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**COMMITTEE ON ACADEMIC POLICY & PLANNING**  
**MEETING MINUTES**

**MEETING DATE:** September 13, 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	P	Nicole Ziegler	P			None	
Joseph Mobley (Secretary)	P	Ulrich Kozok	P				
Willy Kauai	E	James Potemra (Vice Chair)	P				
Carolyn Stephenson (Chair) arrived 3:10 pm	P	Justin Clapp (Leave)	E				
Susan Nakaoka	A	Brian Powell, liaison	P	John Kinder, staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by B. Powell, SEC liaison at 3:03 PM.
<b>REVIEW OF MINUTES</b>	1. None	
<b>CHAIRS REPORT</b>	1. Aloha & Welcome	1. Introductions made.
<b>UNFINISHED BUSINESS</b>	1. None	
<b>BUSINESS</b>	1. Committee on Academic Policy & Planning (CAPP) Kick-off presentation  2. Election of CAPP Officers a. Chair	1. Reviewed and discussed.  2. <b>A.</b> Motion by W. Gosnell; seconded by J. Potemra to



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	<p>b. Vice Chair</p> <p>c. Secretary</p> <p>3. Discussion of potential issues for CAPP:</p> <p>45 upper division credit-hour waiver: request by Psychology Course Evaluation System: Implementation Details High D/F/I/W Courses: Retention Issue Credit Hour Audit Policy Grade Replacement Policy Low Enrollment Programs Withdrawal and Drop Deadlines BANNER “hides” previous grades for transfer students (credit/no-credit) Policy to encourage Open Educational Resources? Revise TOEFL Requirement? UH requires 100, Berkeley 85, U. Illinois 79 Recommendations for professional programs later in the day?</p>	<p>nominate C. Stephenson as Chair. Approved unanimously.</p> <p><b>B.</b> Motion by J. Mobley; seconded by W. Gosnell to nominate J. Potemra as Vice Chair. Approved unanimously.</p> <p><b>C.</b> Motion by W. Gosnell; seconded by N. Ziegler to nominate J. Mobley as Secretary. Approved unanimously.</p> <p>3. Reviewed and discussed.</p>
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	<p>4. Discussion on CAPP liaison to the Graduate Council</p> <p>5. Approving CAPP meeting schedule for the 2017-18 AY</p>	<p>4. Action deferred until CAPP has more insight to this position.</p> <p>5. Approved CAPP Fall meeting schedule in Hawaii Hall 208: 9/27/17 2:00pm-3:00pm; 10/11/17 3:00pm-4:30pm; 10/25/17 3:00pm-4:40pm; 11/8/17 3:00pm-4:30pm; 11/22/17 3:00pm-4:30pm; and 12/6/17 2:00pm-3:00pm.</p>
<b>ADJOURNMENT</b>	The next CAPP meeting is on September 27, 2017 in Hawaii Hall 208 from 2:00 pm - 3:00 pm.	Motion to adjourn by W. Gosnell; seconded by J. Mobley. Passed unanimously. Meeting adjourned at 4:12 PM.

Respectfully submitted by John Kinder, staff.

Approved on September 27, 2017 with all votes in favor of approval.