

**CAPP Committee
Meeting Minutes**

MEETING DATE: December 9th, 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	E	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 at 3:00 PM by Chair Stephenson.
Review of Minutes	1. The minutes from the 11.25.20 CAPP meeting were reviewed.	1. Minutes approved: 7 in favor, 1 abstention.
Chair's Report	1. Discussed Grad Council/CAPP/SEC/MFS relationship and agreement current status and history in detail. Key issue is agreement as to whether UHMFS/SEC have purview over committee appointments via CFS, and over the review of new and proposed Graduate programs, via designate committee? Or does the Graduate Council have this purview, and therefore, can name committee members and determine committee composition?	1. No action taken.
SEC Report	1. The next UHM Faculty Senate meeting will be on 12.16.20 at 3:00 PM. Provost will be present to discuss Phase II Reorg with time for Q&A. 2. CAB working through changes to bylaws for two committees Gen Ed and ? to include those.	1. No action taken.

MĀNOA FACULTY SENATE

Guests	<ol style="list-style-type: none"> 1. Lani Teves of UHM Women's Studies. Reviewed submitted syllabi. CAPP Sub committee supportive of Certificate in general. Discussed written answers to Undergraduate Certificate in Sexuality Studies in detail. Lani discussed name change and budget allocation from UHM Women's Studies to Gender, Sexuality, and Women's Studies, and will follow up with any possible additional information. Next steps are that Lani Teves will request access to the survey referenced from the survey creator. 	<ol style="list-style-type: none"> 1. No action taken.
Committee Reports	<ol style="list-style-type: none"> 1. None 	<ol style="list-style-type: none"> 1. No action taken.
Unfinished Business	<ol style="list-style-type: none"> 1. Review CAPP meeting 10.29.20 with affected Departments: ICS Question posed: Does CAPP, as a result of this meeting, want to write to BOR on behalf of CAPP to address the issue that the Provost has said this change had nothing to do with budget cuts? The communication would essentially request that Departments are not forced into changes that are actually not budget related or affected in any way. Detailed discussion followed. 	<ol style="list-style-type: none"> 2. Kim Binsted will draft a letter to send to the CAPP Committee for review, with further and final action to be determined.
New Business	<ol style="list-style-type: none"> 1. Synchronous/asynchronous online issue: complaint data and letter. Discussion of implicit bias against asynchronous classes. Discussed the possibility there might be an effort to harmonize workloads by pushing for more synchronous classes or because asynchronous classes are hard to quantify? Following discussion members agreed they wanted Chair to write a letter to iVPAA Laura Lyons and reiterate our request to have the data from the on surveys and complaints and requesting it again. CAPP could then follow up later to address the bias issue if the data backs up evidence of bias. 2. Meeting with Interdisciplinary Studies in January. 2021 to be scheduled. 3. Consultation on Small undergrad and grad courses (EP 5:XXX) Replied to Deborah Halbert, need subcommittee members. Chair stated the need for subcommittee members, and asked members to volunteer. If you are willing, inform the Chair. 4. Request to meet with CAPP on M5.114 credit hour policy review: January meeting with Laura Lyons, 	<ol style="list-style-type: none"> 1. Members voted unanimously to authorize chair to send a letter to iVCAA Laura Lyons and ask again for the complaints and data admin used that led to the email about synchronous/asynchronous classes.

April Goodwin, and Mike Menchaca. Chair stated the need for subcommittee members, and asked members to volunteer. If you are willing, inform the Chair.

5. EP 12.205 ("Administration of the Patent and Copyright") draft to address faculty assigning their works for purchase to students. Maureen & Siobhán on this sub committee..
6. Set schedule for Spring 2021 CAPP meetings: CAPP agreed to meet 2nd and 4th Wednesdays of the month from 3:00 to 4:45 PM, with some members attending later or needing to leave at 4:30 PM on a regular or intermittent basis. First meeting dates are January 13th & 27th. Chair will research and share the remaining meeting dates at the first CAPP meeting in January 2021.
7. Subcommittee Work/Discussion: Chair commented that we are behind in the subcommittees; however, have reviewed 2 certificates.

Undergraduate Certificate in Sexuality Studies
Nandini Chandra, Siobhán Ní Dhonacha, Maureen O'Brien - Lani Teves presented 12.9.20

Undergraduate Certificate in Creative Computational Media
Kim Binsted, Rachel Lentz
Drafts of the three documents prepared by the subcommittee were reviewed: Letter Draft to proposal developers, Program Review checklist, and Resolution Draft

Letter- Chair felt this was a strong start. However, the question was raised if the proposal needed to address and clarify any implications from pending reorganizations related to the last sections of the letter about implications with the proposed department reorgs. Members felt there were no major issues and related to faculty, it was "the same players, just different places".

Members did agree that the letter should ask for clarification to address the 3 questions- what is the broader need in the local/Hawaii State community for this program; clarify the program recruitment details, and describe the plans for "balance" of students accepted into the program. Members also recommended to omit the section of the letter related to this.

	<p>A related matter is who is the lead on this proposal to address and send the letter. Chair will find out who is lead and subsequently forward the letter after CAPP members have endorsed the final letter contents. Kim and Racheal will collaborate to finalize the letter with Chair. All voted in favor. (6)</p> <p>b. Resolution- Chair commented that resolution is good; it's concise and clear. Minor changes as needed can be done later after answers to CAPP's remaining questions about the proposal are reviewed. Chair's cautioned about this " WHEREAS, this certificate will utilize only existing and approved resources present at the University of Hawai'i at Mānoa;" May need to rephrase this at some future point the program may need additional resources.</p> <p>Prior Learning Assessment/ Back Credits Policy Kahikina de Silva, Jean Thoulag</p> <p>Undergraduate Certificate in Sustainability Michael Cooney, Kim Binsted, Rachel Lentz Makena Coffman will come in January 2021 to discuss the Certificate in Sustainability. Michael C shared he became aware that there is a new committee expanded from the old committee.</p> <p>Grade Replacement Policy Kahikina de Silva, Maureen O'Brien</p> <p>Course Evaluation System Nandini Chandra, Amanda Yoshioka-Maxwell</p> <p>Outreach/Online Courses Amanda Yoshioka-Maxwell, Michael Cooney</p> <p>Student Data Policies re: online learning/"inclusive access" Jean Thoulag, Rachel Lentz, Maureen O'Brien</p> <p>8. CAPP Committee meeting schedule for Spring 2021 is the following: (Wednesdays) from 3:00 to 4:45 pm on 1.13.21 & 1.27.21. Chair will research and share Spring 2021 meeting dates.</p>	
Adjournment	<p>1. The next CAPP meeting will be January 13th, 2021 at 3:00 PM.</p>	<p>The meeting was adjourned at 4:47 pm by proclamation.</p>

Respectfully submitted by Siobhán Ní Dhonacha (Secretary)

Approved unanimously on January 13th, 2021.