**Committee on Academic Policy and Planning**

**Meeting Minutes**

**Meeting Date: October 10, 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 | E | Hyoung-June Park | P |  |  | None |  |
| William Gosnell | E | Nicole Ziegler | P |  |  |  |  |
| Kristi Govella | P |  |  |  |  |  |  |
| 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 Vice Chair McKimmy at 3:04 PM. |  |
| **REVIEW OF MINUTES** | 1. No amendments | Motion by R. Minas to approve, unanimously approved |
| **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)] 20181008 CAPP Letter to Hae and OVCAA on Course Evaluation System [[DOC](https://drive.google.com/open?id=1J_cvTuoBHwqXzmoUOrkkFhCEguLLVSYY)]    1. Letter sent on 10/8 by W. Gosnell and C. Stephenson to D. Halbert and H. Okimoto via SEC with decisions made on 9/26 about common CES questions. 2. *Proposed Future CAPP Meeting Dates* Held in Hawaii Hall 208 unless otherwise noted:    1. October 24, 3-4:30 pm    2. November 7, 3-4:30 pm    3. November 21, 3-4:30 pm    4. Dec 5, 3-4:30 pm (Hawaii Hall 209)    5. January 9, 3:30-5 pm    6. January 23, 3-5 pm    7. February 6, 3-5 pm    8. February 13, 3:30-5 pm    9. February 27, 3-5 pm (Hawaii Hall 209)    10. March 6, 3:30-5 pm    11. April 3, 3-5 pm    12. April 10, 3:30-5 pm    13. April 24, 3-5 pm (Hawaii Hall 209)    14. May 1, 3-5 pm (Hawaii Hall 209) 3. *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] 20140924 PLA-UHPA Memo [[DOC](https://drive.google.com/open?id=1ZOnZqmSNHZqY-ri8riM1MvIkpjBivh2A)]   4.15 Prior Learning Assessment Issue [[LINK](https://web.archive.org/web/20161105142634/http://www.hawaii.edu:80/uhmfs/issues/index.html)]  Summary of issues per P. McKimmy [[DOC](https://docs.google.com/document/d/1Lek1VklEuAOxp15vGAcoq3WrqX8zqMgm8ssDVUCXwJM/edit)]  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* [[Proposal](https://docs.google.com/document/d/1_1YjnWhYMYb1iXnmnnia45WnseF7gJNGEGVP8ZquuA8/edit?usp=sharing)]  Pending assignment to 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=16c3EzxEKItEr5Ioi_sIuejW8qCohPH-8)] [[Resources](https://drive.google.com/open?id=1R3JPOpfTF4Z9vmnm1f-jy3gFmB98znxm)]   Authorization to Plan [[DOC](https://drive.google.com/open?id=0B8q1azgYoGtWUGZYYTRPaGdSTnFYNFM4LWRhbVlKdndHLU1J)]   * 1. CAPP acknowledges receipt of proposal  1. *Proposal for a Masters of Science in Marketing Management* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWVWlEOUVHUkhEa2xMT1Q5eUpSczZvU3dqaW4w)] 2. *Proposal for Master of Science in Information Systems (MSIS)* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWVHFKNE5VQWMyM2Z4azFVdUltVkJaTTBIR2Zz)] 3. *Proposal for a Master of Science in Finance (MSF)* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWNXU0eWlGczBnSEVlUmVHMW1Ud1l4T1hPQ0Rn)] 4. *Proposal for Undergraduate Certificate in Geospatial Information Science* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWdkIzVFR6MDBIRDN5VlVRWlRoSUhfUktwRXIw)] 5. *CAA Policy Proposal - Revision to Undergraduate Academic Actions Policy* [[Proposal](https://drive.google.com/open?id=0B8q1azgYoGtWMDRDRHhlU2FvRDl4SXc3bkpuQWZNR05Oa1U0)] 6. *UHM Inclusive Access Practices* Summary of Issues per P. McKimmy [[DOC](https://docs.google.com/document/d/13oNtUVxBUVcNVAhQHdn-fmgcOBpIWDIHDev6OEPN-_0/edit?usp=sharing)] | All CAPP members should review their calendars and identify potential conflicts.  Assigned to R. Minas for review and follow-up.  Tabled for 10/24/18 meeting.  N. Zeigler & P. McKimmy will continue research on other institutions’ practices in preparation to invite input from larger Senate body and form a proposal for CAPP resolution along with summarized input.  C. Stephenson to invite M. Coffman, M. Price, and A. Kimura to address CAPP on 10/24/18. All CAPP members should review materials prior to meeting.  R. Minas, C. Dennison and H. Park to review and report. H. Park to share as appropriate within Architecture, summarize potential for overlap to CAPP.  N. Ziegler & K. Govella to draft a resolution for committee review.  R. Minas to add an addendum with data on student interest. N. Ziegler & K. Govella to draft a resolution for committee review.  N. Ziegler & K. Govella to draft a resolution for committee review.  R. Minas to draft a resolution for committee review.  P. McKimmy will invite CAA to a CAPP meeting. All CAPP members will review proposal.  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 24, 2018 in Hawaii Hall 208 from 3:00 PM-4:30 PM. | Motion by R. Minas to adjourn; seconded by N. Ziegler. Meeting adjourned at 4:25 PM. |

Respectfully submitted by Kristi Govella, Secretary.

Approved on October 24, 2018 with 6 votes in favor of approval and 0 against.