

May 4, 2010

TO: David Ross, Chair
Mānoa Faculty Senate

FROM: Sarita Rai, Chair
Committee on Academic Policy and Planning (CAPP)

RE: AY 2009-2010 Year-End Report

Charge

The Committee, acting upon recommendations and finding made by its subcommittees, shall make specific recommendations of either approve, disapprove or recommended action to the Senate Executive Committee on matters of academic goals, policies, and programs with respect to standards of professional ethics; establishment and modifications of degree programs and curricula, admissions and graduation requirements, and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs.

Committee Membership

Anna Ah Sam, Edoardo Biagioni, John Butler, James Cartwright, Richard Chadwick (Co-Chair), Joel Cohn, Martha Crosby (SEC liaison), Elton Daniel, Vilsoni Hereniko, Ellen Hoffman, Daniel Jenkins, Jon Matsuda, Katrina-Ann Oliveira, Sarita Rai (Chair), Stacy Roberts, and Guangyi Wang. Member William Ward resigned early in the Fall due to pressing commitments. All 15 members of CAPP were senators representing the Mānoa campus-wide faculty constituencies. CAPP met once a month beginning August 2009. Members of the committee were dedicated and made valuable contributions at every meeting.

Business Items

CAPP had a busy academic year and addressed multiple business items. Detailed actions of CAPP are recorded in the minutes and available at <http://www.hawaii.edu/uhmfs/index.htm>.

I. UH System Related Business

1. System Agreement on Transfer of General Education Core Requirement.

CAPP formed a sub-committee to explore the issue of the Agreement on Transfer of the General Education Core Requirement and met with Scott Rowland, Chair of the SEC General Education Committee and former Director of Admissions Jan Heu. Based on the sub-committees report and discussions, CAPP recommended to not abolish the course by course evaluations as proposed in the draft “Memorandum of Agreement: Transfer of General Education Core requirement,” dated November 14, 2009. Course by course evaluations form the basis for well-informed student planning and effective faculty advising throughout the student’s career at UHM. Second, students having

completed their Foundations and/or diversification requirements at any UHM campus be treated as having completed the same category of requirements at any campus of the UH System, unless there are factors that may make articulation unacceptable to the receiving campus. Third, that SEC and the Senate not accept the Memorandum of Agreement in its current form but encourages them to request for a revised document based on the report presented by GEC and CAPP. With the full Senates approval both GEC's and CAPP's recommendations were forwarded to the System.

On March 11, 2010 a revised General Education MOA was sent to the ACCFSC. The new draft was then sent both GEC and CAPP. The revised version stipulates that the Mānoa faculty has the right to insist that incoming transfer students have taken the appropriate pre-requisite courses. This addresses the main objection that CAPP had previously raised. However, the language in item 4 of the MOA about the need for "consistent criteria" for Diversification/Area requirements across the UH system campuses is of concern because the overwhelming number of transfers are from 2-year campuses to 4-year campuses. Thus, the 2-year campuses should not be able to impose revised criteria on the 4-year campuses by means of a majority vote. CAPP in principle supports the new revised MOA but would like the System to address its concern before any final agreement is signed.

2. System Conduct Code

CAPP was asked by SEC to comment on the new System Student Conduct Code Policy promulgated by the System. The System policy document replaced the Mānoa Student Conduct Code effective July 1, 2009. CAPP discussed the new system policy in relationship with the Mānoa student conduct code and wondered how it was accomplished without any campus consultations. CAPP provided a list of questions both to the System and Mānoa Student Affairs Offices concerning the policy and procedures document. CAPP also stated that there needed to be meaningful and substantive consultation before such a broad and far-reaching student conduct code was implemented. However, CAPP did not receive any feedback nor responses to its questions.

At a later meeting CAPP was asked to consider the possibility of an interim approval of the Student Conduct Code procedures for Mānoa because VC for Students Francisco Hernandez, asserted that Mānoa needs to be in compliance with the new system-wide code. David Ross assured CAPP that SEC is committed to having the Senate consider what has been sent to us with a view to giving interim approval pending genuine consultation in the fall. CAPP was willing to conduct an informal discussion of endorsement this semester after both the System and UHM VCSA responded to questions previously raised by CAPP.

CAPP did receive partial responses a few days ago, but did not have sufficient number of votes to support the resolution for the provisional student conduct procedures. The responses from the Associate VC for Student Affairs

Office did not address why the System Student Code policy replaced Mānoa's. Additionally, CAPP had requested that rather than simply "review" and "endorse" a policy we needed to be participate in any policy development and its implementation in a meaningful way.

