

# MĀNOA FACULTY SENATE

## CAPP Committee Meeting Minutes

**MEETING DATE:** October 14th, 2020      **3:00 PM - 4:30 PM**  
**LOCATION:** Zoom  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

| MEMBERS             |   | MEMBERS                   |   | GUESTS | TIME |
|---------------------|---|---------------------------|---|--------|------|
| Kim Binsted         | P | Maureen O'Brien           | P |        |      |
| Nandini Chandra     | P | Carolyn Stephenson        | P |        |      |
| Michael Cooney      | P | Jean Thoulag              | P |        |      |
| Kahikina de Silva   | P | Amanda Yoshioka-Maxwell   | P |        |      |
| Rachel Lentz        | P |                           |   |        |      |
| Siobhán Ní Dhonacha | P | Jim Potemra (SEC liaison) | P |        |      |

| Subject           | Discussion/Information  | Action / Strategy / Responsible Person   |
|-------------------|---|--|
| Call to Order     |   | The meeting was called to order by 3:00 PM by the Chair.   |
| Review of Minutes | <ol style="list-style-type: none"><li>1. The minutes from the 9.23.20 CAPP meeting were reviewed, as corrected.</li><li>2. The minutes from the 10.7.20 CAPP meeting were reviewed.</li></ol> | <ol style="list-style-type: none"><li>1. Minutes unanimously approved</li><li>2. Minutes approved: 8 in favor, 3 abstentions. Motion by Kim, seconded by Michael</li></ol> |
| Chair's Report    | <ol style="list-style-type: none"><li>1.</li></ol>  | <ol style="list-style-type: none"><li>1. No action taken.</li></ol>  |

# MĀNOA FACULTY SENATE

|                            |   |  |
|----------------------------|---|--|
| <b>SEC Report</b>          | <ol style="list-style-type: none"> <li>1. UHM Provost has requested meetings with College Senates. Discussion followed.</li> <li>2. Described in detail 3 resolutions that will be presented at the UH MFS on 10.21.20. Two resolutions originated from CABB, and one resolution from CAPP. CAB motions to censure UH President &amp; UHM Provost. All resolutions now have been approved as to form by SEC and set for the 10.21.20 agenda, and the meeting will start with CAPP resolution. The CABB early release of resolutions was not to form in terms of process, as should have been noted as “Draft”, and the SEC looped in first. Further discussion followed.</li> <li>3. Referred by SEC: EP 12.205 (“Administration of the Patent and Copyright”) draft to address faculty assigning works for purchase to students. This relates to a State Ethics Commission issue wherein a single UH faculty member was apparently selling a book of poetry to students. UH legal became involved, and should be covered in Patent EP. Edited, and is now an improved one sentence. Discussion followed. CAPP voted to review. Maureen &amp; Siobhán will review.</li> <li>4.</li> </ol> | <ol style="list-style-type: none"> <li>1. No action taken.</li> </ol>  |
| <b>Guests</b>              | <ol style="list-style-type: none"> <li>1. None</li> </ol>   | <ol style="list-style-type: none"> <li>1. No action taken.</li> </ol>  |
| <b>Committee Reports</b>   | <ol style="list-style-type: none"> <li>1. None</li> </ol>   | <ol style="list-style-type: none"> <li>1. No action taken.</li> </ol>  |
| <b>Unfinished Business</b> | <ol style="list-style-type: none"> <li>1. None</li> </ol>   | <ol style="list-style-type: none"> <li>2. No action taken.</li> </ol>  |
| <b>New Business</b>        | <ol style="list-style-type: none"> <li>1. Minor corrections to CAPP resolution for MFS October 21, 2020 (attached)</li> <li>2. Discussed CAPP response to “Post-Pandemic Planning” suggestions, inc. review CAB approach &amp; resolutions, and scheduling of CAPP meetings with affected departments</li> <li>3. Discussed Course evaluation system issues, inc. whether CAPP should meet with Provost and UH System Okimoto. Discussed repeating the same Covid-19 disruption Spring 2020 policy for CES, or not. Some Departments want to return to pre-Covid-1 and do mandatory CES, while others believe COVID disruption policy from spring should continue.</li> </ol> <p>Jim suggested we check with other committees that might be surveying faculty and including this in any</p>   | <ol style="list-style-type: none"> <li>1. Approved minor corrections to CAPP resolution unanimously. Sending to UHMFS Administrative officer John Kinder.</li> </ol> |

survey presented. Following the discussion, the 5 of 8? members agreed to the following actions steps:

- ❑ Jim will check with other committees to find out if any plan to include survey questions about course reserves.
- ❑ Chair will contact interim VCAA and explore the issue and get input on their expectations, etc.
- ❑ Chair will decide whether to draft a survey after speaking with interim VCAA

#### 4. Subcommittee Work/Discussion:

**Three** subcommittees will be ready to report on progress for next meeting Oct 28. For program review, Chair suggests looking at Google Drive documents on program review criteria; look at what other institutions are doing. etc. Chair can provide suggestions of what resources, etc to examine.

##### Undergraduate Certificate in Sexuality Studies

Nandini Chandra, Siobhán Ní Dhonacha, Maureen O'Brien

Nandini and Maureen have looked at the program and made notes but need to share/discuss. They will discuss progress, questions, etc. to date at the next meeting.

##### Undergraduate Certificate in Creative Computational Media

Kim Binsted, Rachel Lentz

Kim Binsted and Rachel Lentz will share progress report on their efforts at the Oct. 28 meeting.

##### Prior Learning Assessment/ Back Credits Policy

Kahikina de Silva, Jean Thoulag

Kahikina and Jean will share progress report on their efforts.

##### Undergraduate Certificate in Sustainability

Michael Cooney, Kim Binsted, Rachel Lentz

##### Grade Replacement Policy

Kahikina de Silva, Maureen O'Brien

##### Course Evaluation System

Nandini Chandra, Amanda Yoshioka-Maxwell

##### Outreach/Online Courses

Amanda Yoshioka-Maxwell, Michael Cooney

##### Student Data Policies re: online learning/"inclusive access"

Jean Thoulag, Rachel Lentz, Maureen O'Brien

## MĀNOA FACULTY SENATE

|                    |  |   |
|--------------------|--|---|
|                    | 5. CAPP Committee meeting schedule for Fall 2020 is the following (per Committee vote at an extra meeting held on 10.7.20): Wednesdays from 3:00 to 4:30 pm on 10.14.20, 10.28.20, 11.04.20, and 12.09.20. |   |
| <b>Adjournment</b> | 1. The next CAPP meeting will be October 28th, 2020 at 3:00 PM.  | The meeting was adjourned at 4:47 pm. Motion by Micael Cooney, and seconded by Kim Binsted. |

Respectfully submitted by Siobhán Ní Dhonacha (Secretary)

Approved unanimously on October 28th, 2020.