Council of Chief Academic Officers
Meeting Summary

May 11, 2005
Bachman 110
10:00 AM. – 1:00 PM

Present: Linda Johnsrud (APP), Sharon Ota (Honolulu CC), Linka Corbin-Mullikin (Windward CC), Stephen Hora (UH), Neal Smatresk (UHM), Peter Quigley (Leeward CC) Leon Richards (Kapiolani CC), flo wiger (Maui CC), Doug Dykstra (Hawaii CC), Helen Sina (Kauai CC), Mike Rota (APP), Joanne Itano (APP), Chris Lu (APP), Jim Nishimoto (Office of the President)

Paula Mochida, Jean Osumi and Louise Pagotto (Academic Calendar Subcommittee)

Academic Calendar

Paula Mochida provided an overview of system-wide issues related to the academic calendar (see attached handouts). Most of the issues relate to varying deadlines used by the different campuses and its impact on students. This is significant with the growing number of multiple registrants across the UH System.

Summer session dates: UHWO faculty have already agreed to schedule their 2006 summer session consistent with the first summer session of Hawaii CC, Honolulu CC, Kapiolani CC, Leeward CC, Windward CC and UHM. Hilo, Maui and Kauai have different summer session dates. These campuses will discuss this with their faculty for potential alignment in the Summer 2006.

Drop/Add dates: This is of particular concern for UHH and UHM as the drop date is later than the add date. Thus, when courses are dropped, it is too late for other students to add. S. Hora and N. Smatresk will discuss and provide recommendations at the CCAO meeting in June 2006.

Other issues: Additional issues to be discussed at future CCAO meetings.

UH System Faculty Handbook

A draft Table of Contents for this handbook (last revised in 1973) was reviewed. CAOs agreed that Chris Lu may proceed with the drafting of the handbook. Please send any comments or suggestions to him at chrislu@hawaii.edu.
Duties of Academic Chairs

This is being developed as a result of the current UHPA contract. A draft was reviewed with the suggestion that the system description be a minimal set of core responsibilities and other duties as assigned as each campus has varying responsibilities of their academic chairs. **Chris Lu to revise document for review at next CCAO meeting.**

ATP Format

Draft reviewed. **Joanne Itano will revise for review at next CCAO meeting.**

Tuition Proposal Update

Linda Johnsrud provided an update on the tuition proposal which will be discussed at the May BOR meeting. IT fee has been removed and a 6 year tuition schedule is being presented.

Future meetings

For June and July, 2005 CCAOs will meet from 10-2 p.m. once a month. It is suggested that handouts be provided prior to meetings.

Future Agenda Items

Leeward CC – AAS to AS. Does this change require BOR approval?
UHM – Program proposal for BS in Ethnobotany; ATP previously approved.

JI: 5/12/05