

**CAPP Committee  
Meeting Minutes**

**MEETING DATE:** September 30, 2022 1:00 PM - 2:30 PM

**LOCATION:** Zoom

**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	TIME
Edo Biagioni	P	Siobhán Ní Dhonacha	E		
Kathy Ferguson	P	Brian Richardson	P		
Patsy Fujimoto	P	Ku'u'lei Salzer-Vitale	E		
Hannah Manshel	P				
Jon Matsuda	P				
Ashley Maynard	P	Raphael Raphael	P		

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	CAPP Chair Maynard called the meeting to order at 1:05 PM. Brian Richardson introduced himself to the Committee.	
<b>Review of Minutes</b>	Minutes of the September 7, 2022 meeting were approved as circulated. (PF/JM)	
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>Received the requested formal referral for the Gen Ed Proposal from the SEC today.</li> <li>Met today with the SS, CALL deans regarding the ICS program. The Chair is hopeful regarding the next steps in resolving the issue.</li> <li>GenEd proposal</li> <li>Faculty hires: 7% retirement rate and not replaced.</li> <li>One Health Certificate has been referred to CAPP.</li> </ol>	<ol style="list-style-type: none"> <li>The Chair is creating spreadsheet of peer and benchmark institutions with gen ed requirements. The Chair will request data regarding where most transfer students originate.</li> <li>The Chair to ask Provost about the number of new hires.</li> </ol>

<b>SEC Report</b>	<p>There were no major actions at the last SEC meeting. President Lassner attended.</p> <ol style="list-style-type: none"> <li>1. There were questions about the hiring authorization process. SEC was referred to the Provost.</li> <li>2. Discussion on the GenEd Revision town hall/MFS feedback</li> <li>3. Additional data requested regarding the \$8 million operating costs.</li> <li>4. Budget Committee</li> </ol> <p>Key issues: Committee makeup/lists of candidates that need to be submitted to the Committee prior to hire.</p> <ol style="list-style-type: none"> <li>5. Strategic Plan: referral to MFS</li> <li>6. COE location change are in active discussions.</li> </ol>	<ol style="list-style-type: none"> <li>4. Committee requested the SEC liaison bring these concerns to the SEC/administration.</li> <li>5. Faculty feedback needs to be in an anonymous format. Such a format is being studied.</li> </ol>
<b>Graduate Council Report</b>	The Graduate Council met on September 20. There were no proposals and the meeting concentrated on training.	
<b>Confirmation of Committee Meeting Dates</b>	The following dates were confirmed for Committee meeting dates: 10/7, 10/28, 11/4, 12/2 and 12/9 (if needed), 1:00-2:30 PM via Zoom.	
<b>Discussion of Committee protocols</b>	<p>The following protocols have been accepted:</p> <ol style="list-style-type: none"> <li>1. Voting may be done electronically</li> <li>2. Subcommittee assignments will be continued for issues before the Committee</li> </ol>	
<b>One Health Certificate/ICS</b>	<p>The subcommittee members are: Brian Richardson and Kathy Ferguson.</p> <p>It was decided that Kathy Ferguson and Ashley Maynard will continue to monitor the progress of the process regarding ICS. A subcommittee maybe appointed if deemed necessary in the future.</p>	
<b>Gen Ed Proposal</b>	<p>There was extensive productive discussion regarding the Gen Ed proposal. Next steps were discussed by the Committee. CAPP members will be attending the scheduled town halls. Chair Maynard gave her general impression of the September 23 town hall.</p>	<p>Brian Richardson will be creating a document for the Committee to review for use.</p> <p>The following will be attending the town halls:</p> <p>10/3: Ashley Maynard/Kathy Ferguson  10/11: Brian Richardson/Patsy Fujimoto  10/13: Brian Richardson/Edo Biagioni</p>

The meeting was adjourned at 2:30 PM.(EB/PF)

Respectfully submitted,

Patsy K Fujimoto