Council of Chief Academic Officers Meeting Summary
June 6, 2004 – Bachman Hall Conference Room 113

Attendees
UHM Vice Chancellor for Academic Affairs Neal Smatresk
UHH Vice Chancellor for Academic Affairs Chris Lu
Interim Vice Chancellor for Academic Affairs flo wiger
Hawai‘i CC Interim Dean of Instruction Noreen Yamane
Honolulu CC Dean of Academic Affairs Sharon Ota
Kaua‘i CC Interim Dean of Instruction Helen Sina
Leeward CC Dean of Instruction Doug Dykstra
Executive Assistant James Nishimoto
Interim Asst. Dean Louise Pagotto for KCC Sr. Academic Dean Leon Richards
Director for Academic Planning, Assessment & Policy Analysis Cheryl Chappell-Long for Assoc. VPAA Mike Rota
Asst. Dean Linka Mullikin for WCC Dean of Instruction Carol Pang

Location
Bachman Hall 113
Start Time: 10:00 a.m.  End Time: 11:00 am
Prepared: 06-09-04  Recorder: Nishimoto

Meeting Agenda
• Welcome and Introduction
• CCAO Concerns
• Announcements and Briefings
• Issues for Discussion
  o Service Learning
  o Procedures for Articulation to UH-Mānoa’s General Education Foundation Requirements
• Announcement of New Program Concepts and/or Authorization to Plan

CCAO Concerns
• Identification of discussion items for future meetings
• CCAO Meeting format
• Position counts to implement the agreement to convert temporary appointments to probationary status

Announcements
None

Action Items
• Listing of future meeting discussion items to be submitted to flo wiger by June 16 for consolidation
• Preparation of meeting summaries
• Preparation of recommendations and system-wide guidelines
Agenda Item Summary

• Service Learning

  Presentation by Bob Franco on Service Learning was rescheduled to July 7th.

• Identification of Future Meeting Discussion Items

  Interim Vice Chancellor Wiger volunteered to collect discussion topics for the Council to facilitate the preparation of a full year’s agenda for future meetings. Suggested topics include: grading, teacher certification, service learning, mission clarification, and the biennium budget.

  To facilitate the dialogue among like-campus, e.g., community colleges versus four-year campuses, it was suggested that Deans of Instruction of the community colleges schedule meetings as is the practice of community college Chancellors.

  Interim Dean of Instruction Sina urged that there be a balance between discussion of scheduled topics and other ad hoc topics, e.g., conversion of temporary appointments to probationary status. The hope was expressed that the sharing of information would lead to development of better understandings among Chief Academic Officers. Interim Dean of Instruction Dykstra urged that the two (2) hour long meeting format be continued.

• Conversion of Temporary Appointments to Probationary Status

  UHM Vice Chancellor Smatresk asked for a discussion of the memorandum announcing the conversion of temporary appointments to probationary status. Based on the discussions, UHM Vice Chancellor Smatresk offered to share copies of Mānoa’s recently developed guidelines to implement the conversion process.

• Procedures for Articulation to UH-Mānoa’s General Education Foundation Requirements

  Chancellor Englert invited and members of Council of Chief Academic Officers attended a ceremony at Hawai‘i Hall in which an agreement between representatives of UHM, Honolulu Community College, and Kapi‘olani Community College on
procedures for the articulation of UHM’s General Education Foundation Requirements was signed by the respective campus Chancellors and faculty representatives.

Guest Attendees: None