Council of Chief Academic Officers
Meeting Summary

Wednesday, March 21, 2018
9:00 a.m. – 12:00 p.m.
Campus Center 307

Present: Debora Halbert for Michael Bruno (Mānoa); Ken Hon (Hilo); Jeff Moniz (West O‘ahu), Susan Kazama (Kapi‘olani); Melanie Wilson for Joni Onishi (Hawai‘i); Jennifer Higa-King for Karen Lee (Honolulu); Della Teraoka (Leeward); John McKee (Maui); Don Straney and Susan Nishida (System)

Guests: Hae Okimoto (ITS); Wendy Pearson (Mānoa); Shelby Wong (Hilo); Michael Furuto, Esther Widiasih, Kamuela Yong, Sharla Hanaoka and Chris Lee (West O‘ahu); Kay Ono and Patrice Jackson (Leeward)

Provisional to Established: AS in Health Information Technology (HIT), Leeward CC
Della, Kay Ono and Patrice Jackson presented a request to move the AS in HIT from provisional to established status. As the only accredited program in Hawai‘i focused on non-direct patient care, the enrollment in the program is healthy and growing, program was able to address student needs due to the closure of Heald College and graduates are getting jobs. Suggestions to strengthen the proposal include: include information about what is medical coding, adjust some of the graphs (degrees/certificates separated, enrollment, etc.), highlight Early College (graduate?), may want to address persistence rates and include employment data. CCAO endorsed the proposal. Campus plans to bring to the May BOR ASA committee meeting.

New Program Proposal: BA in Natural Sciences with a concentration in Applied Mathematics, UH West O‘ahu
Jeff Moniz along with faculty members Michael Furuto, Esther Widiasih and Kamuela Yong presented the new program proposal for a BA in Natural Sciences with the first concentration to be in Applied Mathematics, which they have already identified 10-11 current students interested in the program. Per the recommendation of the group during the ATP stage, the courses are more “applied” and accommodate ASNS transfers. Suggestions to strengthen the proposal: have an answer for how enrollment numbers were derived, emphasize “applied” in concentration learning outcomes, may want to adjust expected number of degrees awarded, need to update the cost template, check figures for supplies/equipment, include reference to UH Hilo’s BA in Natural Sciences, adjust advising sheet to reflect FQ, consider removing lower division math requirement and update ASNS majors for Leeward CC and Kapi‘olani CC. CCAO endorsed the proposal. Campus plans to bring to the May BOR ASA committee meeting.

New Program Proposal: BA in Creative Media, UH West O‘ahu
Jeff Moniz along with Sharla Hanaoka and Chris Lee presented the new program proposal for a BA in Creative Media, which would replace the BA Humanities with concentration in Creative Media and BAS with concentration in Creative Media. Enrollment is strong and the program’s
focus is different than UH Mānoa’s Academic for Creative Media (focus is being “the film school”). Suggestions to strengthen the proposal: highlight the collaboration with UH Mānoa (faculty, courses, CyberCANOE, etc.), provide a link to articulation versus as an attachment, update program resource template and remove “expenses/revenue” template from proposal, check workforce data against the Hawai‘i Industry Sectors website, page 5 should have UH Maui College as one of the articulations, include enrollment numbers from all years, clearly state if program will follow current UHWO degree structure with concentrations or be a stand-alone degree with a Creative Media major, provide more workforce information on the 80+ graduates. CCAO endorsed the proposal. Campus plans to bring to the May BOR ASA committee meeting.

DRAFT Enrollment Verification Policy
Hae provided a draft of a new Enrollment Verification policy (https://www.hawaii.edu/offices/aa/aapp/ccao/Enrollment_Verification_Policy-DRAFT_3.20.18.pdf) to address federal Title IV concerns about students who do not attend class (aka “no show”). Comments regarding the draft policy should be send to Hae by March 30. Hae will do informal consultation with ACCFSC and Student Caucus. Goal is to bring a finalize policy for formal vetting to the CCAO/CSSAO meeting in May.

Vice President Straney Updates
- Reminder to submit completed Academic Master Plans (program changes for the next six years) by March 30.
- Wendy Pearson and Matt Platz worked on a Degree Change Request template last year. The new format for submitting degree changes using the new Degree Change Request template will begin this spring. Only applies to established programs with no curricular changes. No ATP is required, but BOR approval is still necessary. Comments about the Degree Change Request template should be sent to Susan by March 30. (Link to draft Degree Change Request template: https://www.hawaii.edu/offices/aa/aapp/ccao/RevisedDegreeChangeOutline-Checklist.pdf)
- Chancellors seem interested in participating in the WICHE Passport initiative. Leeward has been working on implementing it, but there are still many details to be worked out. Peter Quigley will be asked to provide an update at the CCAO/CSSAO May meeting.
- Don shared the Strategic Directions Update with the CAOs and asked for feedback about the proposed changes (Link to PPT: https://www.hawaii.edu/offices/aa/aapp/ccao/UpdatingHGIPresentation.pdf)

Next Meeting
Wednesday, April 25, 2018, 9:00am – 12:00pm, Bachman 113