Council of Chief Academic Officers
Meeting Summary

October 17, 2007
Bachman 113
10:00-2:00 p.m.

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

Guests: Harriet Miyasaki (Banner Central), Sharyn Nakamoto and Lynn Inoshita (IRO), Naomi Okinaga (ITS), Susan Hippensteele (UHM), Monica Stitt-Berg and Jane Schoonmaker (UHM Gen Ed).

Demonstration of Pre Major, Ed Goal and Career Interest for Students

Harriet Miyasaki provided a “live” demonstration of the above screen. Students will be asked via a popout their educational goal, career interest and pre major interest which will be personalized depending on if they have declared a major or not. Students may update this as often as possible. It is anticipated that this will “go alive” this month. Phase II will involve moving the data to ODS and STAR so canned reports may be obtained and advisors will have access to this information. A form will be developed so that administrators may view this information in the student record. Sharyn anticipates that these reports will be available sometime in Spring 2008. Thanks very much to IRO and Banner for making this happen.

Code Request Form

Lynn Inoshita and Sharyn Nakamoto shared a code request form to help standardize requests for information. Registrars are the most likely individuals to complete the form for the campus. This form will also be presented to the Chief Student Affairs Officers. The form is available at http://www.hawaii.edu/iro/. Please share the form with appropriate individuals at your campus and provide feedback to IRO. A timeline is established with pilot testing until November 14, 2007 with the new form (form fillable) roll out by November 19, 2007.

Degree Pathways

There has been a request to IRO to establish codes for students in degree pathways. A common definition of degree pathways is needed. IRO shared several examples of how degree pathways are used in the UH System. There was discussion on the differences between articulation agreements and degree pathways. The UHM-Kap CC and UHH-Kap CC degree pathways seem to be most consistent with the concept of degree pathways.
Students who are dual-admitted (current CC student with 24 transferable credits or a freshman student admitted to the baccalaureate campus who selects to attend the CC for courses) to a specific degree pathway would be the students who would be designated as degree pathway students.

The UH system may be also be interested in tracking students who are accepted to degree pathway program with non UH campuses (e.g. Oregon State University)

**Outside Employment**

Doug Dykstra shared the UHPA contract regarding Outside Employment and Overload and discussed a situation regarding faculty teaching at campuses outside the UH system. This is considered outside employment. It is suggested that further definition of Outside Employment be considered for the next UHPA contract. Linda Johnsrud will inform the appropriate individuals of this request.

**New Program Proposal – AS in Dental Hygiene Maui CC**

Suzette Robinson provided an overview of this program. Feedback to strengthen the proposal include reorganize the proposal to follow the guidelines provided in E5.201, add the curriculum to the body of the proposal rather than in the appendix and more clearly demonstrate how the Oral Health Clinic is used as part of this proposed program. CCAO endorses this proposal.

**Provisional to Established – ABIT Program Maui CC**

It is suggested that a program review be included in the request as described in E5.201 and that the format for the proposal follow the guidelines in E5.201. It may be useful for the Chancellor to highlight this program at the BOR meeting in November and to let the BOR know that a proposal to request “established status” will be forthcoming.

**Provisional to Established – Graduate Certificate in Women’s Studies**

This will be brought back to CCAO at a later date.

**SLOs for General Education**

Several campuses are working on SLOS for General Education. CAOs agreed to share information as eight of the 10 campuses have adopted similar hallmarks. It is suggested that draft materials be posted and URLs shared among the CAOs.

Monica Stitt-Berg of the UHM Gen Ed office indicated that the HAP Systemwide group will develop SLOS for HAP.

**SLIM Institute – Maui CC**

Suzette provided an overview of this proposed institute, which will be privately funded.
An executive director has been hired. Reviewing the Chapter 5 policy, this institute will need to go to the BOR for approval as it includes an agreement signed by the President of UH with Earth University in Costa Rica. This is shared with CAO for information purposes.

**Math/English Survey**

A handout from Kathy Jaycox summarized the total respondents to the English/math survey. Further analysis to be completed and shared with CAOs.

**Next Meeting**