Council of Chief Academic Officers
Meeting Summary

Wednesday, April 16, 2014
10:00 a.m. – 2:00 p.m.
Bachman 203

Present: Reed Dasenbrock (Mānoa); Matthew Platz (Hilo); Linda Randall (West O‘ahu); Jim Dire (Kaua‘i); Louise Pagotto (Kap’olani); Joni Onishi (Hawai‘i); Russell Uyeno (Honolulu); Mike Pecskok (Leeward); John McKee (Maui); Ardis Eschenberg (Windward); Suzette Robinson (CC System); Joanne Itano and Susan Nishida (System)

Guests: Bill Ditto, Gunter Meissner, Wendy Pearson, Vance Roley, John Butler, April Goodwin (Mānoa); Nadine Hara, Ed Fisher, Carolyn Ma and Peter Mills (Hilo); Eun Ahn, Sharon Lee and Terri Ota (West O‘ahu); Ron Umehira and Kani Neupane (Leeward); Laura Williams (Kaua‘i); Cheryl Chappell-Long (CC System); John Rand (System)

Introductions
Welcome to Ardis Eschenberg, Windward CC’s Vice Chancellor for Academic Affairs.

John Rand was introduced to the group and serves in a new position, Interim Director of STEM Education, for the UH System.

New Programs, BA in Astronomy and BS in Astrophysics, UH Mānoa
Bill Ditto and Gunter Meissner provided an overview of the proposed programs, the need for the programs and different career tracks. BA in Astronomy is grounded in STEM and could lead to careers as a science writer, work at a planetarium, or as science teachers (K-12). The BS in Astrophysics will be a smaller program, heavy in physics, and will prepare students for advanced degrees.

Comments raised: ASTR 240 is not offered by the CCs, so students would either need to transfer after the first year or may not complete their four-year degree on time. A list of possible common course number opportunities was provided to Mānoa (ASTR 423 changed to Hilo’s ASTR 350, not using ASTR 495 since Hilo uses already).

Suggestions to strengthen the proposal: explain the differences of the programs and UH Hilo’s BS in Astronomy in action memo and highlight the opportunity for Hawai‘i students; and academic cost and revenue template is missing signature of VC Admin.

CCAO endorsed the new program proposals. Campus plans to bring forward the final proposal to the next BOR Academic Affairs Committee.

Provisional to Established, BBA in Entrepreneurship, UH Mānoa
John Butler presented the proposal to move the BBA in Entrepreneurship degree that started in 2009 from provisional to established status. The program has strong enrollment and graduated 85 students to date. The program is not a distance program.

Suggestions to strengthen the proposal: page 2, highlight total number of graduates versus the initial two; page 7, include statement about BBA learning objectives in addition to the two Entrepreneurship objectives; may want to explain the structure (not an individual department) and clarify that the faculty listed on page 9 are not assigned solely to the Entrepreneurship program; page 11 program quality should include more specific data, including where graduates are working and/or employed by; page 14 should contain a legible academic map.

CCAO endorsed the proposal for provisional to established status. Revised proposal to be reviewed by Susan Nishida prior to submission for BOR action. Campus plans to bring forward the final proposal to the next BOR Academic Affairs Committee.

Five Year Post-tenure Review Process Discussion
The following was the current post-tenure review process at the campuses:
UHWO: was stopped out for about three years, but resuming Fall 2014.
UHH: periodic review started 18 years ago, included professional development without consequences and was discontinued. UHPA is pushing for reinstatement and VCAA is evaluating.
UHM: currently discussing a proposal that was sent to Faculty Senate in 2012 that is formative (professional development plan) and punitive (possible dismissal for failure to meet expectations).
UHCCs: CC Policy 9.203 Faculty Five-Year Review states all CC faculty are evaluated at least every five years. The evaluations are based on the faculty classification/rank and division chairs are responsible for the process.

Biennium Budget Briefing Discussion
Joanne solicited questions and comments about the budget process where campuses will need to justify their budgets. New program proposals are tied to the UH Strategic Directions. Campuses should look at their budget holistically. Tuition increases for 2015-16 and 2016-17 will also need to be justified. Suggestions for peer groups include use a range, rather than the average and consider use peers that have a similar economy as Hawai‘i. Additional suggestions and/or feedback regarding the documents may be sent to Joanne.

Non-resident Tuition Differential (NRTD)
There are discussions about NRTD for Pacific Island students (in 2006, this group moved to 150% of resident tuition) and recent military veterans. By granting resident tuition to these groups, concern was raised with sustaining campus operations given decreasing tuition revenues and decreasing state support.

Draft Systemwide Foundations Articulation Agreement
A draft of a new Systemwide Foundations Articulation Agreement was shared with the group. It was suggested the agreement indicate that CTE programs are excluded from this agreement. The members of the campus Foundations Boards will be vetting the agreement with their campus and hope to have the agreement signed in Fall 2014. CAOs are asked to discuss with their Foundations Board any concerns and recommend signing the agreement.

