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COMMITTEE ON ACADEMIC POLICY & PLANNING
MEETING MINUTES

MEETING DATE: November 8, 2017 **3:00 PM - 4:30 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
William Gosnell	E	Nicole Ziegler	P			None	
Joseph Mobley (Secretary)	E	Ulrich Kozok	P				
Willy Kauai	E	James Potemra (Vice- Chair)	P				
Carolyn Stephenson (Chair)	P	Justin Clapp - Leave					
Susan Nakaoka	E	Brian Powell, liaison	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Stephenson at 3:00 PM.
REVIEW OF MINUTES	1. The meeting minutes of October 25, 2017 were distributed electronically for comments.	Motion to approve the October 25, 2017 minutes as amended. Approved unanimously (4-0-0).
CHAIR'S REPORT	1. None	
UNFINISHED BUSINESS	1. None	
BUSINESS	1. Discussion on TOEFL minimum scores; subcommittee chair (Nicole) is collecting information from other schools and local UH personnel.	1. No action.



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	2. Discussion on Course Evaluation System: removed duplicate questions; re-worded some questions; categorized remaining questions as useful, maybe useful and not useful	2. J. Potemra will distribute revised proposed question list.
ADJOURNMENT	Next meeting will be held on November 22, 2017 from 3:00 PM - 4:30 PM in Hawaii Hall 208.	Motion to adjourn by N. Ziegler; seconded by J. Potemra Passed unanimously. Meeting adjourned at 4:30 PM.

Respectfully submitted by Joseph Mobley, Secretary.

Approved on November 22, 2017 with 6 votes in favor of approval and 0 against.