get a set of responses.
- L. Lyons: It may not be perfect research, but the faculty will get feedback. Units other than LLL have classes with lower than required numbers.
- N. Chandra: There may be other metrics that can be used for personnel decisions. Student evaluations are not the only source of information.
- C. Irvine: Other institutions rely on peers to review a faculty member's instruction for the tenure process, rather than student evaluations.
- L. Lyons: Also need to consider what the different departments' expectations and requirements are for tenure/promotion.
- C. Irvine: Teaches an internship course, but grades are dependent on reports from other people. Student evaluations for her would not make sense.
- L. Lyons: Contact departments to identify which courses should NOT be included in the CES.
- K. Govella: Messages are also inconsistent. In meeting with H. Okimoto, she wanted the UHM CES coordinators to notify faculty when results are ready. L. Lyons indicated that she was willing to do that and also to work on correcting errors in CES messages to students and faculty.
- L. Voong and R. Okumura are currently listed as the coordinators. They are helping L. Lyons with coordinating CES and working with H. Okimoto's office on technical issues. The contact is uhmces@hawaii.edu. Keep in mind that they have limited access to the CES.

Committee Reports	<p>1. Course Evaluation System Committee</p> <p>There has been a great deal of confusion about the CES date windows for UH Mānoa, despite the fact that CAPP confirmed with H. Okimoto on 10/9 that the CES dates for UHM would be Friday, 12/6 to Friday 12/13. The dates appeared to be incorrect on the CES website and in the CES setup email sent to faculty, so CES subcommittee members asked her to correct them. CAPP emailed H. Okimoto on 11/8 and 11/14 and left voice messages for her on 11/8, 11/12, 11/14, and 11/5 with no response. In order to address the issue, N. Chandra and K. Govella met with Michael Bruno and SEC on 11/18. H. Okimoto responded stating that the UHM Law School requested different dates, which she argued meant that CES had to be open starting 11/25 and restated the incorrect end date of 12/12 for UHM. K. Govella and C. Sorensen Irvine then asked H. Okimoto on 11/20 to send out a clarification email to faculty stating that the UHM CES dates are 12/6 to 12/13, but she did not do so. The Office of the Provost sent a correction to UHM faculty on the evening of Friday, 11/22 clarifying that the UHM CES dates are 12/6 to 12/13.</p> <p>Hae Okimoto notified CAPP that Robyn Okumura and Linda Voong will be the coordinators (as of 11/15) for the CES at UHM and that Hae's office will send CAPP the data at the completion of each semester. They will send a message to UHM students and faculty on December 6 regarding CES open dates.</p>	
	<p>2. Prior Learning Assessment Committee In progress</p>	
	<p>3. Course Repeat and Grade Replacement Committee In progress</p>	
	<p>4. Sustainability Committee. K. Govella and M. Cooney drafted a resolution for the Graduate Certificate in Sustainability and Resilience Education.</p> <p>See Action Item section above.</p>	
	<p>5. Participation Policy Committee Reviewed peer institutions. Still reviewing benchmark</p>	

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	institutions. Also tried to find other institutions that were doing a different process.	
Unfinished Business	<ol style="list-style-type: none"> Proposed Agreement with Graduate Division. C. Stephenson shared K. Aune's new proposal for graduate program review, to have both MFS representatives serve on the Program Committee of the Graduate Council. CAPP can be sent any graduate program action FYI at the time it is received by the Graduate Division, and CAPP feedback can be shared with one of the two MFS representatives to relay to Graduate Council. 	<ul style="list-style-type: none"> Motion by M. Cooney to reject the proposal, send CAPP's feedback to Graduate Division, and invite Graduate Division representatives to meet with CAPP, L. Fulton seconded. Approved unanimously.
New Business	<ol style="list-style-type: none"> CAPP Program Review Checklist 	<ol style="list-style-type: none"> CAPP will not use the document as part of its formal review process, but will refer to it as needed.
	<ol style="list-style-type: none"> Outreach College's Courses C. Stephenson provided a brief overview. This issue may come to CAPP from the SEC. 	<ol style="list-style-type: none"> --
	<ol style="list-style-type: none"> 5-week courses <ul style="list-style-type: none"> Community Colleges are implementing 5-week courses. Issues will come up with students who want to transfer these credits to Manoa. Question whether the 5-week courses are meeting the required contact hours. This issue may come to CAPP from SEC. 	<ol style="list-style-type: none"> C. Irvine will reach out to community college faculty who are teaching 5-week courses to get more information about how these courses are being taught. C. Irvine will invite Ashley Maynard to December 11 meeting.
Adjournment	The next meeting of CAPP will be on December 11, 2019.	M. Cooney made a motion to adjourn; seconded by L. Fulton; unanimously approved. Meeting was adjourned at 4:47 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved on January 22, 2020 with 4 votes in favor of approval and 2 abstentions.