**Committee on Academic Policy and Planning**

**Meeting Minutes**

**Meeting Date: September 26, 2018 3:00 PM - 4:30 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Carolyn Dennison | P | Hyoung-June Park | E |  |  | None |  |
| William Gosnell | P | Nicole Ziegler | P |  |  |  |  |
| Kristi Govella | E |  |  |  |  |  |  |
| Paul McKimmy | P |  |  |  |  |  |  |
| Randall Minas | P | C. Stephenson - SEC liaison | P |  |  |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | Meeting was called to order by Chair Gosnell at 3:05 PM |  |
| **REVIEW OF MINUTES** | 1. Corrections made |  |
| **CHAIR’S REPORT** | 1. None |  |
| **GUESTS** | 1. None |  |
| **BUSINESS** | 1. *Implementation of the Course Evaluation System (CES)*  Timeline of Manoa implementation of Course Evaluation System [[DOC](https://docs.google.com/document/d/1iPgBM74yrRHFqhd7lePm6m4B-DslF8xg0gDQ6K4Dkcs/edit?usp=sharing)] 20170510 Resolution Towards Implementation of UH-Manoa on CES [[DOC](https://docs.google.com/document/d/1F-ET2Sqq81u-jVWz5fQBCnl5cqSVG3FrOlWAUEmEVaM/edit?usp=sharing)] 20180313 CAPP letter to the OVCAA on Course Evaluation System [[DOC](https://docs.google.com/document/d/1jJRb6iwrCyi4nC-IW6BqBDDgHgORRYJUHRjP0EhkmfQ/edit?usp=sharing)]    1. One week to be designated for CES; timing is left to CAPP. Proposing Friday through Friday.    2. Changing tense of 6 common UHM questions to past tense.    3. Should NA or “no answer” an option? Students can already skip questions.    4. Elective vs. Required status of the course under review can not be gleaned from Banner. Do we need to collect this from the student? No motion offered. 2. *Motion on the UH Manoa Grade Replacement Polic*y [[DOC](https://docs.google.com/document/d/1O_6RoYmj_7xkt8C8RBq7cXM6EkTdqpFDxiiQcA9KPtk/edit?usp=sharing)]   CAPP resolution has not been implemented. Get a status report.   1. *“Back Credits” Prior Learning Assessment (PLA) issue* [[DOC](https://drive.google.com/open?id=0B8q1azgYoGtWWjQyVUtwQjYzNHNaVHZXa3NFcnZsVTVBdklV), VCAA referral] 4.15 Prior Learning Assessment Issue [[DOC](https://web.archive.org/web/20161105142634/http://www.hawaii.edu:80/uhmfs/issues/index.html)] and PLA-UHPA [Memo](https://drive.google.com/open?id=1ZOnZqmSNHZqY-ri8riM1MvIkpjBivh2A). [Summary of Issues](https://docs.google.com/document/d/1Lek1VklEuAOxp15vGAcoq3WrqX8zqMgm8ssDVUCXwJM/edit) (per P. McKimmy)   LLL addressed CAPP last year, opposing any changes to current back credit practice; either in fee or eliminating credits. Philosophy on University function determines stance on PLA.   1. *Proposal for an Undergraduate Certificate in Sustainability from the College of Social Sciences and College of Tropical Agriculture & Human Resources* [[Authorization to Plan](https://docs.google.com/document/d/1_1YjnWhYMYb1iXnmnnia45WnseF7gJNGEGVP8ZquuA8/edit?usp=sharing)] Pending assignment to a sub-committee member(s). 2. *Proposal for a Bachelor of Science in Construction Engineering in the College of Engineering* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWUGZYYTRPaGdSTnFYNFM4LWRhbVlKdndHLU1J)] 3. *Proposal for a Masters of Science in Marketing Management* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWVWlEOUVHUkhEa2xMT1Q5eUpSczZvU3dqaW4w)] 4. *Proposal for Master of Science in Information Systems (MSIS)* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWVHFKNE5VQWMyM2Z4azFVdUltVkJaTTBIR2Zz)] 5. *Proposal for a Master of Science in Finance (MSF)* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWNXU0eWlGczBnSEVlUmVHMW1Ud1l4T1hPQ0Rn)] 6. *Proposal for Undergraduate Certificate in Geospatial Information Science* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWdkIzVFR6MDBIRDN5VlVRWlRoSUhfUktwRXIw)] 7. *CAA Policy Proposal - Revision to Undergraduate Academic Actions Policy* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWMDRDRHhlU2FvRDl4SXc3bkpuQWZNR05Oa1U0)] 8. *UHM Inclusive Access practices* [Summary of issues](https://docs.google.com/document/d/13oNtUVxBUVcNVAhQHdn-fmgcOBpIWDIHDev6OEPN-_0/edit?usp=sharing) (P. McKimmy) | Motion by P. McKimmy, seconded by N. Ziegler: CES should run 8 days terminating on the Friday after last day of instruction, each semester. Approved unanimously.  Motion by P. McKimmy, seconded by W. Gosnell: 6 Common UHM CES questions should be changed to past tense for consistency. Approved unanimously.  Motion by P. McKimmy, seconded by W. Gosnell: that CES metrics for the 6 UHM common CES questions should be Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree. No option for “No answer” should be added. Approved unanimously.  W. Gosnell & C. Stephenson, to write a letter to D. Halbert & H. Okimoto via SEC with decisions as above.  Assigned to Randall Minas for review and follow up.  N. Ziegler & P. McKimmy to invite input from larger Senate body and form a proposal for CAPP resolution along with summarized input.  Pending committee members.  R. Minas & C. Dennison to review and report.  N. Ziegler & K. Govella to review and report.  N. Ziegler & K. Govella to review and report.  N. Ziegler & K. Govella to review and report.  C. Dennison & R. Minas to review and report.  Pending committee members.  Reviewed bookstore current practices, UC draft policies/practices for learning data. Invite B. Meinke to address CAPP, R. Minas and P.McKimmy to confer and propose a similar policies and practices for CAPP discussion, and consider interim report from CAPP including summary of issues. |
| **NEW BUSINESS** | 1. None |  |
| **ADJOURNMENT** | The next CAPP meeting will be on October 10, 2018 in Hawaii Hall 208 from 3:00 PM - 4:30 PM. | Motion by W. Gosnel to adjourn; seconded by P. McKimmy Meeting adjourned at 4:45 PM |

Respectfully submitted by K. Govella, Secretary.

Approved on October 10, 2018 with 5 votes in favor of approval and 0 against.