**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. 2. Discussion on Course Evaluation System: removed duplicate questions; re-worded some questions; categorized remaining questions as useful, maybe useful and not useful | 1. No action. 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.