Wednesday, December 17, 2014
9:00 a.m. – 2:00 p.m.
IT Center, Room 105A/B

Present: Reed Dasenbrock and Francisco Hernandez (Mānoa); Jan Ray for Matthew Platz and Gail Makaukane-Lundin (Hilo); Linda Randall and Judy Oliveira (West O‘ahu); Joni Onishi and Jason Cifra (Hawai‘i); Katy Ho and Dee Uwono (Honolulu); Charles Sasaki for Louise Pagotto and Brenda Ivelisse (Kapi‘olani); Jim Dire and Earl Nishiguchi (Kaua‘i); Mike Pecsok and Laurie Lawrence (Leeward); John McKee and Cathy Bios (Maui); Ardis Eschenberg and Thomas Doi (Windward); Suzette Robinson (CC System); Joanne Itano, Jan Javinar and Susan Nishida (System)

Guests: Gary Rodwell (Mānoa); Peter Quigley, Cheryl Chappell-Long and Brian Richardson (CC System); Karen Lee, Dan Doerger (Hawai‘i P-20); Barbara Kawamoto, Sandi Wong (Bursar); Hae Okimoto, Lynn Inoshita and Melissa Tome (Banner); Sandra Furuto and Pearl Iboshi (System)

Introductions
Welcome to Brenda Ivelisse, Kapi‘olani’s Vice Chancellor for Student Affairs, Thomas Doi, Windward’s Interim Vice Chancellor for Student Affairs, and Judy Oliveria, West O‘ahu’s Interim Vice Chancellor for Student Affairs.

Purge 2.0
Hae spoke about a new proposal to move away from the current disenrollment for nonpayment and replace with disenrollment from courses 10 days into the term for nonpayment. The group agreed to move forward on this solution; however, they would like a more complete plan that includes a detailed communications plan to the students. Hae/Banner to follow up.

Last Class Withdrawal Online
Jan and Hae discussed the impacts of allowing students to drop their last class online (complete withdrawal). All campuses would have to follow the same process (i.e., complete withdrawal must be allowed systemwide, not just at individual campuses). The group would like to proceed with looking at options to allow student to completely withdraw from classes online; however, the plan must include a communications plan along with pertinent information to the students. The desire is to this automatically using technology, when possible.

Student Fees Policy for Distance and Students at Multiple Campuses Update
Jan presented a “preferred” approach for students enrolled in distance courses from a different campus and students enrolling at multiple campuses. This was created by a workgroup consisting of Ramona Kincaid, Katy Ho and Jan Ray. The “preferred” approach for distance courses: if a student is enrolled in distance courses on the same island, they should be assessed
all the student fees; if the student is enrolled in distance courses on another island, the student would pay only the Student Government, Student Publication and Student Broadcast fees. The “preferred” approach for students enrolled at multiple campuses: if the student is enrolled in courses on the same island, they should pay all fees; if the student is enrolled in courses on another island, they should pay some of the fees (Student Government, Student Publication and Student Broadcast fees). However, due to Banner limitations, the Banner functional approach for distance learning courses would be for students who are coded as “DE” students may pay selected of the non-home campus fees; however, if the student is not coded as a “DE” student, they would be responsible to pay for all the fees. The Banner functional approach for students enrolled at multiple campuses would again only apply to students that are coded as “DE” students to be charged the limited fees (Student Government, Student Publication and Student Broadcast fees).

The group agreed that students should not be charged for services they cannot access/benefit from and asked that the draft policy with specific language that incorporates these principles be presented with the actual fee amounts the students are being assessed and more consultation with the group occur. There was also a concern about standardizing the student fees within the system. Jan to follow up with the CCAO and CSSAO groups.

**Student Record Update Form**

Hae and Jan informed the group of modifications made to the Student Record Update Form in March 2015 that includes students providing/verifying a telephone number and providing/verifying an emergency contact.

