Council of Chief Academic Officers
Meeting Summary

March 17, 2010
Bachman 113
10:00-2:00 p.m.

Present: Erika Lacro (Hon CC), Phillip Castille (UHH), Louise Pagotto (Kap CC), Mike Pecsok (Lee CC), Ramona Kincaid (Kaua‘i CC), Suzette Robinson (Maui College), Richard Fulton (Win CC) Reed Dasenbrock (UHM), Linda Randall (UHWO), Peter Quigley (UHCC), Linda Johnsrud and Joanne Itano (UH System)

Guests: Ron Cambra, (UHM), Brian Richardson (Win CC), Kay Ono (Lee CC), Krystyna Aune (UHM), Joy Shirokane (KapCC), Ellen Okuma (Haw CC) (by VTC), Cheryl Chappell-Long (CC System)

Shorten Academic Calendar

Reed Dasenbrock provided background on the academic calendar proposal. Ron Cambra shared the major points of the proposal which proposes 14 weeks of instruction in fall, spring and summer. Overall goals are to maximize campus resources (offer courses through the day into the evening; shut down campuses between semesters); academic integrity and better predict progress to degree (offer courses that students need to graduate in summer). STAR provides a four year template to plot courses for completion of degree. This data could be used to plan course offerings in the summer and possibly a course schedule for 2 to 3 years in advance. This plan would provide better advising for students with more time between fall and spring semester. With three equal semesters, could admit students in summer, fall and spring semesters.

A four day instructional work week was discussed. CCs and UHWO now offer MW/TTh schedules (75 minutes each for 3 credit course).

Better use of summer session makes sense as there is a physical plant available for use and could help students graduate sooner. Would need to know target, who enrolls in summer school, e.g. students completing GE, making up deficits or taking upper division courses to graduate. Summer session would need to continue to be self supporting. Since it is self supporting, returns to divisions/departments are a significant part of their annual operational budget. Incentive models for summer school need to be identified, e.g. having mainland faculty come to Hawai‘i for a month to teach a course or two.

A shorten semester would result in longer course periods. A 3 credit course is 150 minutes per week divided by 14 would add about 10 minutes per week to classes. A 1 credit lab would be the same. A 3 credit CTE lab (450 minutes per week) would add about 30 minutes/week to lab periods. An hourly layout of course schedule is needed.
Joanne Itano to convene group consisting of Ron Cambra, Linda Randall, Louise Pagotto, Kenny Simmons, Noreen Yamane to discuss this further. Goal is to have proposal by end of summer 2010. Faculty, BOR and UHPA would need to be consulted.

Proctoring/Distance Learning Issues

Joy Shirokane and Ellen Okuma from the Campus Distance Committee shared the enormous increase of proctoring due to increase use of technology for courses delivery. CCAO agree to review and approve guidelines for proctoring of exams for UH students out of state. The guidelines will be developed by the CDC group. Faculty will be consulted by CDC members by having guidelines reviewed by each campus’ DL group. The issue of placement testing for students on different islands than the campus the student will attend will be addressed in the future. Thanks to the CDC group for their continuing work in resolving issues related to DL. Peter Quigley mentioned that the CCs will be developing a strategic plan for distance learning.

Hawai‘i Graduation Initiative

Linda Johnsrud provided background on this initiative. The goals for HGI are the same as identified by the UH System Strategic Outcomes 2008-2015. Major components would include

- **High school graduates**
  - better prepared for college
  - partnering with DOE
- **Strategic recruitment**
  - enrollment management
  - data on the characteristics of the 8000 new students will be available shortly.
- **Affordability**
  - there is pressure to increase tuition with toughest financial years coming (starting 2011-12) when stimulus funding goes away and one time savings such as payroll lag are completed
- **Student mobility**
  - transfer students
  - system graduation rate
- **Retention and Completion**
  - strategies focused on those who drop out
  - those who fail to complete, i.e. leave with high number of credits and in good academic standing
  - need to add academic support to keep students coming back to school

Will need to establish campus goals to meet 2015 goal. The CCs have already done so and for Native Hawaiians.

Discussion about how to fund increased number of certificates. It was suggested that this should be an issue of setting priorities within the campus and examining cost/productivity issues.
Suggestions for how the UH System can help campus achieve the goal of increasing degrees/certificated earned include;

- Start with conference with experts in related areas; sharing of ideas and best practices and establish workgroups
- Multicampus groups to convene to identify what Systemwide strategies support campuses such as a common UH transcript; if not admitted to one campus, can there be a process to send the application to another campus for review; up front collection of graduation/transcript fees so can award degree/certificate without the barrier of a graduation fee; students at 4-year campuses that need remedial courses and have to pay CC tuition (as already enrolled in 12 credits at the four year campus)
- IR support to gather baseline data and establish common definitions

Achieving the Dream has a similar model with core, data and policy teams.

Math Summit Update

Next Math Summit will be Fall 2010 as national common core standards are being developed. DOE must approve these standards to assist with next Race to the Top application. The standards are expected to be in final form at the end of April 2010, approved by BOE by Summer 2010 and implemented by DOE in 2011-2012 year. In these standards, there are two levels of math, standard exit level and an advanced level. This will impact the current work to align the UH math courses. Wes Yuu will be requested to send out a notice to math faculty updating them.

Proration of Focus Requirements

UHM is proposing to delete the proration of focus requirements as of Fall 2011. It was considered a transition policy while the focus requirements and courses were being developed. The complexity of the policy has been confusing for students and faculty/staff.

The UHM General Education Committee will make the final decision. It is supported by the UHM Academic Procedures Committee and the Council of Academic Advisors. The issue will be shared with the Academic Advisors and Transfer Network at its April 1, 2010 meeting. It is suggested that proposed changed be shared with Chief Student Affairs Officers (Karen Lee). When approved by UHM, a memo will be send to Linda Johnsrud for distribution among the campuses.

GE Core MOA

CAOs have been sent the revised GE Core MOA. The concept remains unchanged. Specific implementation language has been added to the MOA which strengthens the MOA. CAOs are
requested to send the MOA with their support to their campus’ faculty senate chairs and ask for review/endorsement by the end of Spring 2010 semester. The MOA has been sent to the ACCFSC and is on their agenda for the March 19, 2010 meeting.

Update Auto Admission

Reed Dasenbrock reported that of the 700+ students who were offered admission via the auto admission process, 260 accepted at UHM, 66 accepted at UHWO and 48 accepted at UHH. For UHM, 130 students with AA degrees were accepted in Fall 2009.

Reed also asked that any issues related to transfer from CCs to UHM be sent to K. Aune. She is convening the Transfer workgroup for the enrollment management initiative at UHM.

Next Meeting
May 26, 2010