CCAO/CSSAO Joint Meeting Summary  
May 16, 2018  
UH Mānoa IT Center 105A/B  
9:00 a.m. – 3:00 p.m.

Meeting Summary

Present: Wendy Pearson for Michael Bruno and Lori Ideta (UH Mānoa); Ken Hon and Farrah-Marie Gomes (UH Hilo); Jeffrey Moniz (UH West O‘ahu); Joni Onishi and Dorinna Manuel-Cortez (Hawai‘i CC); Karen Lee (Honolulu CC); Susan Kazama and Brenda Ivelisse (Kapi‘olani CC); Jim Dire (Kaua‘i CC); Della Teraoka and Curtis Washburn (Leeward CC); David Grooms for John McKee (UH Maui College); Charles Sasaki for Ardis Eschenberg (Windward CC); Suzette Robinson (UHCC); Donald Straney, Hae Okimoto and Susan Nishida (UH System)

Guests: Sandra Furuto and Jodi Ito (UH System); Emi Morita and Leslie Chinn (UH General Counsel for DG update); Tammi Chun (UHCC); Angel Jackson, Stephen Schatz, Daniel Rempala and Meera Garud (P-20); Jared Takazawa (IRAO); Brittany Gorman, Zac Auter, Jessi Gordon, Kelsey Seabolt and Nancy Merineli (Gallup via Desktop); Eric Valdescaro, Christine Koo, Janet Bullard (UHF for Gallup presentation); Amy Rozek (via telephone)

Announcements
Aloha and mahalo to Jim Dire, VCAA at Kaua‘i CC.

Gallup Survey Results
Zac Auster from Gallup shared the topline findings (aggregated CC and four-year data) from the Gallup-Purdue index web survey that was sent to over 93,000 UH alumni to assess their perceptions of their collegiate experiences and how those experiences relate to their well-being and job quality later in life. IRAO will distribute individual “scorecards” and have access to the data set. A national report will be created to profile the 2yr and 4 yr campuses to be published late summer or early fall and executive insight sessions will be held with key audiences to discuss findings, next steps and recommendations in the fall. Survey is scheduled to take place again in year 3 and again in year 5.

Campuses noted some challenges with the survey including ethnicity misalignment, specific disciplines not called out (e.g., Hawaiian Studies) and some difficulty with accessing the survey if they got timed out.

(Link to PPT: https://www.hawaii.edu/offices/aa/aapp/ccao/UHTopline_ForToplinePresentation.2.pdf)

Opening Enrollment Update
Jared Takazawa shared an updated feature breaking down opening enrollment numbers by regular enrollment, early admit and non-home campus. Link to IRAO website: https://www.hawaii.edu/institutionalresearch/home.action (don’t forget, you have to login to access the report)
IRAO is also developing additional reports that breakdown opening enrollment information by student type. He will share the beta site with the group for feedback.

**Early College**

Stephen Schatz and Angela Jackson presented data and success rates of Early College students (https://www.hawaii.edu/offices/aa/aapp/ccao/EarlyCollege-5.16.18.pdf). There is an EC Coordinating Committee with representation from all 10 campuses and are working on three things: new EC MOA, EC Handbook and EC coding in Banner.

The MOA proposed will run for five years (8/2/18-8/1/23) and fee will be $2,000/credit. Concern raised if this should be per credit or use teaching equivalencies.

Each campus will have an EC Handbook that will be updated each year to reflect updated deadlines and changes to processes. This will be used to help counselors and students understand the EC process for the campus they plan to attend. The Handbook should contain similar things but will reflect the campus’s process and deadlines since those vary.

An EC Operations Manual is also being created to help with internal processing (roles and responsibilities) and to include coding process (once agreement is reached).

An EC Recommendation for coding courses was proposed (add an attribute for EC courses). A suggestion for coding all EC students was also proposed (using major code ND-SPEA/SPEH and either an EA or E1 code). Hae will work with the Registrar’s and others to get to consensus and inform Angela of the decision.

**Data Governance Update**

Jodi and Sandra provided an update on GDPR, a European Union regulation that will be effective May 25, 2018 and will impact records for EU students and UH students and faculty in the EU. General Counsel is working with others to gather templates. More information on GDPR: https://www.hawaii.edu/offices/aa/aapp/ccao/GDPRsummary.pdf

Sandra and Jodi conducted a FERPA roadshow from February through April 2018. LeRoy Rooker will be conducting FERPA training sessions on June 26 (open forum, train-the-trainer for campus compliance officers and execs). He will also conduct FERPA training for select campuses on June 27 and 28. https://www.hawaii.edu/offices/aa/aapp/ccao/FERPATrainingAgenda051618.pdf Contact Sandra for more information.

Sandra discussed a proposal from the working committee (Farrah, Dorinna, Stuart Lau and Sandra) to formalize the campus FERPA Compliance Officer role and to establish a standard for FERPA complaint process. Link to proposal:
https://www.hawaii.edu/offices/aa/aapp/ccao/ProposaltoFormalizeFERPAOfficerRoleandComplaintProcess.pdf Send comments, concerns to Sandra.
Hawaï Graduation Initiative

- October CCA Convenings: UH Leadership Meeting on Thursday, October 11, 2018 and AATN Annual Conference on Friday, October 12, 2018. Both events will be funded by CCA and focus on the first year experience, termed “Momentum Year” by CCA. Speakers include Tristan Denley from University System of Georgia and Loretta Griffy from Austin Peay State University. More information will be forthcoming.

