

CAPP Committee Meeting Minutes

MEETING DATE October 9, 2019

MEETING TIME 3:00 PM - 4:30 PM

LOCATION Hawaii Hall 208

Attendance

Members

Name	Role	Attendance
Christine Irvine	Chair (Fall)	E
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	P
Siobhán Ní Dhonacha	Member	P
Carolyn Stephenson	SEC Liaison	P

Guests

Name	Role	Time
Hae Okimoto	Director of Academic Technologies	3:00 pm

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by L. Fulton at 3:01 PM.
Review of Minutes	Minutes from the September 25, 2019 meeting were reviewed.	Motion made by K. Govella, seconded by N. Chandra to approve the September 25, 2019 minutes. Minutes were approved by 5 with 2 abstentions.
Chair's Report	<ul style="list-style-type: none"> No report 	
SEC Liaison Report	<ul style="list-style-type: none"> No report 	
Action Items	<ul style="list-style-type: none"> None 	
Guest(s)	<p>Hae Okimoto - Course Evaluation System (3:00 pm). H. Okimoto reviewed her responses to CAPP's letter.</p> <ul style="list-style-type: none"> The old eCAFE system used to be open the last 2 weeks of the system, but UHM requested that it only be open for 1 week, which has strained the system. Her office received 759+ communications from students to the Help Desk, particularly students taking classes at multiple campuses who were confused about why their UHM evaluations were not available on the CES website at the same time as other evaluations. The other campuses give students 2 weeks to complete course evaluations, so the difference in time frames is difficult to manage. H. Okimoto proposed to keep the system open to all for two weeks but only notify UHM students during the one-week period. CAPP indicated they want to keep to the 1 week period to which Hae had agreed previously. Her office also received ~250 questions from UHM faculty about evaluations. Regarding notifying faculty about availability of evaluations, H. Okimoto suggested that the CES Coordinator should be the one to notify UHM faculty instead of her office. She has not been given a name for a UHM CES Coordinator. Evaluations are typically sent out after grades roll, 	<ul style="list-style-type: none"> H. Okimoto will email her responses to the CAPP questions to the committee and copies of the 2nd and 3rd reminder messages sent to students in Spring 2019. H. Okimoto agreed to remove the phrase "after <date> you will not have access to the system" from the message to the students. H. Okimoto agreed to include the information that is sent to students in the email that is sent to faculty. H. Okimoto indicated that CES is supposed to distribute to all classes, including X99 courses and courses with 3 students or fewer, per a memo from Lassner and Bruno. C. Stephenson will take this issue to UHMFSEC. H. Okimoto will send data on the number of responses by date at the end of each semester to CAPP.

	<p>but there were issues with campuses not rolling at the specified date, which caused confusion.</p> <ul style="list-style-type: none"> • Regarding evaluations in small classes, currently those students are receiving a warning message informing them that they can opt out. However, that does not necessarily address the anonymity concerns. C. Stephenson asked whether it was possible to exclude specific courses from CES or if it was mandatory to include all courses in the system and identified the issue for follow-up at SEC. • M. Cooney asked about the origins of administering both campus-wide and department-specific evaluation surveys. He pointed out the difficulties of completing different evaluations required by different departments for courses that are cross-listed. • N. Chandra asked about information security and H. Okimoto responded that the servers are at the same level of security as other campus apps like Banner. • H. Okimoto agreed to send data on CES completion to CAPP after each semester. • N. Chandra raised concerns about bias and other general issues with course evaluations. H. Okimoto said she would look into other data that might be available at the student level but wasn't sure it would be available due to privacy concerns. • Confusion regarding the rating scale was discussed. C. Dennison pointed out that red and green color-coding is problematic for those who are color blind. H. Okimoto said that this is currently being addressed for ADA compliance. • S. Ní Dhonacha raised some concerns with the common calendar across the UH system. 	
Committee Reports	1. Course Evaluation System Committee	<ul style="list-style-type: none"> • Wait for H. Okimotos to send her responses to CAPP questions. • Send a message to H. Okimoto summarizing the action items. • Set up a meeting with Laura Lyons.
	2. Prior Learning Assessment Committee C. Dennison and C. Irvine are in the process of gathering data.	

	3. Course Repeat and Grade Replacement Committee Invited Stephanie Kraft-Terry to discuss at the November 13 meeting (3:15 pm). S. Ní Dhonacha and K. de Silva will send some information for CAPP review before the next meeting.	
	4. Sustainability Committee. M. Cooney generated three scenarios for sustainability certificate and discussed some different sustainability initiatives on campus. Civil Engineering has a sustainability track. The new Engineering Science degree has tracks and there is potential for a degree there as well.	
	5. Participation Policy Committee L. Fulton is looking at peer and benchmark institutions, as well as some institutions with novel approaches. While she has been able to find student policies, finding the faculty side of participation policies has been difficult in some cases. Some institutions have different policies for classes of different sizes. Some institutions assess participation based on the students' final grades. University of Illinois counts participation as attending at least one class anytime in the semester.	
Unfinished Business	1. Agreement with Graduate Division C. Stephenson is waiting for a response.	
New Business	1. CAPP Program Review Checklist This document is still in draft form and for internal use only. Program proposal guidelines are being reviewed at the system level.	
	2. Graduate Certificate in Sustainability and Resilience Education CAPP is still waiting for the most recent version of the proposal, as well as responses to questions from Graduate Council.	<ul style="list-style-type: none"> • C. Stephenson will share a copy of the original proposal with CAPP.
	3. B.A. Public Policy [Proposal] S. Ní Dhonacha, C. Dennison, K. de Silva, and K. Govella volunteered to do the initial review.	

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Adjournment	The next meeting of CAPP will be on October 23, 2019.	M. Cooney made a motion to adjourn; seconded by K. Govella; unanimously approved. Meeting was adjourned at 4:53 PM.
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Respectfully submitted by Carolyn Dennison (Secretary)
Approved unanimously as amended on November 13, 2019.