**COMMITTEE ON ACADEMIC POLICY & PLANNING**

**Meeting Minutes**

**Meeting Date:** January 10, 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 |  |  |  |  |
| Joseph Mobley (Secretary) | P | Ulrich Kozok | P |  |  |  |  |
| Willy Kauai | P | James Potemra (Vice Chair) | P |  |  |  |  |
| Carolyn Stephenson (Chair) | P | Justin Clapp | P |  |  |  |  |
|  |  | 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 |  |
| **GUEST** |  |  |
| **REVIEW OF MINUTES** | 1. The meeting minutes of December 6, 2017 were distributed electronically for comments. | Motion to approve the December 6, 2017 minutes as amended; Approved unanimously. |
| **CHAIRS REPORT** | 1. We welcome Justin Clapp, who was on leave last semester. 2. Susan Nakaoka has resigned and left UH, leaving us with only 8 members. Do we need to request a 9th member? 3. Meeting schedule for spring 2018 semester 2nd and 4th Wednesdays 3 to 4:30pm. Thus January 10, 24, February 14, 28, March 14, April 11, 25. 4. Status of CAPP Issues and subcommittees as of January 2018:   Issue Subcommittee  Advanced Professional Certificate in Dental Gosnell, Mobley  Hygiene.  Course Evaluation System Kozok, Gosnell, Potemra  Credit Removal Policy (Chair sent Potemra, Ziegler  memo to OVCAA December 12, 2017  Prior Learning Assessment Kauai, Kozok  Revise TOEFL requirement Ziegler, Kauai  High D/F/I/W policy Mobley  Low enrollment programs Kauai  Withdrawal and drop deadlines Kauai  BANNER hides previous grades for Gosnell  transfer students/shows only Credit/no credit  Grade replacement policy renewal  Credit hour audit policy (monitor only)  Policy to encourage open educational closed/not assigned  resources  Psychology request re: upper division completed/denied  course credits | 1. Action. |
| **UNFINISHED BUSINESS** |  |  |
| **BUSINESS** | 1. N. Ziegler reported on TOEFL requirement. Issue is that requirements may be too high for admission (Currently minimum TOEFL score of 61 required for enrollment; score of 61-100 requires in-house test; 85% of international students score 100 or above); UHM is unique in that we allow students to enroll concurrently in language development and regular courses. For graduate assistants, OGE requires TOEFL scores of 100 or above.   2. W. Kauai presented on Prior Learning Assessment. This approach takes many forms including the offering of college credits to high school students, as well as college credits to adult students who develop portfolios based on prior professional and military experience, among other sources. U. Kozok also reported that if students take a third year language course they can get credit for up to 16 back credits for courses they have not taken. He also reported on how this policy affects Indo-Pacific Languages and Literature.  3. Grade Replacement Policy Renewal | 1. N. Ziegler to follow up with additional data on peer and benchmark institutions at Feb 14 CAPP mtg; W. Kauai will check with ELI Research about success metrics 2. AVCAA Halbert will present data on this issue at Jan 28 meeting 3. Clapp and Potemra added to committee |
| **ADJOURNMENT** |  | * Motion to adjourn Passed unanimously. Meeting adjourned at 4:30 pm. |

Respectfully submitted by Joseph Mobley, Secretary.

Approved unanimously on January 24, 2018 with 5 votes in favor of approval and 0 against.