

CAPP_Minutes 03-31-21

CAPP Committee Meeting Minutes

MEETING DATE: March 31, 2021 3:00 PM - 4:50 PM
LOCATION: Zoom
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Kim Binsted	P	Maureen O'Brien	P	Sandra Furuto, Director of Data Governance and Operations, Paul McKimmy, Chair, SEC Billy Meinke, Technologist, Outreach College Deborah Halbert, AVP Academic Programs and Policy	3:30-4:15p
Nandini Chandra	P	Carolyn Stephenson	P		
Michael Cooney @3:24	P	Jean Thoulag	P		
Kahikina de Silva	P	Amanda Yoshioka-Maxwell	P		
Rachel Lentz	P				
Siobhán Ní Dhonacha	P	Jim Potemra @3:24pm	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order at 3:00 PM by Chair Stephenson.
Review of Minutes	<ol style="list-style-type: none"> Review March 10, 2021 Re-review March 3, 2021 CAPP meeting minutes. 	Adopted March 10, 2021 minutes; 9 aye, 0 nay, 0 abstain Revisions requested by liaison to amend the previously adopted minutes were approved by acclamation.
Chair's Report	<ol style="list-style-type: none"> New proposal for BEd in Special Education need subcommittee members CAPP resolution on Queer Studies passed Senate March 24; 42 (95.45%) in support, 2 (4.55%) opposed, 6 abstentions CAPP resolution on Undergraduate Certificate in Sustainability passed Senate March 24; 54 (98.18%) in support, 1 (1.82%) opposed, 0 abstentions. SEC motion on Grad Council SEC response to CAPP proposed changes. 	

SEC Liaison Report	<ol style="list-style-type: none"> 1. Pres. Lassner was a guest of the SEC to discuss Reorganization Phase II which will be presented at the April Board of Regents meeting. Lassner is aware of CAB's opposition. 2. The Provost's office is developing a set of performance metrics for future planning to use in campus hiring. Once the list is finalized, it will be shared with deans. The metrics are based on the 2021-2025 Strategic Plan goals: Becoming a Hawaiian Place of Learning, Enhancing Student Success, Excellence in Research, and Building a Sustainable and Resilient Campus Environment as well as Community Outreach. 3. SEC suggests that the two certificate program proposals- a Graduate and an Undergraduate Certificate in Multilingual and Multicultural Perspectives might perhaps be presented concurrently to the Senate. 4. The April MF Senate is a regular meeting and the MF Congress is scheduled for May. SEC plans three guests as part of the May Congress meeting: Athletic Director (15 min), Bookstore Representative (15 min); Friedman of School of Architecture addressing campus signage and wayfinding. 	
Guests	<p>Sandra Furuto, Director of Data Governance and Operations, Paul McKimmy, Chair, Senate Executive Committee Billy Meinke, Technologist, Outreach College Deborah Halbert, AVP Academic Programs and Policy. See below for presentation notes.</p>	
Committee Reports		