II. Mānoa Administration

1. Hire of a Permanent Assistant VC for International and Exchange Programs

A search committee was established by VCAA Reed Dasenbrock for a permanent hire of an Assistant VC for International and Exchange Programs. Given the negative opinions related to hiring yet another administrator during these lean economic times and the strong opposition from faculty across campus questioning the administrative structure and the need for such a person to fulfill the core mission of the University, CAPP moved to reject the hiring of a permanent AVC for International and Exchange Programs. All members voted unanimously to reject the hire. CAPP's resolution was forwarded to SEC in time for their October 19th meeting. Attached below is the resolution.

RESOLUTION TO STOP THE SEARCH OF A PERMANENT ASSISTANT VICE CHANCELLOR FOR INTERNATIONAL AND EXCHANGE PROGRAMS

WHEREAS, the faculty, through their Senates have expressed deep and growing concerns about budget cuts that impact the core mission of this University; and

WHEREAS, efforts by the faculty, through their Senates, has expressed their concern and asked the administration to put a freeze on all executive managerial hires; and

WHEREAS, despite the Senate's objections, the VCAA has continued with the search of the permanent Assistant Vice Chancellor for International and Exchange programs; and

WHEREAS, ignoring the sound principles of shared governance where matters of academic programming and the integrity of the educational mission of the University are at stake; and

WHEREAS, faculty have concluded that the Assistant VC position is not necessary to fulfill the core mission of this University; and, therefore, be it

RESOLVED, that the Mānoa Faculty Senate make a resounding statement to the VCAA to stop the search of a permanent Assistant Vice Chancellor for International.

Committee on Academic Planning and Policy
14 October 2009

2. International Education: Mānoa International Strategic and Implementation Plan

Upon extensive discussions and voicing concerns of sound principles of shared

governance where matters of academic programming and integrity of educational mission of the University are at stake, CAPP moved to pass a resolution to reject the plan and forward it to SEC for their October 19th meeting. The plan had not been initiated by faculty nor was there any input and consultation before it was formulated. Further it lacked any budgetary implications and consideration. Attached below is the resolution.

RESOLUTION ON THE MĀNOA DRAFT INTERNATIONAL STRATEGIC AND IMPLEMENTATION PLAN, 2009-2019

WHEREAS, in a time of severe budgetary crisis, the draft Mānoa Strategic and Implementation Plan suffers immense budgetary deficiencies in that no details are in the plan; and

WHEREAS, the plan has had little faculty input in the planning and no faculty planning through official Faculty Senate bodies;

Therefore be it

RESOLVED, that the Mānoa Faculty Senate reject the Draft Mānoa Strategic and Implementation Plan as it is presented.

Committee on Academic Planning and Policy
14 October 2009

3. Undergraduate Enrollment Goals for UH Mānoa

CAPP reviewed the 4 undergraduate enrollment goals listed below

- Keep more of Hawai`i's high school graduates here in-state attending UH-Mānoa;
- Address the differential rates of-educational attainment across Hawai`i's population;
- Increasing Mobility between the two and four-year sectors;
- Improve Retention and Graduation Rates at Mānoa for UH Mānoa

CAPP discussed the issues extensively with VCAA Reed Dasenbrock. Additionally, in consideration of CAB and CSA endorsements of the enrollment goals, CAPP also supported the goals and requested the administration to continue to consult with faculty and the university community in developing the detailed implementation strategies of the enrollment management, plan, mindful of issues including workload, infrastructure, capacity, and ensuring the funds generated from the increased enrollment be used in a fiscally responsible way to support the core mission of the university

4. Risk Management Policy for UH Mānoa Sponsored International Activities

The UH System had promulgated a "Risk Management Policy" that covered all University activities, projects, and programs effecting students, faculty, staff, contractors,

equipment and buildings and charged individual campus administrators to develop their own appropriate risk management policies. At UH Mānoa Risk Management policy and procedures had not been developed that covered Mānoa's international activities. VCGRE's Office initiated the International Risk Management Policy in collaboration with the UHM Study Abroad Center. The policy had been circulated for input from UHM faculty throughout the Mānoa campus. CAPP reviewed the document in its 13th version. With input and changes, CAPP formulated a resolution to support the document and encourage the administration to widely disseminate it for information but not to make the procedures mandatory. The final resolution was supported by the full faculty senate.