New Program, MA in Heritage Management, UH Hilo
Peter Mills provided an overview and need for the MA in Heritage Management degree. This proposal responds to House Resolution 130 passed by the Legislature in 2008 to grow Hawai‘i’s own talent to meet the demand for trained professionals in heritage management. Program proposal is based on soft funds for at least three years and expected to being in Fall 2015.

Suggestions to strengthen the proposal: page 10, PLOs for program versus student appears to be mixed and perhaps a matrix should be created to align courses with outcomes (especially since there are many course choices); in the action memo, provide a big picture paragraph (where the program sits, degrees offered by the unit, number of students, and rationale for why this degree should be offered at UHH etc.) addressing the BOR policy on Hilo’s mission of selected master’s and doctorate degrees; page 7, highlight service to Hawai‘i and Pacific; page 9, possible inclusion of letters of support for internships from agencies mentioned; page 10, “solid four-field” language may need to be explained and inconsistent use of proficiency/limited proficiency language requirement; page 19 “TCBES” should be explained; remove all syllabi and just include a list of courses with course descriptions and syllabus are available upon request; evaluated documents in appendix that are “older” and if they add value to the proposal; suggest using different course numbers for the ones that Mānoa already uses (i.e., ANTH 601, 602, 603, 611, 640).

CCAO endorsed the new program proposal. Campus will consider bringing forward the final proposal to the next BOR Academic Affairs Committee if revisions are ready in time.

Provisional to Established, Doctor of Pharmacy (PharmD), UH Hilo
Ed Fisher presented the proposal to move the Doctor of Pharmacy at UH Hilo from provisional to established status. The program began in 2007 and has graduated 257 students to date.

Suggestions to strengthen the proposal: pages 33-37 and appendix, remove student names; highlight the placement of graduates in Hawai‘i in body (currently in appendix); use state versus national data; may want to address possible question if funding for building does not happen.

CCAO endorsed the proposal for provisional to established status. Campus will discuss when it would be best to bring the proposal forward to the BOA Academic Affairs Committee.

Provisional to Established, Certificate in Risk Management and Insurance, UH West O‘ahu
Eun Ahn and Sharon Lee presented the proposal to move the Certificate in Risk Management and Insurance from provisional to established status. The program began four years ago and
graduated 7 students (expects to graduate 6 more this spring). Due to retirements and a shrinking talent pool in the industry, demand is high for the graduates.

Suggestions to strengthen the proposal: clarify that the program could be completed in one year but neighbor island students would need to take two years due to the sequencing of distance courses; page 8, highlight that graduates are employed in living wage jobs and possibly provide a range instead of the average; page 18, highlight distance opportunities; pages 23-25 remove student names.

CCAO endorsed the proposal for provisional to established status. Campus plans to bring forward the final proposal to the next BOR Academic Affairs Committee.

New Program, AS in Plant Biology and Tropical Agriculture, Kaua‘i CC and Leeward CC
Mike Pecsok, Ron Umehira and Kani Neupane from Leeward CC and Jim Dire from Kaua‘i CC presented the joint proposal to offer a new AS in Plant Biology and Tropical Agriculture (PBT) degree at both their campuses. Currently both campuses have an ASC in PBT that share similar courses. The AS PBT degree will be designed as a stackable credential with certificate programs and have a transfer pathway to a four-year degree. Kaua‘i will maintain the ASC and CA certificates and Leeward is considering to eliminate the ASC.

Suggestions to strengthen the proposal: include how current courses align with CTAHR as a transfer option; page 8, include a description of assessment of learning; page 6, comparison of plant and soil scientist for state of Hawai‘i numbers need to be updated; page 13, may want to highlight “agriculture literacy” reference.

CCAO endorsed the proposal for the new programs. Campuses will need to vet through the UHCC System, They will work with the UHCC system to determine if this proposal may be forwarded to the next BOR AAC meeting.

Authorization to Plan, CA in Sustainability Science, Kaua‘i CC
Jim Dire and Laura Williams provided background information and presented the ATP.

Suggestions to strengthen the proposal: page 2, reference to KCC system should be UHCC system; change reference to impact to accreditation; for the program proposal, include workforce data, highlight options for baccalaureate degrees (overlay with four-year plans); explain what happens after grant is done (e.g., reallocate funds from X).

CCAO endorsed the authorization to plan. Campus plans to bring forward the new program proposal in Fall 2014.

ASUH Resolution on Class Standing
Susan shared the UH Student Caucus’ resolution in support of the change to the number of credits that define class standing. A proposal outlining the impacts of the change to the various areas will be presented to the CCAO/CSSAO Joint Meeting in May.
BOR Academic Affairs Committee
Next meeting is expected to be held the week of April 28. Items for the meeting should be sent to the President’s Office by Monday, April 21.

Next Meeting – Joint CCAO/CSSAO Meeting
Wednesday, May 21, 2014, 9:00am – 2:00pm, ITS Conference Rooms 105A/B