<p>Unfinished Business</p>	<p>1.Student data policies re online learning/”inclusive access” and data privacy: meeting 3:30-4 with Sandra Furuto, Director of Data Governance and Operations, Paul McKimmy, Billy Meinke, Technologist, Outreach College, and Deborah Halbert, AVP Academic Programs and Policy</p> <p>See CAPP google drive: 2020-21 Business: Issues: Data Policy for 3 new documents. Three pertinent documents were provided to CAPP and posted a few hours before the meeting. The team discussed several related issues and initiatives-</p> <ul style="list-style-type: none"> • With the move to more electronic textbooks and teaching resources, an awareness rose that many products are problematic with respect to student privacy. Students and faculty may unwittingly agree to use terms that allow vendors to track and gather user data and promote products. The new policy is in response to the concerns CAPP raised earlier in a Senate resolution. Today’s presentation and discussion with CAPP is part of the consultation process toward developing a new policy. • The purpose of the policy is to protect students and faculty from inadvertently agreeing to predatory vendor practices of data gathering and pushing vendor products. Other issues are related to privacy and potential security issues with electronic resources managed external to UH and requiring students to set up user accounts and passwords. • Currently the administration is working with the Information Technology Center (Jodi Ito) to create a new online tool, iDoc program. It will develop guidelines and will provide tools for faculty for awareness of potential issues and risks with a vendor/license agreement for e-textbooks and other teaching resources. Faculty can ask for assistance to review and to identify potential risks with using a particular online resource. Faculty will be able to submit potential resources for review of the product’s compatibility with UH’s acceptable licensing recommendations. • The bookstore will serve as an arbitrator for negotiating with vendors for acceptable use agreements. Appendix A of the proposed EP policy presents acceptable conditions. • In the course of the Q/A, Kim asked about the bookstore policy of requiring departments to “buy back” textbooks ordered that were not purchased by students. Furuto will follow up on this question. <p>2. Undergraduate Certificate in Data Science Kim and Rachel presented the draft resolution. After minor editorial revisions in the “Be it Resolved” section, Jean moved and Kim seconded a motion to support sending the resolution to SEC. 7 aye; 0 nay; 0 abstain. Chair thanked Kim and Rachel for their timely work on this proposal.</p>	<ol style="list-style-type: none"> 1. No action taken. 2. CAPP Chair will send the resolution in support of the Undergraduate Certificate in Data Science to SEC. 3. CAPP Chair will send a letter to proposal creators about CAPP questions on Undergraduate Certificate in Multilingual Multicultural Perspectives. 4. Michael and Rachel agree to conduct the initial review of the program proposal for the BA in Marine Biology for discussion at the next CAPP 4/14/21meeting. 5. Discussion was postponed to the next meeting. Jean will try to have a draft that summarizes the current status, key issues, and potential action steps. 6. CAPP will inform Provost Bruno and iVCAA Lyons that we do not recommend either a letter from Bruno or CAPP involvement on a “Common Read” committee. 7. For the April 14 meeting, Nandini and Amanda will present the draft on bias in student course evaluations. . 8. Grade replacement policy Postponed. 9. “Forgiveness” committee- no one volunteered; a representative needed. The Grade Replacement Policy is also related to grade forgiveness. 10. Outreach/online courses Postponed.
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	<p>3. Undergraduate Certificate in Multilingual Multicultural Perspectives. Following the initial program review, Kahikina and Jean presented a draft letter to the proposal developers that organizes and presents CAPP's questions and the need for additional information and clarification. Michael moved and Rachel seconded a motion to approve the letter in principle and send it to the proposal creators as soon as possible.</p> <p>4. BA in Marine Biology Michael and Rachel will provide a draft of an initial review at the next CAPP meeting- 4/14/21.</p> <p>5. Prior Learning Assessment/ Back credits policy (Kahikina and Jean) assess data from UH, peer and benchmark, and discuss alternatives and next actions. Discussion was postponed to the next meeting. Jean suggests creating a document that summarizes the current status, key issues and potential action steps to present to the administration by the end of Spring 2021 semester.</p> <p>6. Consider a request from Kyle Van Duser, Director of First Year Programs, on Common Read for First Year Programs. Based on our discussion Siobhan made this motion: "At this time, due to a paucity of information over time and lack of prior engagement, the UHM CAPP Committee is not in a position to recommend that the UHM Provost distribute a message regarding support of the UHM First-Year Programs Common Read, or have a CAPP Committee Member join the UHM First-Year Programs Common Read Committee." Seconded by Maureen. The 8 present members all voted aye. Discussion of other subcommittees' work:</p> <p>8. Course Evaluation System. Nandini and Amanda will present on bias issues in student course evaluations at the April 14 meeting.</p> <p>9. Grade replacement policy Kahikina and Maureen. Postponed.</p> <p>10. "Forgiveness" committee report; representative needed. As the grade replacement policy relates to this, it was suggested that it would be helpful to have access to this report.</p> <p>12. Outreach/online courses Postponed.</p>	
New Business	<p>1. CAPP received a new program proposal for a BEd in Special Education. Volunteers for the review subcommittee are Maureen, Siobhan, and Jean. They will review the proposal and bring preliminary feedback to the next meeting.</p>	<p>Maureen, Siobhan, and Jean will prepare a preliminary review of the proposal for the April 14 meeting.</p>

Adjournment	Remaining Meeting Dates: <ul style="list-style-type: none"> • April 14 and April 28 • May 5 and possibly May 19 The majority in attendance agreed to the possibility of a May 19 meeting to wrap up pending business.	
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Respectfully submitted by Jean Thoulag (secretary)

Approved March 31, 2021 7 aye, 0 nay, 0 abstain