- Academic Growth Mindset: Karen and Jeff discussed a “growth mindset” strategy that came out of UT Austin that showed positive gains in student persistence for a very low cost. A video of students describing how they struggled but it was an opportunity to learn and resources were available to help was sent via email prior to the first day of class. If students are able to see they “fit,” are not alone and have support, they will be more motivated and successful. UH System will support the creation of videos, but campuses will need to work on identifying possible students to feature and messages. Also, services need to be available for students to access. A subgroup to address redesigning NSO has already formed via the ISS-Onboarding group, which will consider how this piece fits, but campuses that would like to pilot the use of the videos should notify Susan with their campus’s lead by Friday, May 18 if they want to participate in the pilot.

- Educational Goals Proposed Update: Susan shared the Education Goals for each campus by student type (first-time, transfer and others). Honolulu CC would like to propose modifying the “Pre-Major” question to better capture student transfer goals via an “Intended Transfer Major” selection. Group feels it would be a good time to revisit the entire Ed Goals and perhaps recommend larger changes. If you are interested in participating in this group to discuss goals, usage and recommended changes to Ed Goals, please let Susan know who your campus representative will be by Friday, May 18.

- Refund Schedule for Part-of-terms: Hae discussed a proposal for all campuses to be in alignment for withdrawal and refund dates for terms that are outside of the “normal” schedule (known as part-of-term in Banner). Campuses agreed that they would like students to have two days from the start of the term to drop the course with a 100% refund. Draft proposal can be found at: https://www.hawaii.edu/offices/aa/aapp/ccao/POTsfor201-2019.pdf Hae will finalize policy and send to campuses.

CCAO will discuss the use of part-of-terms to understand the workload involved in building POTs and if they can be better managed.

- Distance Learning Program: Hae and Amy provided an update on the project to expand distance learning. There are issues that still need to be resolved, especially around the creation of five week terms (scheduling, taking into consideration rules for financial aid and veterans benefits, etc.).
• Expansion of Reverse Credit Transfer List: The group agreed at December’s joint meeting to expand the programs eligible for Reverse Credit Transfer. In order to maintain efficiency STAR will be programed to identify eligible students based on some priority of programs (e.g., students are currently reviewed to see if they meet the ASNS requirements before being run through the AA requirements). Only one program is identified for each eligible student, i.e., once a student meets the requirements for one associate’s degree, they are not reviewed for any other program. The UHCC VCAAs will be sent a list to prioritize the order of all the articulated programs for their campus.

• Communication about Student Success to Faculty and Staff: Don shared that he was told that information about student success efforts and why we are focused on student success is not making its way down beyond leadership. Suggestions from campuses other campuses may want to consider implementing: systemwide professional development for Deans or Chairs, avoid information overload, consistency/repetition of messages, be concise, just highlight the important stuff and provide the other information at the end for those that want more information, share information at all levels and provide them with contacts to contact for more information, create a master calendar of deadlines or place where all resources are held (including important memos/emails) so faculty know where to go to access the information, hold town hall meetings.

• Support for Hawai‘i Island: UH Hilo and Hawai‘i CC have been reaching out to their students but because there may be Hawai‘i Island residents attending other campuses, the group recommends a letter from the President be sent to all students to let them know of resources available and to emphasis that the campuses are safe to attend. Dorinna, Farrah and Lori to draft letter and send to Susan.

Foundations Spreadsheet
Effective Fall 2018, all campuses will require FQ (quantitative reasoning) as a general education requirement. Susan shared the most up-to-date summary of the FS (symbolic reasoning) courses that will be transitioning from FS to FQ (some will hold dual designation), new FQ-designated courses for Fall 2018 and FS courses that will not make the transition to FQ. We are awaiting final OK for the spreadsheet and will share with the advisors to help students make this transition.

Enrollment Verification Policy
Hae met with ACCFSC to discuss the draft policy and they are generally supportive. They recommend that we clearly explain why we are implementing this policy and identify ways to make this process easier. Campuses recommend we provide simple instructions to faculty on how to update MySuccess and Laulima to capture this information. Hae plans to go out for formal consultation, including faculty senates, in Fall 2018 to implement in Fall 2019.

Minors on Campus Policy
Hae is still working with OGC on two issues: how to provide training and how to handle fingerprinting and background checks. She hopes to have a final draft in June for the VCAA and
VCSA to review and provide additional feedback. Goal is to send out for formal consultation in Fall 2018 and the policy to be effective Fall 2019.

Update on Course Evaluation System (CES) Process
All Fall 2018 courses in Banner will be subjected to the new CSE. Deadline for campuses to finalize their campus questions and identify levels of where the information will be shared is July 27, 2018. The default for campuses that do not respond will be to only share information with department chairs. Hae will provide a handout to clarify the process, defaults and data (who sees and how it can be changed) along with information captured and deadlines for future changes, especially for Spring 2019.

Other Items
From the December CCAO/CSSAO meeting, there was agreement that we should have common repeat course policies across the system. Suzette convened a group on Feb 14, 2018 and they identified common/different elements, issues and provided recommendations. She shared this information with Nani and Christine from ACCFSC who wanted to lead this conversation.

Hae is hoping to finalize the TES contract by the end of the week. System will support the one-time cost to create the system and the first year’s fees, but campuses will be responsible for the fees beyond the first year.

Next Joint Meeting
November 28, 2018, 9:00 a.m. – 3 p.m., Location TBD