**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** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by B. Powell, SEC liaison at 3:03 PM. |
| **REVIEW OF MINUTES** | 1. None |  |
| **CHAIRS REPORT** | 1. Aloha & Welcome | 1. Introductions made. |
| **UNFINISHED BUSINESS** | 1. None |  |
| **BUSINESS** | 1. Committee on Academic Policy & Planning (CAPP) Kick-off presentation 2. Election of CAPP Officers    1. Chair    2. Vice Chair    3. Secretary      1. Discussion of potential issues for CAPP:  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? 2. Discussion on CAPP liaison to the Graduate Council 3. Approving CAPP meeting schedule for the 2017-18 AY | 1. Reviewed and discussed. 2. **A.** Motion by W. Gosnell; seconded by J. Potemra to nominate C. Stephenson as Chair. Approved unanimously.   **B**. Motion by J. Mobley; seconded by W. Gosnell to nominate J. Potemra as Vice Chair. Approved unanimously.   **C.** Motion by W. Gosnell; seconded by N. Ziegler to nominate J. Mobley as Secretary. Approved unanimously. 3. Reviewed and discussed. 4. Action deferred until CAPP has more insight to this position. 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. |
| **ADJOURNMENT** | 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.