Council of Chief Academic Officers
Meeting Summary

May 25, 2005
Bachman 110
10:00-12 noon

Present: Linda Johnsrud (APP), Sharon Ota (Honolulu CC), Linka Corbin-Mullikin (Windward CC), Helen Sina (Kauai CC), Doug Dykstra (Hawaii CC), Peter Quigley (Leeward CC), Suzette Robinson for flo wiger (Maui CC), Louise Pagotto for Leon Richards (Kapiolani CC), Neal Smatresk (UHM) Mike Rota (APP), Chris Lu (APP), Joanne Itano (APP).

Announcements:

CAOs are requested to ensure that the articulation database for their campus is reviewed for accuracy prior to March 2006. This database is essential for the degree audit and What If components of STAR. A web interface showing course to course and course to category information across the UH campuses will also be developed for public viewing using the campus’ articulation database. An email was sent to all CAOs outlining the details of this project. Helen Sina asked about counting 300 and 400 level courses as meeting lower division requirements. This can be part of the articulation database if the campus inputs it into their database.

ATP Template
Draft 2 reviewed. New draft attached.

Academic Chairs Duties and Responsibilities
Chris Lu to provide the BOR policy on Department Chairs and its relationship to the draft discussed today for the June 2005 meeting. Ed Yuen will be invited to attend.

Program Proposal: UHM Bachelor of Science in Ethnobotany
Neal Smatresk outlined the program proposal. It will be first of its kind in the nation upon approval. Recommendations include: quantifying the likely employment of graduates of this program; remove information regarding the two certificates from the proposal; updating the proposal to reflect the Spring 2006 implementation; include student learning outcomes or provide assurances that these will be developed; clarify role of faculty and community advisors in practicum course. UHM requested that this proposal be returned for revision and submission for BOR action at a later date.

Update on Curriculum Central

A task force consisting of Louise Pagotto, David Lassner, Gary Rodwell and Harriet Miyasaki is exploring the expansion of LCC’s Curriculum Central for system-wide use as a web-based course approval process. A proposal on the cost of expanding the software will be submitted by Gary Rodwell in June 2005.
Next Meeting

June 8, 2006, 10-2 p.m., face to face

Agenda items: 1. Academic Calendar:  Drop/Add Date  Neal Smatresk/Stephen Hora  
   **CAOs are to review the list of issues for discussion and action**
   2. ATP template and E5.202  Chris Lu/Joanne Itano
   3. Academic Chairs  Chris Lu/Ed Yuen
   4. ATP - ACM degree  depending on if Tom Brislin can attend/Neal Smatresk