5. Mānoa Undergraduate Student Learning Outcomes (MUGLOs)

CAPP reviewed the MUGLOs or Institutional Learning Outcomes at several meetings and referred the document back to SEC. Members of CAPP noted that the MUGLOs should be discussed within a larger University community as part of a Mānoa Strategic Plan and should not originate from a small select group. As the current Mānoa Strategic Plan was coming to an end it would be the appropriate time to start another discussion which would also include the discussion of MUGLOs.

6. Academic Action Proposal

The Council of Academic Advisors and the Office of the Assistant VC for Undergraduate Education put forward an Academic Action Proposal for CAPP's consideration. The plan called for a one semester trial period at the end of Fall 2009 to not implement Academic Actions such as probation, suspension, and dismissal. Usually, such academic actions were performed each semester. The impact of such an action would be monitored by the Council and the Office of the AVC for Undergraduate Education at the end of Spring 2010. If successful, then such academic actions would be performed once a year and the offices would request for a permanent academic policy change. CAPP made a motion to approve the Academic Action Proposal and forward it to SEC with the proviso that it was a pilot project for Fall 2009 and that the proposing offices would report the impact of such an action to SEC.

7. Academic Calendar

CAPP was asked to review the shortened academic calendar which was to be effective Fall 2010. It was not clear whether the intent of such a calendar was to have three terms in one academic year or simply a shortened term. Again, such a calendar needed a broader campus discussion and should not be limited to or initiated by a small select group. CAPP prepared a resolution and questions to be forwarded to SEC for the group that initiated the new calendar. Based on the group's response, CAPP would then provide feedback.

Academic Calendar Resolution

WHEREAS the changing of Mānoa’s Academic Calendar involves and impacts the entire campus from faculty, students, janitors, foodservice, facilities; libraries, research facilities, multiple bargaining units; AND

WHEREAS the report recommends the changes and the phase I implementation by Fall 2010; AND

WHEREAS, there has been no discussion at the campus-wide level; AND

WHEREAS, the Academic Calendar Report does not consider academic ramifications at the various college levels; AND

WHEREAS, the proposed Academic Report does not provide sufficient reasons and cost/benefits analysis for the change; AND

WHEREAS, the proposed Academic Calendar Report has generated more unanswered questions; AND

WHEREAS, the report makes untested assumptions as the basis for the Academic Calendar changes; AND

THEREFORE BE IT RESOLVED

That the UHM Administration does not implement any Academic Calendar changes nor implement a pilot project to test the academic calendar changes without consent of the Senate.

List of Questions to be forwarded to the Administration through SEC

- In what concrete manners does the calendar change benefit the students?
- What and where are the savings and the benefits?
- How will the “short” school year from 16 – 14 weeks be marketed to the public? What about public perception?
- What are the ramifications of the teaching between 8:30 am and 10:00 PM and what were the assumptions behind this?
- What does “Modifying the contracts of 9-month “I” faculty to include summer as part of the normal duty period” mean? In other words how will the University attempt to “modify the contracts of 9-month ‘I-faculty’?”

III. CAPP Member Appointments to Committees

During the 09-10 Academic Year CAPP appointed several members to committees upon request by the administration.

- Graduate Council: Richard Chadwick
- Curriculum Review Issues Committee: Edo Biagioni and Joel Cohn
- Strategic Plan Process Work-group: Ellen Hoffman
- The Reorganized Office of Enrollment Management proposed advisory committee: naming of CAPP member pending

IV. Reorganization

1. Enrollment Management Reorganization from the Office of the VCAA to the Office of the VCSA

CAPP supported the reorganization and included the following provisos for SEC's consideration. The full Senate approved the resolution.

- The new Office of Enrollment Management includes an advisory committee appointed by the Faculty Senate to consult about the impact of policies and admissions decisions on academic programs.
- The Director of Admissions position be restored to that of a Faculty position and, as in the past (2005), the same position be responsible for Enrollment Management.
- The new Director consults regularly with the faculty advisory committee.
- The new position not be made a Management appointment.
- The appropriate Unions be consulted and fully review personnel and staffing implications as a result of the re-organization.
- Reorganization of programs and offices not occur on a piecemeal basis rather it be reviewed as a whole as to why some offices are transferred and others are not.

