Council of Chief Academic Officers

April 11, 2012

10-1:30 p.m.

Bachman 113

Present: Kenith Simmons (UHH), Joe Mobley (UHWO), Reed Dasenbrock (UHM), Louise Pagotto (Kap), Richard Fulton (Win), Mike Pecsok (Lee), Ralph Kam for Erika Lacro (Hon), John McKee (Mau), Joni Onishi (Haw), James Dire (Kau), Suzette Robinson (UH CC System), and Joanne Itano (UH System).

Guests: Krystyna Aune (UHM), Kay Ono, Ron Umehira and Patrice Jackson (Lee), Keala Losch (Kap), Kalawai’a Moore and Mehana Hind (WCC).

AS in Health Information Technology – New Program Proposal Lee CC

Kay Ono, Patrice Jackson and Ron Umehira responded to questions. Suggestions to strengthen the proposal include adding an introduction that explains HIT and the need for it in this state; spell acronyms at first use; provide a context for the focus on adult learners and PLA; provide supporting information on how the HIT program supports the Lee CC ILOs; add reference information for quotes; review need of HIM career information (p.7) and paragraph on unemployment; consider during development of BUSN if the course may be designated FS and enlarge cost template. CCAO endorses the new program proposal. Lee CC anticipates submitting for May 2012 BOR meeting.

AA in Hawaiian Studies – All 7 Community Colleges

The group did an excellent job in preparing one proposal for all seven CCs. Suggestions to strengthen proposal include adding UHWO (BA in Humanities with a concentration in Hawaiian and Pacific Studies) to the proposal; add general education objectives to the proposal; use the term general education core requirements in describing gen ed core; Haw CC to consider the role of AAS in Hawaiian Lifestyles with the proposal of the AA in Hawaiian Studies; add assessment of student learning to measures of program efficiency and effectiveness; eliminate appendix D; add cost template and narratives to body of proposal; include DQP document to action memo. Reed will write a letter of support from UHM for the AA in Hawaiian Studies.
For the cost template, the group agreed to the following:

A. For headcount, use the numbers in the body of the proposal.
B. SSH is all students taken HAW/ HWST courses
C. Faculty teaching HAW/HWST courses only
D. Depends on campus
E. Depends on campus
G. Tuition – Y1 - $101
   Y2 - $106
   Y3 - $114
H. Other – such as grant funding
K1 and K3. use actual $
O. Use humanities

Campuses are to submit any changes to Keala Losch for the proposal and turn in the cost template and narrative to Suzette. Proposal will need to be reviewed by John Morton before submission to the President (4/27/12). CCAO endorses the new program proposal and will be submitted for May 2012 BOR meeting.

The group is commended for their approach to determining expected majors in this new program; using the DQP framework to support the consistency and quality of the degree across all 7 campuses and setting a high bar for systemwide academic planning.

**AS in MELE – Provisional to Established Hon CC**

Keala Chock responded to questions about the proposal. Suggestions to strengthen the proposal include: make clear if there are two AS degrees or one AS degree with two concentrations; for the listing of the curriculum, place all the general education courses in the appropriate section; consider adding what the first graduate from the Belmont program is doing; add information to support how the MELE program supports the UH system mission; add specific information on the articulation with UHWO and UHM; support statement that Hawaii has an unusually high concentration of raw musical talent; clarify number of new positions needed for biennial budget request and consider reallocation as requesting additional positions from the legislature is of concern; add specific numbers rather than high percentage of majors are Native Hawaiians; revise program efficiency section as it is specific to the CCs, consider excluding the appendix on program health or add an explanation to the table; relook at information provided on graduates, consider adding % of students within the last 15 credits to graduation; add 2008 persistence data; add information on prerequisites added to strengthen the students who commit to the major.

CCAO endorses the proposal. It is suggested that it be submitted for July BOR or later.
Test Score Posted in Banner

CAOs agreed that the Student Affairs Chief Academic Officers input is essential to this issue. In general the group agreed that individuals who access to STAR are authorized to do so and knowledgeable in dealing with sensitive information.

Prior Learning Assessment

Suzette announced that 8 campuses are part of the PLA steering committee which will focus on policy and procedures. All campuses are invited to hear speakers from Vermont State College; experts in PLA speak at the Hawaii Strategy Institute at Hon CC on April 20, 2012. Suzette will forward registration information.

Next Meeting:

Wed, May 16, 2012
UHM, Bachman 113