



COMMITTEE ON ACADEMIC POLICY AND PLANNING
MEETING MINUTES

MEETING DATE: April 9, 2014
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
CHESNEY-LIND, Meda	p	RAI, Sarita	p	STEPHENSON, Carolyn	p		
ERTEKIN, R Cengiz	p	SAFFERY, Maya	p	VALENZUELA, Hector	p		
ITO, Ken	p	SIMANU-KLUTZ, Manumaua	p	WERTHEIMER, Andrew	p		
QURESHI, Kristine	p	SORENSEN, Trevor	p	WOODRUFF, Rosemarie	p		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	Maya Saffery called the meeting to order at 1:00	
MINUTES	The minutes of the February 26, 2014 meeting were accepted with no amendments. R. Woodruff, assigned alphabetically, served as the recorder for these minutes.	Minutes passed with 8 votes in favor and one abstention.
CHAIR ANNOUNCEMENTS	Resolution for the BA in Astronomy & BS in Astrophysics Proposal passed MFS on 3/19/14. Maya thanked Trevor Sorensen and Cengiz Ertekin in particular for their leadership on this sub-committee. Chair asked if anyone from CAPP was interested in serving on the Collaborative Teaching working group of the Mānoa Strategic Plan Committee. Please send all issue reports for the Spring semester to the Chair by April 21 st so she can compile for CAPP by April 28 th .	Carolyn Stephenson will attend and report back to CAPP.
Request from Natural Sciences regarding 45 upper division credit requirement	CAPP reviewed the Natural Science's report on the impact of the 45 upper division credit requirement on their biology and chemistry majors. The report collected data on the impact of the shift from 60 non-introductory credits to 45 upper division credits on their majors as well as provided some possible alternatives or modifications to the requirement for CAPP to consider and recommend to the entire senate. Chair noted that there is a precedent at UHM for seeking an exemption to a broad campus requirement. She read the example	



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	<p>from the Hawaiian/Second Language (HSL) graduation requirement.</p> <p>In the discussion that followed, it was decided that CAPP would recommend keeping the global language of the current requirement:</p> <p>“To earn a baccalaureate degree, students must complete a minimum of 45 upper- division credits.”</p> <p>Then CAPP would recommend adding an asterisk or notation below the requirement similar to the one for the HSL requirement:</p> <p>“Important Note: The 45 upper division credit requirement for undergraduate majors has been modified or waived in the following departments: Departments of Chemistry and Biology. Students in these programs must complete either a minimum of 45 upper-division credits or a combination of no fewer than 25 upper-division and 35 major-required lower-division credits.”</p>	<p>CAPP voted unanimously (11) to prepare a motion reflecting the decision described here. Chair made the motion that we do this, Sarita seconded. Chair will prepare the formal motion and send to Kristin to include on the UHMFS meeting agenda for May 7th. She will also invite faculty from Natural Sciences to attend this meeting.</p> <p>NOTE: See CAPP minutes 4/23/14 for revised motion.</p>
Other Issue Updates:	<p>Issue #13.13 Kualī Curriculum:</p> <p>Chair attended the Kualī Curriculum Management meeting. They have created two subcommittees: 1) a “features” committee, which is focused on the larger sections/areas of the system and what they should be collecting and 2) a “User Interface” committee, which is focused on the format, wording, and grouping of the actual questions in the system. UHM has a bunch of administrators and technical staff on the committee and very few faculty. Maya & Meda will rotate attending the User Interface committee meetings.</p> <p>UHM strongly supports segregating assessment from course approval. KCC appears to be the most adamant to link the two. Cost is also an issue, and it is unclear at this time if Kualī can even handle assessment. UHM representatives on Kualī are very clear that assessment activities and curriculum proposal and modification forms need to be separated; we want an electronic version of our current UHM 1 forms, essentially. Maya and Meda will follow up and go to subsequent meetings.</p> <p>CAPP also discussed program assessment versus teacher & course evaluations. Is someone working on the eCafe update? SEC should seek an update, and if necessary, follow up with VCAA.</p>	<p>Carolyn to follow up with the SEC, asking them to write a memo to the VCAA asking for an update on this issue.</p>



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	<p>Issue #10.14: completed.</p> <p>Issue #11.14 Classroom Attendance Policy: The 9/25/13 memo from the VCAA to the SEC asking for a review of the UHM current attendance policy was discussed. In the memo, the VCAA asked MFS to consider whether the current attendance policy is an adequate policy, and hinted at a much more robust policy. CAPP asked for some peer/benchmark data from the VCAA when the issue was first forwarded to the committee but it was never received. Upon close review of the memo, CAPP concluded that these suggestions raised issues of academic freedom and decided to take no further action.</p> <p>Issue #24.14 SAT/ACT Admissions Requirements for International Students: Sarita had a question about waiving the SAT for this group (and not others). Discussion followed regarding dropping the SAT but keeping the TOEFL, with a number of specific concerns about the SAT (notably that it is culturally and geographically biased).</p> <p>Issue #24.14 Admissions Policy: Nothing more to report. Still waiting for data from admissions office, which is not likely to appear this academic year according to Ken.</p> <p>Issue #21.13 Advising Students: Rosie and Fata are going to interview a senior and a junior Arts and Sciences advisor as a start on a larger survey of undergraduate advisors. Source of concern: Arts and Sciences reorg, plus how it meshes with the 15 to finish initiative and academic rigor discourses.</p>	<p>Sarita and Kristine will write a brief memo that CAPP will review at our next meeting. The memo will essentially say that no additional changes to the current policy are needed.</p> <p>Sarita and Kristine will write up a memo and send to CAPP to review at the next meeting, which will include a mention of data provided, and the suggestion there be a trial run for 2 years were a sample group of international students who do not take the SAT are tracked.</p>
ADJOURNMENT	Chair adjourned the meeting at 2:30. Finally meeting of the semester will be on April 23, 1:00 at HH 208.	

Respectfully submitted by Meda Chesney-Lind

Approved on 4/23/14 with 8 votes in favor of approval and 0 against.