Automatic Admission Meeting Summary
Sinclair Library, Room 108
Thursday, August 1, 2013
1:00 p.m. to 3:00 p.m.

Present: Ryan Yamaguchi, Garett Inouye, Sean Tomlinson, Gary Rodwell, Joy Nishida (MAN); Curtis Nishioka (HIL); Ralynn Kobashigawa, Craig Morimoto (WOA); Carla Rogers (WIN); Blake Hunrick (LEE); Sharon Fowler (KAP); Maggie Templeton (HON); Joanne Itano, Susan Nishida (System)

Group met to review and provide suggested changes to the Automatic Admission timeline and Operating Guidelines since it has been over three years since the group last met. Any suggested changes proposed from the group would need to be approved by the Council of Chief Academic Officers (Vice Chancellors for Academic Affairs).

Timeline and Operating Guidelines
The group discussed shortening the timeframe from four weeks to two weeks for students to respond to the offer, but the CCs are concerned it would be too short.

The group agreed to maintain a one month timeframe to allow students to respond to the offer, but supports a proposal for an earlier offer/end date (February 1 to March 1 for Fall and September 1 to October 1 for Spring).

It was clarified that Associate of Science (AS) students that do not meet the minimum 2.0 GPA requirement are not admitted as unclassified, only AA students are allowed this option.

Proposed changes would be effective for Spring 2014 (for Fall 2014 admission).

Automatic Admission Criteria
Currently, students are offered automatic admission a second time (reoffer) one year after a non-response or declined the initial offer and are still enrolled at a CC. The group proposes that the reoffer is given to the student the following semester if they do not accept the initial offer as long as the student is not already enrolled at a four-year campus.

There is a need to update the list of articulated programs (e.g., additional campuses have added eligible programs such as the AS NS and AA in HWST).

It was clarified by STAR that students are offered automatic admission a maximum of three times, regardless of the types of offers given (standard, reoffer or manual offer) and the time period.

For academic actions, it was clarified that a student on probation is offered automatic admission if she/she meets the criteria. Academic actions of suspension or dismissal would make a student ineligible.
Data from STAR to determine eligible students is pulled about a week prior to the offer date.

**Manually Adding Names to the Automatic Admission List**
Each CC designates two people to manually add students to receive an automatic admission. This person is to be knowledgeable about the criteria for auto admission and access the auto admission reports. Current campus representatives can be found at:

Changes to this authorized list should be sent to the Office of the Executive Vice President for Academic Affairs/Provost. Susan Nishida is the contact. Training will be held to update the advisors about current policies regarding automatic admission.

**Emails/notification to Students**
Students receive an email announcing the offer of automatic admission or a slightly different email if it is a reoffer. After a student accepts an offer from one of the four-year campuses, they are automatically sent a congratulatory email from the campus. Campuses also need to work on “advertising” this program to their students.

Please submit any proposed changes to these emails to Susan by August 15, 2013. The wording for the congratulatory email is determined by the campus.

**Campus Processes**
The CCs shared their process for manually adding students to the list for automatic admission. In general, the students manually added are requesting to be added or are graduating and did not receive the STAR offer. Some of the reasons students do not receive the offer are: substitutions/waivers and transfer credits are not inputted, students are not in an approved program, students have already been offered automatic admission three times.

The four-year campuses shared their admission process:
- Mānoa waits until the deadline and then downloads and processes all students for admission. They send initial notification after the download that includes a list of non-UH transcripts needed. Students who already applied and accept the offer (students must accept the offer via STAR) will be automatically refunded their application fee.
- West O‘ahu processes applications as they come in. They notify students as applications are processed and request for non-UH transcripts from the CCs for the students. If the CC does not have the transcript or the student never submitted it, the student is responsible to submit it. Students must request for an application fee refund, but will not be denied.
- Hilo processes applications as they come in. They work closely with students to ensure all documents are turned in and may extend the deadline for students that inquire. Students who already applied and accept the automatic admission offer are automatically refunded their application fee.

It was suggested the four-year campuses modify emails/correspondence to students to include a specific timeframe when students will receive a response from the campus.
Automatic Admission Data
The group reviewed the automatic admission data that included numbers of students offered automatic admission, number that accepted the offer by campus and CC program, students that accepted the offer and enrolled, persistence and graduation rates of the students, and some information about manually added students.

Request was made to determine the average number of credits automatic admission students transfer with.

Some questions that campuses may want to consider:
- What other types of data would be helpful?
- What can we do to target students that accepted the offer, but enroll at the CCs (17%; 430 of 2,552)?
- Are the students that participate in this program more successful?

Summary of Suggested Changes
1. Move up the offer and end date to the 1st of the month versus the 15th (February 1 to March 1 for Fall and September 1 to October 1 for Spring).
2. Change the reoffer time frame to the next semester (currently one year later) if they are enrolled in a UH campus but not at a four-year campus.
3. Add in additional AA/AS degrees when approved (e.g., AS NS, AA in HWST) or when new articulation agreements for the acceptance of an AS degree to a bachelor’s degree at a UH four-year campus are signed.

Items 1 and 2 would be effective Spring 2014 (for Fall 2014 admission). Item 3 would be effective Fall 2013 (for Spring 2014 admission).

Next Steps (responsible person)
- Obtain approval from the CCAO on proposed changes (Joanne).
- Update website with revised information (and include any approved changes from the CCAO) and share with advisors via this group and AATN (Susan).
- Training/guidance for manual CC adders (Susan and CC authorized users).
- Request for data on the average number of credits an automatic admission student transfers with (Susan with IRAO).
- Request for data on if it makes a difference when the student accepts the offer and if they enroll (Susan with IRAO).

Future Suggestions
- Tie admission decisions in Banner to the student’s STAR record so students can see up-to-date information on the status of their application.
- Notify eligible students prior to providing them with the automatic admission offer informing them that the offer is coming.
- Look for additional ways to determine student success for this group of students.