Council of Chief Academic Officers  
Meeting Summary  

Monday, April 23, 2018  
2:00 p.m. – 4:00 p.m.  
Campus Center 309

Present: Debora Halbert for Michael Bruno (Mānoa); Misaki Takabayashi for Ken Hon (Hilo); Jeff Moniz (West O‘ahu), Susan Kazama (Kapi‘olani); Jim Dire (Kaua‘i); Joni Onishi (Hawai‘i); Karen Lee (Honolulu); Ron Umehira for Della Teraoka (Leeward); John McKee (Maui); Ardis Eschenberg (Windward); Suzette Robinson (UHCC System); Don Straney and Susan Nishida (System)

Guests: Wendy Pearson, Denis Konan, Amelia Jenkins, Morgen Johansen, Sarah Twomey (Mānoa); Shelby Wong and Norbert Furumo (Hilo); Bobbie Martel (Leeward); Dirk Soma and James Andrews (Kaua‘i)

Provisional to Established: Doctor of Education in Professional Educational Practice, UH Mānoa  
Sarah Twomey and Amelia Jenkins presented the proposal for the EdD to move from provisional to established status. Two cohorts completed the cycle and cohort three just started. Suggestions to strengthen proposal: update data to be current (reflect two completed cohorts and third in-progress); strengthen relevance to the needs of Hawaii (p.22); perhaps more data on graduates (career advancement, increased earnings); cohort size consistency; expand on what “priority for college” means; demonstrate program reach by perhaps providing a map of students and mentors; consider including application numbers to show demand; need to update resource template with more data and use years. CCAO endorsed the proposal. Campus plans to work on updates over the summer and bring back to the next ASA committee meeting in August.

Provisional to Established: AS in Business, Kaua‘i CC  
Jim Dire and Dirk Soma proposed to move the AS in Business that was provisionally approved in 2014 to move to established status. Dirk explained the enrollment growth and popularity of the AS in Business program with Native Hawaiian enrollment tripling. Campuses liked the design of the program with tracks under the larger Business umbrella and felt the proposal was well written. Suggestions to strength the proposal: double check on Maui’s Business Admin program to see if similar; provide jobs and information on increased earnings, if available; remove unnecessary attachments (provide links for articulation agreements). CCAO endorsed the proposal. Campus plans to work on updates over the summer and bring back to the next ASA committee meeting in August.

Authorization to Plan: AAS in Building Construction Technologies, Kaua‘i CC  
In response to the small number of graduates report, Jim Dire and James Andrews presented an ATP for a new degree that will serve as a single associate degree for students in Carpentry, Electrical Installation and Maintenance Technology and Facilities Engineering, which all appear
on the small number of graduates report. Each program will still retain the CO/CA associated with the program but students will all funnel up to this single AAS degree. It will also result in savings for the campus by reducing the number of program coordinators from three to one, as well as leveraging the purchasing of materials/resources under one area. UHWO is interested in creating an articulation agreement to the BAS in Facilities Management. The program will also consider aligning the name of the program with Maui. CCAO endorsed the proposal. Campus plans to work on updates and bring back proposal at the end of summer.

**Authorization to Plan: BA in Public Policy, UH Mānoa**

Denise Konan proposed the new BA in Public Policy, an interdisciplinary degree to focus on students who want to work in the public sector and non-profits. Ron provided the campus with some labor market and job openings data and Kaua’i requests that the program be made available to neighbor island students. UHM is planning to have it delivered via distance but will need to seek subchange approval once degree is approved. Campus should be clear about the differences between the proposed program versus UH West O’ahu’s Public Administration program, including curriculum and careers/jobs for graduates. CCAO endorsed the proposal. Campus plans to bring new program proposal to CCAO in Fall with goal for Spring BOR approval.

**Degree Change: BA to BS in Chemistry, UH Hilo**

Norbert Furumo and Shelby Wong proposed to change Hilo’s BA in Chemistry to a BS in Chemistry using the new “Degree Change” proposal process. The current program is built like a BS degree and similar to other BS degrees the campus has, as well as similar to UH Manoa’s BS in Chemistry (https://www.hawaii.edu/offices/aa/aapp/ccao/ChemCompareHilo-Manoa.pdf) so the change would be more reflective of the actual degree without any curricular changes. Suggest to include enrollment and degree conferral information in the proposal. CCAO endorsed the proposal. Campus plans to bring the proposal to the May ASA committee and implement for Fall 2018.

**Degree Change: AA to AS in Teaching, Leeward CC**

Ron Umehira and Bobbie Martel proposed to change Leeward’s AA in Teaching to an AS in Teaching using the new “Degree change” proposal process. The current program functions like a CTE program but is classified as a Pre-Professional program because it as an AA degree. Students and the program are not eligible for CTE funding and the annual ARPD report does not reflect the accurate health of the program due to the measurements being used. There will be no change to the curriculum. Program will not structurally/organizationally change due to the change. Campus will need approval from four-year campuses for the AS in Teaching to be included in the Automatic Admission progress (the AAT was automatically included because it was an AA degree). Question posed if 13 credits was too low for an AS degree, which is normally 15 or more. CCAO endorsed the proposal. Campus plans to bring the proposal to the May ASA committee and implement for Fall 2019.

**Academic Master Plan Update**

Campuses should submit ATPs for the programs they would like on the Academic Master Plan to be submitted by August 1. All other programs will be listed as “Under Consideration.”
Campuses will currently have the opportunity to update the plan annually. Once process is approved and in place, goal is President to approve programs on AMP that do not require new positions, resources or facilities (those will still need BOR approval).

VP Updates
Don reviewed the memo from February 2018: https://www.hawaii.edu/offices/aa/aapp/ccao/ProgramReviewsUpdate_2-21-18.pdf
Campuses have until May 1 to request extensions for programs that were provisional until Spring 2016. If not, President will have the ability to terminate the program. Campuses are encouraged to submit termination memos for programs they would like terminated. For programs that are due 2016-17, campuses should submit a short memo summarizing programs that will be submitted by the end of the month with a specific date or submit a formal extension memo for those needing more time. Campuses should also be doing a campus-level review of the programs on the small number of graduates list and make one of four recommendations: continue, require program to grow, merge or stop-out and terminate. A summary of the recommendations should be submitted by December 15, 2018.

Don said the ASA committee meeting is tentatively scheduled for May 18. All proposals submitted should be concise. The memos should also specifically address any facilities needs and the proposals should specifically address any facility needs.

Programs expected for the ASA May meeting:
- Leeward Provisional to Established AS in HIT
- Hilo Degree Change BA to BS in Chemistry
- Leeward Degree Change AA to AS in Teaching
- Maui Provisional to Established BAS Engineering Tech
- West O‘ahu New Degree BA in Natural Sciences
- Mānoa and Hilo Provisional to Established DNP

ASNS Provisional to Established being planned for next ASA Committee

Next Meeting
Joint CCAO/CSSAO Meeting, Wednesday, May 16, 2018, 9:00am – 3:00pm, IT Center 105A/B