Susan provided the group with Educational Goals data for students that are currently enrolled in Spring 2015 at their campus and encouraged the group to utilize the data. Examples about being able to identify a percentage of students that enter UH intending to get a CTE degree/certificate was extracted using Ed Goals data, as well as the percentage of first-time freshmen enrolled at the four-year campuses who identified that they were planning to transfer to another campus were raised as recent uses for the data. Also, agreement was reached that there would be set deadlines for making changes to the campus’ student populations and drop-down values. The deadlines are as follows:

- **Student populations:** Fall registration: December 15 and Spring registration: July 15
- **Drop-down values:** Fall registration: February 15 and Spring registration: September 15

**Prior Learning Assessment Draft Fee Schedule**

Suzette deferred this agenda item until there is clearer understanding of the fees charged (currently they vary campus to campus). Mānoa is concerned that due to current articulation agreements, they may be forced to accept PLA credits for degrees that use them for AA degrees. Suzette clarified that the current focus is on CTE courses, not general education or core courses, so clarification will be made to Mānoa. Coding and notation of the credits (CE, CR, PA) also varies from campus to campus.

**HGI Update**
- Joanne shared the 2014 scorecards for their campus (http://www.hawaii.edu/hawaiigradinitiative/campus-scorecards/) Pearl explained some of the changes that includes transfer measures.
- Joanne shared 15 to Finish data on freshmen and all students. Kudos to Mānoa for continuing to make increases. Joanne would also like to bring together campuses to discuss block scheduling and share best practices within the UH System.
- Joanne shared data on the record number of degrees awarded last year (AY 2013-14) and commended Mānoa and Windward for their huge increases. Reverse Credit Transfer also helped many of the community colleges increase their number of degrees awarded.
- Joanne shared the 2015-2021 UH Productivity and Efficiency Measures. Nine items have been identified as items that will be reported publically (bolded items) and the other items will be used as internal measures. Pearl reported the two changes to the measures are: STEM definition would use the DHS definition and exclude healthcare and some agriculture degrees and add a workforce measure that would capture these degrees. There was also change to the gap measure calculation for Native Hawaiian students and Pell student to have the base reflect the share of eligible students (removes international, non-home based students and unclassified students).
- Joanne reported that NASH has limited their focus to two areas: Math Pathways and Predictive Analytics. All campuses have expressed their interest and Joanne will provide more details as they become available.

Graduation Pathway Systems (GPS) and Academic Program Velocity (APV)
Gary presented an update on the GPS and APV. To date, the following campuses have been visited: Mānoa, Hawai‘i CC, Honolulu CC and Maui College. Campuses are invited to select up to six programs for a Velocity Consultant to take a closer look at and provide recommendations on how to structurally improve the program’s velocity.

AATN Debrief
Susan provided a summary on the 6th annual AATN Conference that was held on November 14, 2014 and attended by over 140 academic advisors from all 10 campuses. With the new Academic Planner and Velocity measurement, the advisor’s role will toned to adapt to leverage the new technology. Campuses brainstormed ideas on how these changes will impact advising and the CCAO/CSSAO groups were encouraged to continue that conversation on their campus and make arrangements to help plan for the changes (professional development, etc.)

ACT Scores for ENG 100 and Math Placement
Ardis shared a draft memo allowing students to place into ENG 100 with an ACT score of 18 or higher. Leeward and Windward are currently piloting the scores, but the score of 18 is based on national data. The group would like to obtain ACT scores for all Hawai‘i students as a system so it could help with recruitment as well as remove the need for placement testing for many students. Karen Lee/P20 will provide some initial funding to make this process happen electronically (software and licenses). Jan will follow up with with Karen Lee with a proposal.

Smarter Balanced Cut Scores and 12th Grade Transition Course
Karen and Dan presented an update to the proposed Smarter Balanced assessment (that replaced Hawai’i State Assessment) and use the scores for placement into first college-level math courses (i.e., MATH 100 or MATH 103). They are also working with DOE teachers and UH faculty to develop a 12th grade transition course (Intro to College Math) for students and those that pass with an agreed upon grade would allow students to be automatically placed into college-level math at UH. A pilot is taking place in Fall 2015 at four DOE schools.

