**Committee on Policy and Planning**

**Meeting Minutes**

**Meeting Date:** February 14, 2018

**Location:** Hawaii Hall 208

**Attendance:** [P = Present; A = Absent; E = Excused]

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Carolyn Stephenson | P | Willy Kauai | P |  |  | Debora Halbert | 3:00 PM -  3:22 PM |
| William Gosnell | P | Ulrich Kozok | E |  |  | Hae Okimoto | 3:35 PM -  4:07 PM |
| James Potemra | E | Nicole Ziegler | E |  |  | Christine Sorensen, SEC Chair |  |
| Joseph Mobley | P |  |  |  |  |  |  |
| Justin Clapp | P |  | P |  |  |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | Meeting was called to order by Chair Stephenson at 3pm |  |
| **REVIEW OF MINUTES** | 1. The meeting minutes of January 24, 2018 were distributed electronically for comments. | January 24, 2018 minutes approved unanimously. Vote 4-0. |
| **COURSE EVALUATION SYSTEM (CES)** | 1. Debora Halbert, AVCAA, reported that the architecture of the CES is uploaded and ready to go, planning for Fall 2018; On March 21 at 2-3pm (Kuy 101) an all-chairs meeting will address CES |  |
| **CES** | Hae Okimoto, Director of Academic Technology Services for UH System answered questions CAPP asked:   1. Issue of timing (opening evaluations two weeks before end of classes and closing CES prior to final exams); not “set in stone” and can be changed; 2. Issue of response rate--for e-Cafe the majority of responses came after the first and second reminders (will send data) 3. Order of questions--e.g., do demographic questions come first or at end; order of remaining questions (answer per H. Okimoto: faculty questions come first; department questions next, then college then Manoa); re: order of demographic questions, those are up to faculty. One possibility is that demographics could be collected automatically via connection to Banner; 4. Issue of multiple instructors or TAs--assuming instructors came from different departments, could be allocated based on whatever subject code students registered for; remaining challenge is when two or more instructors are teaching same course (same CRN); 5. Can instructors ask open-ended questions? Answer: yes 6. More on CES roll-out--ITS needs to know structural changes, i.e., ordering of questions by organizational level by June 1; campus questions by July 1; division/department/college questions by Aug. 1. |  |
| **RESOLUTION FOR ADVANCED PROFESSIONAL CERTIFICATE FOR EXPANDED FUNCTION DENTAL HYGIENE IN PEDIATRICS** | 1. Advanced Professional Certificate in Dental Hygiene:   resolution brought by committee (Mobley & Gosnell) reviewed and revised. | J. Mobley to contact Dental Hygiene for dates of 5-yr grant;  Resolution as amended approved unanimously (Vote: 5 for; 0 against). |
| **PROPOSAL FOR BS IN ENGINEERING SCIENCES** | Clapp reported that subcommittee is currently examining proposal; |  |
| **GRADE REPLACEMENT POLICY/COURSE REPEAT POLICY** | C. Sorensen, SEC Chair, reported that she met with System VP Straney and that there is no need at this time to develop a system-wide course repeat policy; the issue will only be monitored at this time.  Committee still needs to deal with renewal issue and consistency between Senate resolution and UH Catalog description. |  |
| **ADJOURNMENT** |  | Meeting adjourned at 4:30PM |

Respectfully submitted by Joseph Mobley, Secretary.

Approved on Feb 28, 2018 with 7 votes in favor of approval and 0 against.