Council of Chief Academic Officers
Meeting Summary

Wednesday, January 28, 2015
11:00 a.m. – 2:00 p.m.
Bachman 113

Present: Reed Dasenbrock (Mānoa); Jan Rey for Matthew Platz (Hilo); Linda Randall (West O‘ahu); Jim Dire (Kaua‘i); Charles Sasaki for Louise Pagotto (Kapi‘olani); Joni Onishi (Hawai‘i); Russell Uyeno for Katy Ho (Honolulu); Jim Goodman for Mike Pecsok (Leeward); John McKee (Maui); Ellen Ishida-Babineau for Ardis Eschenberg (Windward); Joanne Itano and Susan Nishida (System)

Guests: Justin Carvalho (Kaua‘i); David Grooms and Debasis Bhattacharya (Maui); Cheryl Chappell-Long (CC System)

ATP, AAS/CA in Facilities Engineering Technology (FENG), Kaua‘i CC
Jim Dire and Justin Carvalho provided an overview of the proposed program and background on their current certificate of completion in Facilities Engineering Technology (not BOR-approved).

Comments raised: ATP should be only for AAS program and after approved, the Chancellor can approve “children” certificates; include language about small businesses and hotels only hire graduates with this credential; include student interest support and/or needs assessment; correct some typographical errors.

CCAO endorsed the authorization to plan. Campus plans to bring forward the new program proposal in by the end of the year.

Provisional to Established, BAS in Applied Business and Information Technology (ABIT), UH Maui College
John McKee, David Grooms and Debasis Bhattacharya presented a proposal to move the BAS in ABIT program from provisional to established status. The program began in 2005 and 41 students have graduated to date.

Suggestions to strengthen the proposal: clarify the GE and program requirements (may be missing ENG 209 and other requirements); renumber the pages to not include the cover page; include comments to support the cost template (e.g., change to the faculty count, unique program cost changes, etc.); include assessment results of student learning outcomes; include letters of support from student and employers; address the small number of graduates by including plan for expanding enrollment.

CCAO endorsed the new proposal for provisional to established status pending the suggested changes.
FERPA Administrative Procedures Update
Sandra Furuto provided an update to the group about the move to approve the revised FERPA AP 7.022. Changes include: removed student contact information and UH ID number from directory information; created a new UH Data Classification Category called “restricted”; will no longer make “lists” of student directory information publically available to third parties; clarified when UH may disclose personally identifiable information; added role of UH executive data stewards. Also, an MOU with UH Foundation was signed in December 2014 that clarifies who owns the data and requires affirmative opt-in from students in order for the data to be “owned” by UH Foundation. Sandra will send the group the latest draft of the FERPA AP, summary of changes and UHF MOA. Suggested changes to the draft FERPA AP should be sent to Sandra by February 6, 2015.

Research Intensive Course Designation
John McKee continued the conversation from the December CCAO/CSSAO meeting regarding Maui’s desire to designate selected courses as “Research Intensive.” Kapi’olani CC currently does this only for STEM courses and has developed hallmarks that they can share with Maui.

Strategic Directions, 2015-2021

BOR Updates
Academic Planning: The BOR will be requesting for an annual academic plan from the campuses (new program proposals, ATP, provisional to established, terminations, etc.) that will be due around August 1, 2015 for the 15-16 AY. Also, the BOR would like to only have program proposals come to the BOR once per semester. The group decided that October and March would be the preferred months for these BOR meetings.

Small Number of Graduates: Joanne will provide the group with a written summary of what was proposed and the next steps.

Deep Dives: The BOR is looking to take a deep dive in five areas: tuition and financial aid; communication strategies and practices; UH Mānoa finances; systematic academic planning and intercollegiate athletics. A presentation to the BOR on a comprehensive financial aid review is planned for the February 19 meeting.

Reverse Credit Transfer Numbers
Susan informed the group that all campuses awarded students Reverse Credit Transfer degrees in Fall 2014, with a total of 272 degrees awarded. Campuses will be notified of the students have been identified as eligible for Spring 2015 within the week.
**Legislative Update**

Joanne shared that it is the start of another legislative session and there have been a number of bills proposed: various bills to change the number of regents on the BOR; changes to UH’s autonomy; set percentage of general funds for operating budget; changes to the UH structure; selling and/or leasing the Cancer Center; collective bargaining for graduate students. Hearings start next week.

**Next Meeting**

February 2015 meeting has been cancelled. VPAA Risa Dickson is on travel and is planning to meet individually with CAOs. Next meeting is March 25, 2015.