Council of Chief Academic Officers  
Meeting Summary  

February 23, 2005  
Bachman 110  
10:00-12 noon  

Present:  David McClain (Interim President), Linda Johnsrud (APP), Sharon Ota (Honolulu CC), Linka Corbin-Mullikin (Windward CC), Stephen Hora (UHH), Helen Sina (Kauai CC), Doug Dykstra (Hawaii CC), Joe Mobley (UHWO), Leon Richards (Kapiolani CC), Joanne Itano (APP).  

Announcements:  

Linda Johnsrud has been appointed Interim Vice President for Academic Planning and Policy and will chair the CCAO.  

Stephen Hora is the new interim Vice Chancellor for Academic Affairs from UHH.  

UH Alcohol Policy and Underage Drinking  
David McClain distributed a letter from Lt. Gov. Aiona encouraging the UH administration and BOR to take effective measures to reduce underage drinking on its campuses.  David asks for feedback from this group.  For discussion at next CAO meeting.  

Tuition Schedule 2006-2007 through 2010-2011  
Public meetings are scheduled at each campus.  Linda Johnsrud requests that the Chancellor, CAO and/or Dean of Students be present at the meeting at their campus to respond to questions regarding campus use of tuition funds.  The powerpoint to be used for the public meetings is available for preview at http://hawaii.edu/ovppp/tuition/.  It is important to emphasize the cost sharing aspect and that need-based financial aid will quadruple.  The technology fee and nursing fee at CCs and UHH have been added to the tuition schedule.  

Total Number of Credits earned at Completion of Bachelor’s degree  
When students take longer than 4 years to complete a bachelor’s degree, should the credits beyond 120 or so needed to complete the bachelor’s degree be subsidized by the state?  Factors impacting the total number of credits earned include students not being clear on their educational objective, lockstep curriculum patterns and highly competitive programs.  The average number of credits completed for the bachelor’s degree at UHM is 156 credits (124 credits required to graduate).  

Multiple Registrants  
Report on multiple registrants (students who take courses on more than one UH campus) distributed.  In the Fall 2004, 2122 students registered at more than one campus which is evidence of the importance of working as a system for students.  Discussion on impact of
tuition cap at 12 credits (students at 4 year campuses do not pay for additional credits over 12) as an impediment to taking courses at other campuses. However, this needs to be balanced with the proposed increase in tuition.

MA in Hawaiian Language and Literature and MA in Hawaiian Studies, UHM. Neal Smatresk presented these proposals for discussion. The ATP was approved by SAAC (predecessor to CCAO) four or five years ago. Feedback included workforce implications, consultation with UHH faculty, dialog between the two departments proposing the degrees and removal of negative comments regarding other UH programs. Written comments are to be sent to Neal Smatresk. Intent is to have this on the BOR agenda at its March 2005 meeting.

Role of CCAO
CCAO is an advisory, recommending body. ATPs are approved by Chancellors and at UHM by Deans/Graduate Division. Suggested purposes of review of ATP requests by CCAO include:

1. Avoid duplication of programs while considering student needs and the market.
2. Discuss impact on resource distribution.
3. Inform campuses about proposed new programs (making new connections with existing programs, consideration of articulation issues, etc.)
4. Provide feedback to improve proposal with current focus on SLOs and assessment and anticipate questions from BOR.

It is suggested that copies of ATPs and program proposals be provided to members at least two weeks prior to its review. For future discussion, clarify role of CCAO in review of ATP and program proposals.

Definition of a Program
Linda Johnsrud requested clarification on definition of a program for a discussion with Regent Bender. From BOR policy:
Section 5-1 Instructional and Research Programs
a. Program Approval
(1) The Board approves the establishment or termination of all instructional and research programs upon recommendation by the President. This includes new centers, schools, and grouping of courses or academic units towards a credentialed objective. The Board shall be consulted in determining whether programs fall under this policy. (Jan. 13, 1966; Oct. 20, 1978; am: Oct. 18, 2002)
This would define programs as those that are approved by the BOR.

Linda to clarify which certificates are approved by BOR and which may be approved by Chancellors and if only BOR approved programs, appear on students’ transcripts.

Course Articulation Issues
Memo from UCA (Mike Rota) distributed requesting CCAO endorsement of the establishment of systemwide committees to review course alphas,numbers in Philosophy
and Computer Science and to submit names of faculty for participation in each committee. Stephen Hora to follow up on Bus 100 at UHH and encouraging the UHH faculty to use the Bus 120 number. It is suggested that campuses sign the Bus 100/120 articulation agreement since this agreement is already approved by faculty.

Future Agenda Items
Response to Lt. Gov.’s letter on Alcohol Policy and Underage Drinking
Consistency in Program Changes (i.e. changing to course alphas) (Helen Sina)
Systemwide purchase of CurricuNet (Neal Smatresk)
Program Review at CC

Next Meeting
March 9, 2005 by videoconference