

## CAPP Committee Meeting Minutes

**MEETING DATE** September 25, 2019

**MEETING TIME** 3:00 PM - 4:30 PM

**LOCATION** Hawaii Hall 208

### Attendance

#### Members

Name	Role	Attendance
Christine Irvine	Chair (Fall)	P
Lori Fulton	Vice-Chair	E
Carolyn Dennison	Secretary	P
Kristi Govella	Chair (Spring)	P
Nandini Chandra	Member	P
Michael Cooney	Member	P
Kahikina de Silva	Member	E
Siobhán Ní Dhonacha	Member	P
Carolyn Stephenson	SEC Liaison	P

#### Guests

Name	Role	Time
Paul McKimmy	SEC member	4:00 pm

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by Chair C. Irvine at 3:00 PM.
<b>Review of Minutes</b>	Minutes from the September 4, 2019 meeting were reviewed.	Motion made by S. Ní Dhonacha seconded by N. Chandra to approve the September 4, 2019 minutes. Minutes were unanimously approved.
<b>Chair's Report</b>	<ul style="list-style-type: none"> <li>• 5-week academic calendar discussion</li> <li>• Upcoming guests - Paul McKimmy September 25 Hae Okimoto and Laura Lyons October 9</li> <li>• S. Ní Dhonacha has invited Stephanie Kraft-Terry to discuss grade replacement policy and she will attend November 13 at 3:15 PM.</li> </ul>	
<b>SEC Liaison Report</b>	<ul style="list-style-type: none"> <li>• Public Policy BA proposal sent from SEC to CAPP</li> <li>• Need resolution for Graduate Certificate in Sustainability and Resilience Education. At its April meeting, Graduate Council asked questions and suggested changes. Need a copy of the revised proposal and responses to questions.</li> <li>• Received reply to memo on process from Graduate Education Office to MFS.</li> </ul>	<ul style="list-style-type: none"> <li>• Per agreement between Graduate Council, SEC, CAPP, and OVCAA, CAPP will write a resolution to bring to MFS.</li> <li>• C. Irvine will request a copy of the revised proposal for the Graduate Certificate and responses to questions sent by Graduate Council to the program from OVCAA and Graduate Council in April 2019.</li> </ul>
<b>Action Items</b>		
<b>Guest(s)</b>	<p>Paul McKimmy - follow up on student online data protection (4:00 pm).</p> <p>There is a draft executive policy that is still being revised. It will come out for review probably soon.</p>	<ul style="list-style-type: none"> <li>• P. McKimmy will recommend additional revisions (i.e., include faculty) and will recommend routing through MFS for review when draft policy is ready for review.</li> </ul>
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. Sustainability Committee. M. Cooney reviewed II benchmark and peer institutions. Put together a table showing findings. Benchmark institutions had more classes and activities. Benchmarks more likely to go through the Office of Sustainability. Only a few had SUS designations but rather lists of courses. Found three undergraduate certificates in sustainability. Those three were university wide: U. of Iowa, U. of</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait for new proposal for undergraduate certificate</li> </ol>

	<p>Pittsburgh, and Mississippi State. Two had a few core, list of courses campus wide, and capstone. Other had tracks - humanities, social sciences, etc.</p> <p>Iowa had tracks that were faculty derived names. All were administered by a campus level office. One allowed colleges to designate a required course for their students.</p> <p>All other institutions had department based programs not offered campus wide.</p> <p>General conclusion: All had limited number of core courses, a number of breadth/tracks courses, and a capstone. Called tracks or concentration, not certificates.</p> <p>UHM already has global and environmental science program and the College of Engineering has a sustainability program. UH already has split sustainability offices in two places: (1) projects and (2) academic side - main focus is undergrad certificate. Also environmental humanities initiative.</p>	
	<p>2. Prior Learning Assessment Committee.</p> <p>C. Dennison and C. Irvine are working on a Google Sheet to look at peer and benchmark institutions.</p>	
	<p>3. Course Repeat and Grade Replacement Committee/Invited Stephanie Kraft-Terry to discuss at a future meeting. Looking at national models. Will share documents in the drive when available.</p>	
	<p>4. Course Evaluation System Committee.</p> <p>Laura Lyons is official CES person for Manoa. She will be coming on October 9 with Hae Okimoto. K. Govella compiled a list of issues from 2018-2019 related to CES.</p>	<p>The CES subcommittee drafted a letter to H. Okimoto and L. Lyons.</p>
	<p>5. Participation Policy Committee.</p> <p>L. Fulton began collecting information from other universities shared in the drive.</p>	
<b>Unfinished Business</b>	<p>1. Process agreement between Graduate Division, UHMFSEC, and OVCAA.</p>	<p>C. Stephenson will take CAPP suggestions back to drafting group..</p>

## MĀNOA FACULTY SENATE

<b>New Business</b>	1. Draft letter to Hae Okimoto and Laura Lyons	1. C. Irvine will ask John Kinder to find the original memo that listed courses that would not be evaluated. CAPP members should review draft letter to H. Okimoto and L. Lyons and provide suggested revisions.
	2. BA Public Policy Invite several people to discuss issues about this proposal.	2. Committee will review documents and determine who to invite to CAPP to discuss. C. Irvine will send email to committee asking for a lead.
<b>Adjournment</b>	The next meeting of CAPP will be on October 9, 2019.	K. Govella made a motion to adjourn; seconded by N. Chandra. Meeting adjourned at 4:55 PM.

Respectfully submitted by Carolyn Dennison (Secretary)

Approved were approved by 5 with 2 abstentions on October 9, 2019.