Council of Chief Academic Officers
Meeting Summary

Wednesday, June 18, 2014
10:00 a.m. – 2:00 p.m.
Bachman 113

Present: Ron Cambra for Reed Dasenbrock (Mānoa); Linda Randall (West O‘ahu); Jim Dire (Kaua‘i); Louise Pagotto (Kapi‘olani); Joni Onishi (Hawai‘i); Katy Ho (Honolulu); Jim Goodman for Mike Pecsok (Leeward); John McKee (Maui); Ellen Ishida-Babineau for Ardis Eschenberg (Windward); Suzette Robinson (CC System); Joanne Itano and Susan Nishida (System)

Guests: Don Straney, Bruce Mathews and Ray Bedard (Hilo); Laura Williams (Kaua‘i); Ingelia White (Windward); Peter Quigley and Cheryl Chappell-Long (CC System); Gil Kahale (State Senator)

Announcements
Productivity and Efficiency Measures Meeting with Jane Wellman will be held on Friday, July 19, 2014 from 9-12 in the IT Center conference room 105.

ATP, BS in Aeronautical Science, UH Hilo
Ray Bedard provided an overview of the proposed program, the need for the program in Hawai‘i and the four different focus areas. The following suggestions were provided: clearly outlining the cost to the student and funding sources; determine if this will be a WUE program; if attracting veterans, may want to consult with a certifying official on the best way to set up the terms/courses to ensure maximizing benefits for veterans, etc.; strengthen program outcomes; clarify service to “local” students; if estimating a 95% retention rate over 8 semesters, may want to include reasoning for the estimation; explain the plans for the organizational structure change (where program resides, renaming of college, etc.); clarify the cost of the programs (equipment and supplies include cost of the hangar, simulators and other flight equipment?); course alpha discrepancies (may want to use Honolulu CC’s AVIT alpha),

CCAO endorsed the ATP and plans to return with the program proposal this fall 2014.

ATP, CA in Geographic Information Systems, Kaua‘i CC
Jim Dire provided an overview of the proposed program and the need for the program. Suggestions to the ATP were as follows: GIS 150 and 180 are currently developed by Hawai‘i CC and Maui College and it would be reasonable if there was course alignment as well as common course numbering; possible to address workforce needs using local labor data?; on page 4 “student centered” seemed misplaced; may want to be cautious with the enrollment projections; strengthen the student interest piece (types of jobs available in the community with letters of support for the program, etc.); elaborate on how the program is designed (lecture online with labs on campus, team taught etc.).
CCAO endorsed the ATP and plans to return with the program proposal this fall 2014.

Program Proposal, CA in Sustainability Science, Kaua‘i CC
Laura Williams and Jim Dire provided an overview of the program. The following suggestions were provided: suggest only bring forward proposal for CA since CO may be approved by Chancellor after CA is created; remove job posting that do not match the certificate as a MQ; expand on the jobs available to graduates and if certain companies will give a preference to graduates with this certificate, include letter of support; reformat Table 3.1; if developed to be an online program, UHWO has interest.

CCAO endorsed the program proposal and campus plans to bring to the BOR this fall.

Provisional to Established, CA in Agripharmatech, Windward CC
Ingelia White provided an overview of the program and detailed the success of the program to date. The following suggestions were provided: delete names of students; provide definitions for Table 3; graphs should have more distinctive colors; some tense issues throughout the document; data issues in Table 5 (if using own data, need to footnote); delete pp. 27-45; delete ARPD; delete CVs; delete letter from Brian Richardson; if using Leeward’s program as a comparison, may want to explain why the comparison program at Leeward is much lower.

CCAO endorsed the proposal and campus plans to bring to the BOR this fall. (Note: reviewed and recommended for approval by BOR Academic Affairs Committee 8/14)

Creative Media Arts MOA
Discussion about the articulation agreement for creative media arts was discussed. UHWO, KAP, HON, LEE received positions; WIN, KAU, MAU and HAW received money but no positions. UHWO will bring on new hires this fall in the areas of game design, trans-media and applications (with industry experience).

STAR Update
Joanne provided a draft memo to make STAR the official arbiter of degree requirements effective Fall 2015. The group supported the memo and provided some suggested wording changes. Revised memo should be signed by President and disseminated shortly.

Small Number of Graduates Report
Joanne provided a list of programs with three year averages of the number of graduates. Campuses will need to provide an explanation on how the campus intends to increase the numbers for each program (e.g., automatic conferral of certificates will increase numbers, program using similar courses from another program therefore the cost for the low graduate program is minimal). This may be a metric used for the productivity and efficiency measures. The BOR AAC is interested in this report.

Class Standing Update
Joanne provided the group a draft memo announcing the change to the number of credits that define class standing effective Fall 2015. The System will send all enrolled undergraduate students an email announcement on or about September 8, 2014 announcing the change; however, campuses should also inform their students of the change.

Next Meeting: August 20, 2014.