

University of Hawai'i System  
ROLE AND RESPONSIBILITY OF  
THE COUNCIL OF CHIEF ACADEMIC OFFICERS (CCAO)

The Office of the Vice President for Academic Planning and Policy (OVPAPP) has the responsibility for assuring that academic policy and practice are consistent, in the best interests of the university as a whole, and implemented with appropriate quality and desired outcomes. Each campus has a person who carries out the functions of a chief academic officer (CAO). The Vice Chancellor for Academic Affairs of each campus serves as the campus's CAO.

The Council of Chief Academic Officers is the systemwide council of academic officers. The Vice President for Academic Planning and Policy or designee convenes and chairs this Council. The Council will meet regularly to address an agenda provided by the OVPAPP.

The Council's overall role is to assist the VPAPP and through the OVPAPP other senior executives with the review and management of academic policies, practices, and issues that span multiple campuses. Specific tasks include the following:

1. **Recommendations and advice.** The Council will provide advice and recommendations to the VPAPP on substantive academic program and policy matters. The VPAPP and Chancellors will retain decision-making authority through presidential and board authority.
  - a. **Authorization to Plan (ATP).** After review by the UH Officers, it is the responsibility of the Chief Academic Officer to present to the Council ATPs for review and comment. The intent is to provide systemwide consideration of academic credentials at an early stage thus facilitating communication, cooperation, and the best use of resources across the system.
  - b. **New and Provisional Programs.** The Council reviews and endorses BOR-approved proposed and provisional programs:
    - i. For any impacts on other parts of the system that have not been addressed;
    - ii. To ensure that program actions are consistent with the originating Unit's mission and program focus;
    - iii. To ensure that requests for BOR action address issues related to state needs, student learning and program outcomes and costs.
2. **Academic policy implementation.** At the request of the VPAPP, the Council serves as a forum in which systemwide academic policy issues are reviewed and revisions proposed. The Council determines the strategy for such a review, e.g., the appointment of a task force and/or review by CCAO itself. In general, such reviews involve an analysis of existing data, gathering of additional data, formulation of alternatives and a recommended course of action, and the presentation of findings and recommendations to the VPAPP. In all cases, appropriate consultation shall be conducted on each campus and at the system level.
3. **Strategic Plan monitoring.** A major task of the Council will be monitoring the implementation of the system strategic plan with attention to systemwide academic issues, including the Academic Master Plan and its relationship to the Integrated Academic and Facilities Plan.

4. **Coordination and Communication.** The Council serves as a forum for facilitating coordinated activities (programs, services, etc.) and, as appropriate, shall initiate consultations across the system. The Council serves as a vehicle for information. At the request of the VPAPP, the Council reviews and makes recommendations regarding academic practices that span campus boundaries and for which the University should have consistent or at least coordinated practices. The Council also meets twice a year with the Senior Student Affairs Officers.

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