Council of Chief Academic Officers
Meeting Summary

January 29, 2014
10:00 a.m. – 2:00 p.m.
Bachman 113

Present: Reed Dasenbrock (Mānoa); Matthew Platz (Hilo); Eun Ahn for Linda Randall (West O‘ahu); Charles Sasaki for Louise Pagotto (Kapi‘olani); Mike Pecsok (Leeward); Russell Uyeno (Honolulu); Ellen Ishida-Babineau (Windward); Joni Onishi (Hawai‘i); John McKee (Maui); Jim Dire (Kaua‘i); Joanne Itano and Susan Nishida (System)

Guests: Candace Tabuchi and Victoria Mathis (Kaua‘i); Maenette Benham, Tom Bingham, Spencer Lineweber, Magi Sarvimaki and Hyoung June Park (Mānoa); Cheryl Chappell-Long (CC System); Jan Javinar (System)

Mahalo and Aloha
Many thanks to Ellen Ishida-Babineau for her time and contributions as Windward CC’s Interim VCAA.

Student Financial Assistance Program Presentation
Jan Javinar provided an overview of the previous and current use of tuition scholarships and tuition exemptions in preparation for potential policy changes. Discussion to possibly monetize tuition waivers was raised. Also, possibility of the CCs to raise the return to aid percentages to provide scholarships targeted at special populations (e.g., students that do not have a GED and are not eligible for federal financial aid). Other suggestions included awarding multi-year scholarship and tie scholarships to completion of 30 credits per year.

ACTION: Reed to provide the cost analysis UHM completed to the campuses. Jan to lead further discussions to examine the “real” cost impacts since students using tuition waivers register after the semester begins.

Student Fees Policy
Jan provided an overview of the proposed changes to the student fee policies.

ACTION: Jan will circulate the revised draft policy to the VCAAs and VCSAs and return to the February CCAO meeting to take suggestions.

ATP in AS in Digital Media Arts, Kaua‘i CC
Jim Dire provided background information and presented the ATP. Suggestions for the program proposals include: careful review of the financial plan (Kapi‘olani and Leeward emphasized the expense of their programs) and if planning to continually receive external support, to include letters of support stating such; explore possibilities to partner with other campuses. The VCAA will review the cost template and resubmit to Joanne. CCAO endorsed the ATP.
**ACTION:** In March, Susan will convene a group to discuss systemwide creative media planning. Please submit 1-2 names of campus representatives to Susan by February 7.

**New Program, AS in Business, Kaua’i CC**
Jim Dire and Candace Tabuchi provided background and presented the AS in Business as a CTE program with the option for students to transfer to a bachelor’s degree. Suggestions for the proposal: add campus names to Table 1.2, correct reference to Certificate of Completion in Entrepreneurship to Certificate of Competence, and revise addressee and language in action memo. CCAO endorsed the AS in Business at Kaua’i CC.

**New Program, Certificate in Achievement (CA) in Medical Assisting, Kaua’i CC**
Victoria Mathis provided an overview of the CA program and the increased demand for medical assistants. Also, the CA would be a viable path for pre-nursing students. Suggestions for the proposal: revise the years on page 11 and ensure common course numbering (same alpha, number, title, credits, etc.). CCAO endorsed the CA in Medical Assisting at Kaua’i CC.

**Registration Priority for UH Transfer Students**
Student Caucus is concerned that UH students transferring to other UH campuses are not given priority registration over other transfer students. Hilo and West O’ahu may allow students to register early, but they need to attend orientation. Mānoa allows Ka‘ie‘ie students to register early. Registrars report to VCAA at Honolulu and Leeward, but to VCSA at other campuses.

**ACTION:** Discussion item for the next joint meeting (May 2014).

**ASNS Data**
Joanne shared data on students who transferred and/or graduated with the AS in Natural Science degree. All but one transferred to Mānoa. All but one transferred into a science degree. 43 of the 73 students transferred into engineering.

**Automatic Transfer of Courses Update (SZPARTI)**
This process allows campuses to conduct transfer evaluations of UH courses with a single job via Banner. Eight campuses utilized the new feature that automated the transfer of 6,352 courses in less than seven minutes. Windward is working on a policy change this semester that will allow them to utilize this feature and Mānoa is working on getting the process implemented.

**5 or Less Graduates Report**
A report of degrees and certificates awarded with an average of five or less degrees/certificates awarded by campus was shared. Need to also look at SSH to get a better picture. UHM is already looking to incorporate small numbers of enrollment and degrees awarded in their program review policy. CCs also use them for program health indicators. This is potentially something that could be used as a productivity measure for the next set of performance measures.

**BOR Meeting Updates**
President Lassner represented UH at the White House Summit on Increasing College Opportunity for Low-Income Students. Page 26 lists the commitments made: www.whitehouse.gov/sites/default/files/docs/college_opportunity_commitments_report.pdf
BOR created a Task Force (Regents Moore, Ota, Shigemoto and one outside member) to review the tuition increases.

Academic Affairs BOR Meeting – tentatively set for March 6
Possible agenda items:
- Overview of accreditation
- Update on the status of Public Health
- Program proposals

ATP, PhD in Native Hawaiian Indigenous Knowledge, UH Mānoa
Maenette Benham shared the history and need for the program. Also worked collaboratively with UH Hilo and explained the differences between the two programs. CCAO endorsed the ATP.

New Program, Bachelor of Environmental Design, UH Mānoa
The new program with six concentrations will replace the current BA in Interdisciplinary Studies degree and serve as a four-year pre-professional program for the Doctor of Architecture (D. Arch) degree. It also allows students that do not wish to continue with the D.Arch degree an opportunity to receive a credential. Since it is a pre-professional degree, it will not seek additional NAAB accreditation. Praise was given to faculty at the School of Architecture for working diligently with the community colleges to allow for maximum articulation. Suggestions for the proposal: submit a legible academic map (page 17) and possible future partnerships with Honolulu CC’s construction management program. CCAO endorsed the new program.

UH System Performance Measures 2013
Joanne shared the new 2013 performance measures brochure, which is also available online: http://www.hawaii.edu/ovppp/uhplan/

MATH 111 and 112
A summary crosswalk of MATH 111 and MATH 112 across the system was shared. Concern by the Student Caucus was raised about the need to take MATH 103 as a prerequisite at Leeward CC and West O‘ahu, but not at the other campuses. Leeward and UH West O‘ahu will discuss the issue with their campuses.

Next meeting
February 25, 2014 (note: this is a Tuesday)