Council of Chief Academic Officers  
Meeting Summary  

June 24, 2009  
Bachman 113  
10:00-2:00 p.m.  

Present: Erika Lacro (Honolulu CC), Richard Fulton (Windward CC), Phillip Castille (UHH), Doug Dykstra (Hawaii CC), Louise Pagotto (Kapiolani CC), Reed Dasenbrook (UHM), Linda Randall (UHWO), Linda Johnsrud and Joanne Itano (UH System)  

Guests: Tom Hilgers and Lisa Fujikawa (UHM); Sharyn Nakamoto and Lynn Inoshite (IR)  

Future Agenda Item  
eCafe - Hae Okimoto to return to CCAO meeting in July 2009 as follow up.  

Aloha and Mahalo  

Aloha and thank you to Doug Dykstra as he assumes his new position as chancellor of Win CC effective July 1, 2009 and welcome to Reed Dasenbrook, new UHM VCAA. Noreen Yamane will be interim VCAA at Haw CC.  

Coding  

Lynn Inoshita explained that Banner allows for 3 levels of codes, degree, major and concentration. A specific program may have two or three levels. These codes determine what is displayed on the transcripts and diplomas. It is not possible to skip having a major code and having a degree and concentration codes. See attached for sample codes  

Data on educational goals (immediate and highest) and career interests shared for each campus and system data. The ed goal pop ups have been open for three semesters. Overall there has been a 51% response rate. There is a similar report for each campus available through STAR. It was asked if the pop ups can appear earlier than the start of the semester. Sharyn will follow up. There are a few questions on the data. Joanne will follow up with Sharyn and Harriet Miyasaki (Banner)  

The system is working on system graduation data to capture students who transferred among UH campuses.  

Tracking students who indicate that they intend to transfer or earn an associate or bachelor degree is an important measure of success and could be part of the longitudinal tracking system.  

Sharyn shared a handout on Classification of Instructional Programs (CIP) which explains its uses. There is one CIP for each major code. CIP is used to report data to IPEDS. The CCs use Standard Occupation Codes (SOC) as part of their program review. The SOCs are related to CIP codes and in some cases limits the CCs. For example, the CIP for accounting and its related SOC calls for a bachelor’s degree. This limits the CCs in using job vacancy data for accounting
related positions which call for other levels of educational preparation. This issue will be further discussed among the CC deans.

Peer Benchmark Institutions

UHH and UHWO peer and benchmark institutions were last updated 2001/2002. CCs were last updated in 1998. The following campuses are interested in updating their peer and/or benchmark institutions: UHWO and UHH and Hawai‘i CC, Hon CC, Kaua‘i CC, and possibly Win CC.

The selection of peers and benchmarks institution has an impact on tuition, as the current 6 year tuition schedule uses an average of tuition at peer institutions to set the schedule and as a comparison at various points of the 6 year cycle.

IRO will share what variables were used in the past to select peer/benchmark institutions. Group to meet and select a set of variables to use as part of the IPEDS peer analysis system and report at the July 2009 CCAO meeting.

Articulation and Transfer

Joe Dane demonstrated the latest version of a display of GE designations. The database first checks in SHATATR for the GE designation and then SCADETL. Display will be available soon for preview by CAOs, CSAs, advisors etc.

Joanne will work with campuses to input Foundations and Diversification designations into SCADETL.

Tom Hilgers reported the following:

- As of Jan 2009, there are 8 campuses who are members of the H board and courses approved by each campus H board are accepted as meeting H requirement at any of the 8 (UHM, UHWO, Kap, Win, Lee, Hon, Maui, Kaua‘i CCs)
- Articulation is not seamless as with W and H courses, the designation is at the instructor level. There is support from the CAOs that courses should be designated, not instructors.
- Ten campuses have participated in the W board since 1997. Kaua‘i CC has recently required one W course for its AA degree. There is a proposal by the W board that teaching W courses should be counted toward tenure/promotion.
- Diversification: UHM is accepting the sending campuses’ (9 UH campuses) D designation for courses transferred to UHM. The CCs are working on a horizontal agreement. There is no specific policy for accepting of D courses from the UHH or UHWO at this time.
- Eight campuses (same as with H board) are member of the foundations board. Five year limits to the F designation is important to reassess the courses and avoid course creep.
- The boards should consider changing hallmarks to student learning outcomes.
It was suggested that the four year campuses work on agreement regarding if a student has completed GE core requirements at one UH four year campus, and transfers to another four UH campus, that the GE core requirements are met. Joanne will work with the four year campuses.

It is also suggested that the CAOs approve a statement that courses that meet GE core requirements and are deemed equivalent are to be consistent in course number, alpha, title, and student learning outcomes. Courses that meet GE core requirements and are consistent in course alpha, number, title, student learning outcomes may not change its course alpha, number, title and student learning outcomes without approval by some yet to be determined body. Joanne will draft statement for email review.

A suggested strategy is to approve a policy regarding consistency in course number, etc, have campuses develop strategies to implement the policy on their own campus. Start with consistency with GE core courses and then move to major/program requirements.

The issue of does Phil 110 meet the WASC senior accreditation requirements was discussed. UHM may wish to examine this issue prior to its December 2009 WASC visit.

**UCA Representation for 2009-2010**

Linda Randall and Erika Lacro volunteered to represent CCAO for the 09-10 AY.

**Teaching Evaluations**

There is nothing specific in the UHPA contract that indicates that teaching evaluations belong to the faculty. Jim Kardash has stated that this is a negotiable item. This may be something to explore at some future date. Currently, through eCafe, faculty may publish their teaching evaluations.

**Faculty Discipline meeting**

A report of the faculty discipline meetings held during the 0809 AY was shared. Two meetings are scheduled for the Fall 2009, developmental reading and an advisors workshop. See attached report.

**Action Memo AS in Cultural and Natural Resource Management**

Reviewed

**Budget**

No specific information available at this time, pending resolution of the union’s legal actions. UHPA has filed a grievance that the contract continues based on a provision in the current contract. Program cuts are likely though this process takes time and would not result in immediate savings. Other ideas are to shorten the academic year and “shut down” the campus to save energy costs. Possible four and half days work week and shut campus down for half a day a week. Tuition costs are such that CCs can break even with about 18 enrolled students, thus, cutting classes will not result in cost reductions. Increase offering of distance delivered courses.
This may save funds if enrollments are sufficiently high but would need to be balanced against loss of fees. Support services may need to be reduced. Reduce release time to fully utilize faculty in teaching to accommodate increased number of students. Incentive early retirement is another suggestion. There is a possible elimination of IER or rehire as a lecturer (for newly retired) due to IRS interpretation. Increase cap for W courses temporarily to 25. Ask faculty to enroll increased number of students. Salary cuts on a sliding scale. If executive pay cuts are higher than faculty, could possibly have administrators return to faculty status.

Please share campus plans with each other especially information on if caps for classes will be increased.