Council of Chief Academic Officers
Meeting Summary

May 20, 2009
Bachman 203
10:00-2:00 p.m.

Present: Erika Lacro (Honolulu CC), Margaret Coberly for Richard Fulton (Windward CC), Phillip Castille (UHH), Suzette Robinson (Maui CC), Doug Dykstra (Hawaii CC), Louise Pagotto (Kapiolani CC), Ramona Kincaid for Charles Ramsey (Kauai CC), Bee Kooker for Reed Dasenbrook (UHM), Linda Randall (UHWO), Linda Johnsrud and Joanne Itano (UH System)

Guests: Ann Coopersmith and Ann Emmsley (Maui CC), Brian Kim (UHH), Kimi Kondo-Brown and Graham Crookes (UHM), Susan Murata (Kap CC)

Future Agenda Item

Comparison institutions for campuses.

UHH - Provisional to Established MA in Counseling Psychology

Brian Kim provided an overview of the revisions made to the document based on feedback received at a past CCAO meeting. The Graduate Council was the internal reviewing body of the self study. Suggestions to strengthen the proposal include: tie the need of the program to the UHH mission statement (p. 1); clearly indicate that 14 students have completed the program from year 1 and 2 cohorts (p. 6); indicate what portion of new faculty hires (2) are devoted to graduate level teaching (consider adding to Hennessey memo); consider adding to cover memo data driver information i.e. based on data from clinical supervisors or based on data from student evaluations……; consider surveying employers since UHH knows who they are regarding satisfaction with graduates; might clarify that the director of program is a one course release to support need of program coordinator; add information that X number of hours needed before graduates can apply for licensure; instead of including graduate council review and program response as appendices, add information to narrative to reduce number of pages submitted to the BOR.

CCAO endorses this proposal. Final document to be submitted to President and will be reviewed at that time by Linda/Joanne.

Maui CC – New Program Proposal AS Cultural and Natural Resources

Ann Emmsley provided an overview of this interdisciplinary program which incorporates already existing courses into an AS with three concentrations. Suggestions to strengthen the proposal include provide statement about degree and 3 concentrations in the introduction; provided additional detail about possible transfer to UHH or UHM such as specific pathways/letter of support which mention articulation agreements; consider adding information on degree required for jobs on p 7 which is
available from EMSI data; add number of industry representatives who responded to survey; add student interest information to support the projected number of majors; delete mini template on page 13; reduce appendices; reduce cost template to 3 project years and add narrative; identify a comparable program such as Hawai‘i CC’s Forest Team program; clarify program outcomes and use the term concentrations rather than specializations.

CCAO endorses the proposal.

UHH is interested in talking with Maui CC regarding articulation of Ag courses. Joanne volunteered to assist, as needed. An ongoing issue is 300 level courses which are similar to the 200 level courses in content but possibly different in level of expectations and thinking (scaffolding of the curriculum).

Maui CC will circulate the action memo for comments.

Joanne to check with Banner regarding use of terms concentrations/specialization and what is shown on the transcript. Also will check on transfer and new freshman enrollments for trends.

**eCafe**

Hae Okimoto provided an overview of an online evaluation system available systemwide. Faculty can disable survey unless their campus administration requires it. Students are emailed daily reminders from two weeks prior to the end of the semester until closing date. Faculty is emailed results by Thursday after graduation. Results are compared statistically against department and campus means. Comments may be added by students. Faculty can publish results and students may sort by instructor, course and campus. Results are sent only to faculty and faculty may distribute to others. In the pilots, response rates improved from 27% to 63%. An online survey is helpful for distance students and less time is taken in class. Consider incentives to participation in evaluations. This is available in Fall 09 for all campuses.

A campus contact is needed and Hae is to be notified of participation no later than end of September. A major issue is that reports are provided directly to the campus administrators (Department Chair, etc). There is interest in receiving the aggregate data such as department data as longer as the N>2. Hawai‘i CC reported that transition was smooth to eCafe with daily reminders to students. Need to consider that students may not check their hawai‘i.edu email account. Hae to check what is possible from eCafe system, send to Joanne for distribution to CAOs and return in July for further discussion.

**Maui CC ATP BAS – Ocean Sciences**

Ann Coopersmith provided an overview of the program. Many concerns were raised as outlined below.

Past proposals for BAS have focused on place bound students. Table 1 provided a wide range of technology related positions which do not seem to be all ocean related or focused on Maui. Also consider adding information on degree required for positions. Categorize positions that graduates are
immediately qualified for separately from those where additional preparation is needed (e.g. secondary science education).

UHH is interested in talking with Maui CC regarding offering their BA/BS in Marine Science to Maui CC again.

Sixteen new courses in year 01 are proposed and two FTEs, how will additional courses be covered? Review statement that tuition will cover program costs with a flat budget as tuition rarely covers all costs.

A needs assessment of students should be completed early in the planning process.

Much discussion on is this an applied degree. A student may apply after an AA/ any AS or AAS with 45+ transferable credits. Research skills is the applied skill identified and working as research assistants in ocean related research projects is the position that these graduates would be prepared for. A concern is that research assistants are often held by graduate students. With similar established degrees offered by UHM and UHH, is there a need for an additional degree focused on ocean sciences. In addition, it is not clear where the research methods course is taught and OCN 310 Intro to Ocean Science might more appropriately be a 200 level course.

It is recommended that the feedback provided by considered by Maui CC and revisions to the ATP be completed before it is returned to CCAO for further discussion.

**UHM ATP BA in Second Language Studies**

Kimi Kondo-Brown, Interim Associate Dean and Graham Crookes, Department Chair, provided an overview of the program. Students current earn a BA IS/SLS with 40+ students having earned this degree over the past few years. It is time for a specific BA in SLS. Kap CC is preparing an AS with a focus on SLS that would articulate into this degree. There is a need within the DOE

Suggestions for the program proposal include: specific articulation plans or agreements would be helpful to include; provide context that SLS currently offers the PhD and MA and currently offers all the undergraduate courses; clarify what specific roles graduates might have in public and private schools or if they are prepared to apply for teacher education preparation programs; add specific numbers on possible employment opportunities (EMSI, DOL, DOE data); consult with UHM College of Education regarding courses and preparation of SLS teachers, etc; consider including letter or statement from IS with the impact on its program (possibly demonstrating reallocation or salary savings, etc); consider reducing the projected enrollment as enrollment increased from 15 to about 40 from 1980 to 2008 and may need to explain how 1-2 FTE is needed to support the BA (allocation of total FTE for undergraduate courses); support letters from DOE, COE, Kap CC would be helpful.

ATP need not be revised. Provide signed copy to VPAPP for signature. It is helpful to review the program proposal within a year.