Council of Chief Academic Officers  
Meeting Summary  

February 25, 2014  
10:00 a.m. – 12:00 p.m.  
Bachman 113  

Present: Reed Dasenbrock (Mānoa); Matthew Platz (Hilo); Linda Randall (West O‘ahu); Mona Kincaid for Jim Dire (Kaua‘i); Louise Pagotto (Kapi‘olani); Russell Uyeno (Honolulu); Mike Pecsok (Leeward); David Grooms for John McKee (Maui); Ellen Ishida-Babineau for Ardis Eschenberg (Windward); Joanne Itano and Susan Nishida (System)  

Guests: Krystyna Aune (Mānoa); Mary Heller and Terri Ota (West O‘ahu); Cheryl Chappell-Long (CC System); Jan Javinar (System).  

Provisional to Established, BEd in Elementary Education, UH West O‘ahu  
Linda Randall and Mary Heller provided background on the BEd program that started in 2007 with 45 students and currently enrolls 200 students. Sixty percent of the 98 graduates are employed in Hawai‘i schools, mainly at schools in the Central and Leeward areas.  

Suggestions to strengthen the proposal: expand information on the articulation agreement to include other possible articulations and include information on where the students are transferring from; elaborate on “national recognition” statement; update template for 2013-14 to be actual versus projected; include data on the statements about highest number of students in the area and teaching vacancies; for graduates, include percentage of those going to graduate school (viewed as success) and numbers that left the island, if available; review four-year academic plan to address possible numbering issues and concern with having 300-level courses shown in the second year.  

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

Mandatory Student Fees  
Jan received feedback from the group about the new proposed executive policy on student fees. Concern was raised about campuses having different policies for waiving fees, difference between students taking online classes and students physically not on the island and not having any exemptions for students enrolled in multiple campuses.  

Some would like a cap on the fees or charge a different fee for distance students that supports the specific needs (e.g., technology, online tutoring) for these students. UHCC accreditors are concerned with providing distance students the same opportunities and support as traditional students.  

ACTION: Jan to convene a group of VCAAs and VCSAs to discuss the issue of students physically enrolled in multiple campuses that are paying multiple student fees. Matt Platz and Mona Kincaid were identified to represent the VCAAs.
BOR Academic Affairs Committee
Next meeting scheduled for Wednesday, March 5 from 10:30 – 12:30 in Bachman 113. Representatives from Maui and UH West O‘ahu will be asked for updates on their accreditation and upcoming campus visits. Accreditation status for all campuses can be found at: [http://www.hawaii.edu/offices/app/accr_status.html](http://www.hawaii.edu/offices/app/accr_status.html). For emeritus/a requests, campuses should provide an action memo containing a summary of the person’s accomplishments with no attachments.

Cost of Public Higher Education Forum
A draft summary and next steps regarding the Cost Forum held in November 2013 was shared with the group. Addition and expansion of some productivity measures expansion were suggested by the UH Officers Group. Send Joanne suggestions and/or feedback regarding the document.

Reframing UH Strategic Directions for 2015-2021
A draft of the four major initiatives (HGI, HI2, 21st Century Facilities and High-Performing System) was shared with the group. UHCCs and UHM are concerned with alignment with their strategic plans. Send Joanne suggestions and/or feedback regarding the document.

Biennium Budget Considerations
Campuses should look at the budget holistically. The BOR Tuition Taskforce will be reviewing the tuition increases for 2015-16 and 2016-17. Possible changes to the frequency that new program proposal are presented at the BOR is being discussed.

Executive Searches
The President position has been posted with applications being reviewed starting on March 12, 2014. The Executive Vice President for Academic Affairs position will be posted shortly. The Vice President for Administration position has been posted with applications being reviewed starting on March 17, 2014. No executive search firms will be used for any of these searches.

Ka‘ie‘ie Update
Mānoa announced that effective March 1, Nicole Iwasaki will begin working with Windward CC and Honolulu CC to launch Ka‘ie‘ie programs on their campuses. Mānoa is hiring two full-time positions; one to work at Kapi‘olani CC and one to work primarily with Leeward CC. Mānoa is in discussion with Maui College, but have not had discussions with Kaua‘i CC and Hawai‘i CC yet. Mānoa will be holding a workshop in March for advisors on the Ka‘ie‘ie program.

Class Standing
Linda Randall and Susan discussed the process for informing faculty about the possible change to the credits that define class standing. Agreement was reached that faculty should be informed about the change, but that they don’t need to vote on it.

Next Meeting
Wednesday, March 19, 2014, 10am – 2pm, Bachman 113