2. Academy of Creative Media

CAPP reviewed and endorsed the reorganization of the Academy of Creative Media from the Office of the VC for Undergraduate Education to the College of Arts and Humanities. Initially when CAPP had approved its BA in Creative Media, it had also recommended that the program be housed within a college. The transfer will facilitate collaboration among departments such as Art, Music, Theater and Dance and the Academy of Creative Media, that share similar interests, experiences, goals and needs. It was also considered a "friendly" reorganization.

V. New Academic Proposals, Initiatives and Actions

1. Definition of Satisfactory Academic Progress and Maintaining Good Academic Standing at the Institutional Level.

The resolution to clarify good academic standing in numeric terms as a 2.0 was initiated by the Athletics Committee. Because of its academic purview CAPP was later assigned the task. CAPP invited both Rosanne Harrigan, Chair of COA and the Peter Nicholson, Faculty Athletics Advisor to discuss the matter. CAPP also determined that

clarifying good academic standing was imperative as it was not stated in the current nor past UHM Undergraduate Catalogs.

After extensive research CAPP discovered that UH system schools with the exception of UH Mānoa, define satisfactory academic progress and maintaining academic standards as a 2.0 cumulative grade point average. The term “good academic standing” is regularly used at UH Mānoa with a common understanding by inference to mean 2.0 grade point average or higher. There was no definition included in the UH Mānoa catalog at the institutional level for “satisfactory academic progress,” “minimum Mānoa academic standards,” and “good academic standing.” However, the terms, “satisfactory academic progress,” “minimum Mānoa academic standards,” and “good academic standing” are all inferred to mean 2.0 cumulative grade point average. Thus CAPP forwarded its recommendation to SEC that all three terms be explicitly defined as “2.0” for UH Mānoa and that the new clarification be included in the UH Mānoa Undergraduate Catalog. The resolution was approved by the Senate.

2. Student Learning Outcomes

During the 2008-09 Academic Year CAPP had initiated a resolution to include Student Learning Outcomes in UHM Forms 1 and 2. Due to a lack of quorum the issue was tabled and would be referred to the newly established SEC Manoa Assessment Committee (MAC). CAPP was provided with the resolution drafted by MAC for its review and input. Although CAPP supported in principle, student learning outcomes and the value of assessment, it did not wish to impose on, nor make it mandatory, that all faculty include SLOs in their course syllabi. The issue has not been resolved and CAPP has asked that MAC provide information on the broader usage of assessment results.

3. Hawai`i Statewide Nursing Curriculum

The proposal was initiated by the Mānoa School of Nursing and Dental Hygiene. CAPP fully supported the proposal and forwarded the resolution to SEC for its final approval. The full Senate approved the establishment of a Hawai`i Statewide Nursing Curriculum.

4. Proposal for a BS in Molecular Cell Biology

The proposal was initiated by the Department of Microbiology and its curriculum was approved by the College of Arts and Sciences Curriculum Committee. This is a no-cost proposed new major utilizing existing facilities and teaching faculty. CAPP supports the proposal and has forwarded its resolution to SEC and the Senate’s final consideration. The resolution is attached.

RESOLUTION TO APPROVE A BACHELOR OF SCIENCE DEGREE IN MOLECULAR AND CELL BIOLOGY

WHEREAS the Department of Microbiology has proposed a Bachelor of Science degree in Molecular Cell Biology; and

WHEREAS the new degree uses only existing resources; and

WHEREAS the Department of Microbiology's proposal makes a good case for the existence of the degree, and

WHEREAS the College of Arts and Sciences Program and Curriculum Committee has approved the proposal;

THEREFORE

Be It Resolved that the University of Hawai'i at Mānoa Faculty Senate approve the proposal for a Bachelor of Science in Molecular Cell Biology

CAPP

30 April 2010

5. Doctorate in Education (Ed.D) and for a Bachelor of Environmental Design (B.EnvD)

Two "Authorization to Plan" documents were sent to CAPP for review. These were for a Doctorate in Education (Ed.D) and for a Bachelor of Environmental Design (B.EnvD) from the School of Architecture. Both were forwarded to SEC to be returned to Academic Affairs as CAPP only reviews complete academic proposals and not "Authorization to Plan" documents.

VI. Follow-up

The following items should be monitored so that pending actions may be completed.

1. Appoint CAPP representative for the Enrollment Management Office Advisory Committee
2. Satisfactory academic progress, good academic standing, minimum Mānoa academic standards are defined as "2.0" and that it is included in the Mānoa undergraduate catalog
3. Enrollment Management Goals and their implementation
4. Shortened Calendar
5. Results of the Academic Action pilot project
6. Student learning outcomes