Council of Chief Academic Officers  
Meeting Summary

August 29, 2007  
Bachman 113  
10:00-2:00 p.m.

Present: Erika Lacro (Honolulu CC), Elizabeth Ashley (Windward CC), Suzette Robinson (Maui CC), Jim Goodman for Mike Pescok (Leeward CC), Phillip Castille (UHH), Doug Dykstra (Hawaii CC), Louise Pagotto (Kapiolani CC), Ramona Kincaid for Charles Ramsey (Kauai CC), Bee Kooker (UHM), Linda Johnsrud (UH System), Joanne Itano (UH System/UHWO)

Guests: Kathy Jaycox, Tammi Chun, Cheryl Ernst, Chase Kawakami, Jeela Ongley

Aloha

Welcome to Phillip Castille, new VCAA from UHH.

American Diploma Project and English/Math Alignment

Tammi Chun provided an update on the status of the development of the Career and College Ready BOE Diploma. This is a voluntary diploma that prepares students for work or college. It will be presented to the BOE for consideration and if approved, 2012 would be the first date in which students may receive this diploma. Included in this plan is the use of the multistate Algebra II end of course exam to be piloted in the spring 2008 for all students who complete Algebra II in the DOE.

Tammi reports the DOE is very encouraged with UH participation and their willingness to work with DOE to improve alignment between English and Math exit standards and college entrance expectations.

Kathy Jaycox asked CAOs to encourage all faculty to participate in an online English/Math survey which asks what are the language or math skills that students need to be successful in their course (identify the course). There is an information HITS meeting on Sept.7, 2007, 11-12 noon or 1-2 p.m.

In October 2007 there will be a meeting of Math/English faculty and business representatives to discuss results of this survey.

Use of Education Representatives

The Systemwide International Education Steering Committee drafted the duties, selection, application and agreement related to education representatives, individuals who recruit international students to UH campuses. The practice regarding the use of an Education Representative varies greatly among campuses and this effort will standardize the practice. Campuses may elect to use these documents.
Please provide feedback to Jenny Samaan regarding the forms at samaan@hawaii.edu

BOR Chapter 5 Revision

Linda Johnsrud and Joanne Itano met with the BOR Academic Affairs Committee to review the proposed changes to Chapter 5. The major suggestions include adding an introduction which describes the entire Chapter 5 and termination of programs to remain a BOR responsibility. Next step is to prepare revisions in a manner that deletions will be clear to the BOR, then to UHPA, ACCFSC and Council of Chancellors for consultation.

Division/Department Chairs Revision to BOR Policy and New Executive Policy

CAOs requested a copy of the current revisions that were shared with ACCFSC last week. Some chairs have asked if approval of these changes would mean an increase in stipend. This would be a campus decision as the proposed executive policy spells out ceilings for stipends.

It was suggested that the section from the UHPA contract be removed and that a reference to the UHPA contract be made as contracts will change over time.

Tenure on Appointment/Reciprocal Tenure and Expedited Tenure

Linda Johnsrud provided an overview of this proposed policy allowing for tenure on appointment at the discretion of the campus for individuals who have tenure at a comparable institution. This will aid in recruitment of highly qualified faculty and administrators. It is suggested that the review by the unit where the tenure will reside be completed during campus interviews for all finalists. This will help move the process so that tenure may be offered as part of the offer letter. This also means the BOR would need to delegate reciprocal tenure to the President. Next step is to draft a revision to BOR policy and proposed executive policy.

Expedited tenure was discussed, but will be an ongoing discussion item.

UH Online Degree Database

Cheryl Ernst from External Affairs, University Relations and ITS have created an up to date, searchable online database of UH degree programs. A demonstration was provided. Assistance is needed from the campus to review accuracy of the database, add keywords and urls for program specific website. *Please send one name to Cheryl Ernst by September 14, 2007. Instructions on how to administer the site will be provided to this individual by EAUR/ITS.

ATPs from UHM

Bee Kooker shared the ATPs for an Undergraduate Certificate in Cinema and Politics and a Graduate Certificate in Biomedical Engineering. Feedback provided.
The ATP for a BS in Computer Engineering was also discussed. This proposal would go to the BOR for approval. Feedback provided included exploration with Hawai‘i, Maui and Kaua‘i CC on the engineering technology AS program and is there a potential for a pathway and articulation? And if so, distance delivery should be considered. Since there is a workforce need, has the program talked with potential employers about the program and does it fit the workforce needs for the state?

**Schedule of a Specific Course**

Phillip Castille asked about a situation where a faculty contacted all the students registered for a specific class and obtained agreement from the students to meet for 3 weeks prior to the start of the Fall semester to complete the face to face class requirements. Students who might have been interested in enrolling in the class during the add/drop period could not, since the class had completed their face to face class requirements prior to the start of the semester. It was suggested that this practice should not occur again because it denies students access to the course; there is a potential risk to the University – are students covered since the students were in class prior to the official date of the Fall semester; and it is not consistent with the published Schedule of Classes which indicate the first day of classes as 8/20/07.

**President’s Emerging Leader Program**

Sponsors are needed for the emerging leaders. It is estimated that this be a 2 hour/month time commitment. Please contact Joanne Taira (tairaj@hawaii.edu) if you are interested in serving as a sponsor.

**Next Meeting**

September 26, 2007, 10:00a.m. – 2:00p.m., Bachman 113