Group agreed that the three-year pilot/agreement should begin with Spring 2015 test scores for student entry to UH in Fall 2016. Karen/Dan will draft letter supporting this.

**Process for Managing Third Party Vendor Applications**
Sandra discussed how to manage the proliferation of third party vendor apps. The group expressed support of a process that occurs prior to the procurement process, but would be quick and not slow down the current procurement process. The group would also like more communication to staff/faculty about the use of data for third party applications that may fall below the procurement threshold and they are able to access/purchase themselves.

Another issue about inserting a student success step prior to sending students to collections was raised. Jan Javinar will convene a group (Katy Ho, someone to be assigned from Mānoa, and others interested) in determining a possible process for campuses to adopt. Data governance will look at the amounts and dates currently being used for sending students to collections and attempt to have systemwide agreement (same thresholds and timeframes).

**Report on Programs with Small Number of Graduates**
Joanne provided the group with the list of programs that were identified as having a small number of graduates. The BOR Academic Affairs Committee would like some system policies outlining the number of years programs are given to increase their enrollments and number of graduates. Comments and suggestions should be provided to Joanne.

**Research Intensive Course Designation**
John McKee shared their experience in designating selected courses as RI. Kap CC also participates. There are hallmarks for this designation. To be further discussed at January 2015 CCAO meeting.

**Updates**
Joanne updated the group about the appointment of a new Vice President for Academic Affairs, Risa Dickson, who will be joining us in February 2015, the retirement of Ivy Yagi, secretary to the EVP, and the hiring of Jan Hasegawa to begin on January 5, 2015. Risa will convene both the Academic Affairs and Student Affairs chief groups. Jan Javinar will review CCSAO meeting schedule.

BOR Personnel Committee will be meeting in January 2015 to discuss 5 year review and faculty workload. These are the same agenda items as the meeting in November 2014 that was not discussed. BOR Academic Affairs Committee also meeting in January 2015 with UHWO DPEM provisional to established, UHM MS in Athletic Training new degree, update from UHMC BAS
degrees, and report on programs with small number of graduates. (Note: there may be a joint Personnel/Academic Affairs meeting to discuss 5 year review, faculty workload and extramural support for research faculty in January 2015). Student Affairs Committee will act on proposed changes to clinical and mental health BOR policy.

**Overlay Project Update**

Brian Richardson provided an overview of the updated overlay project to help administrator identify course that are not offered at the community colleges but required for students to progress to a four-year degree. This initiative should help inform which lower division courses need to be developed, sometimes by distance, and scheduling of these essential courses. See hawai‘i.edu/overlay and see the executive summary.

**Veteran Students Task Force Update**

In November 2013, President Lassner created a 17 member taskforce and charged them to provide him by April 2014 recommendations to improve veteran access to UH and success of student veterans. The draft report was submitted to Interim President Lassner on April 25, 2014 with 18 recommendations broken into four categories: facilities, people, policies and technology.

Jan has been charged with convening this systemwide standing committee to continue to work on implementing the recommendations provided by the taskgroup. The first meeting of this group is in January 2015.

**West Hawai‘i Higher Education Forum**

This was held December 11, 2014 at NELHA in Kona, Hawai‘i. This was an invitation event with about 75 people from the West Hawai‘i community and UH hearing about the plans for Pālamanui. It is a branch campus of Hawai‘i CC and will be called Hawai‘i CC-Pālamanui and includes the University Center as well as Hawai‘i CC programs. All the students/staff will move to Pālamanui over the summer and the Kealakekua site will be closed. There are about 400 FTE students. The community participated in a workgroup focusing on one of 8 areas identified by a needs assessment. In the afternoon UH invitees meet to discuss possible future program offerings at Hawai‘i CC – Pālamanui.

**Next joint meeting tentatively scheduled for: Wednesday, May 27, 2015 from 9-2.**