Council of Chief Academic Officers
Meeting Summary

April 5, 2006
10:00 AM - 2:00 PM
Bachman 110

Present: Helen Sina (Kauai CC), Doug Dysktra (Hawaii CC), Sharon Ota (Hon CC), Jim Goodman (LCC), Louise Pagotto (Kap CC), Kelly Aune for Neal Smatresk (UHM), Kenith Simmons for Steve Hora (UHH), Joe Mobley (UHWO), Linda Johnsrud (APP), Mike Rota (CC System), Jim Nishimoto (System), Joanne Itano (System).

Guests: Kathy Jaycox (P-20) and Matt Gandal (Achieve, Inc)

Achieve Inc.

Matt Gandel provided an overview of Achieve, Inc and their efforts to improve the education in the US. They have published reports on the importance of a longitudinal data system and an annual report of each state on the alignment of high school policies with the demands of college and work. They are promoting a college/work readiness curriculum that aligns with postsecondary and business expectations.

Achieve offers an institute that brings teams to work on alignment. There must be buy-in by the Governor, DOE, UH and the business community to participate in this institute. This would be consistent with the DOE’s goal that by 2010 all high school graduates will be prepared for work or college without the need for remediation. It was suggested that the CCAO endorse participation in this alignment project. The Business Roundtable is interested in this initiative. This is a grass roots effort involving UH faculty and DOE teachers with the UH System facilitating the process. This would be a collaborative effort with the DOE.

Linda Johnsrud to follow up with the President regarding this initiative

Proposed Change in Diversification DA Hallmarks

Kelly Aune distributed a memo regarding proposed changes to the DA hallmarks. Feedback is requested from all campuses. Electronic copy sent to CAOs for distribution. Requested deadline for feedback provided within memo. See attached.

Collegiate Learning Assessment

Linda Johnsrud distributed information regarding a system to assess student learning in general education core.
It is currently being used in about 130 schools. It is web-based and requires baseline measures (i.e. SAT, ACT scores). If several campuses are interested, the system can arrange a visit and demonstration of the assessment tools.

**BOR Action to Move Programs from Provisional to Established**

Jim Goodman related his experiences at the last BOR meeting regarding LCC’s DMED program and the great interest in the budget section. The CAOs supported the notion of a standard template (like the one for ATP) for this action. Suggestions include an online template, standard methods to calculate required data, should tuition, G or T funds be considered “income” or “revenue”. Costs are to include faculty and equipment.

Peter Quigley, Ken Kato (administrative perspective), Linda Johnsrud and Joanne Itano to work on template for CCAO review.

**“Devolution”**

Linda Johnsrud provided an overview of this activity to evaluate the roles/functions and number of personnel at the system level in terms of cost effectiveness, efficiency and consideration of system versus campus operations. VPs were asked to review their own units and Chancellors were asked to provide feedback to the system about the VPs responses. This is intended to be completed by early May 2006.

**Kauai CC’s Request to Change AAS to AS in Electronics**

No specific section in E5.201 regarding a request to change a degree. This should be added to E5.201 if revised.

CCs have determined that this request is to go to the BOR. Suggestions to strengthen the request include: delete reference to specific policy, add employment need, include where graduates are employed, delete specific colleges named in articulation section, consider initiating discussions regarding articulation with specific colleges if time permits, add more data specifically related to budget, cost/ssh, completion rates and stress that this small program serves an important function for the Pacific Missile Range.

**Hawaii CC’s Hawaiian Lifestyles Program: Request to move from Provisional to Established**

The program review report was provided to CCAO for review. It is suggested that the request to the BOR be formatted following Appendix D, page 12 in E5.201; the report be written in a more concise format and be more focused; address how campus will fund program after grant funding ends; clarify transfer to higher degree statement as graduates complete an AAS; provide information on where graduates are employed; include budget information.
Doug Dysktra to complete data/budget information and send to Linda Johnsrud to review for use in template.

Revised document and cover memo to be sent to Linda Johnsrud/Joanne Itano for review.

**Senior Citizens**

At Kauai CC senior citizens may take classes without enrollment, without tuition and will receive no credit. Honolulu CC offers this also to seniors 60 years+. There is a place to add seniors taking courses into Banner.

Kelly Aune asked to check with Lee Putnam regarding senior citizens taking classes at UHM.

**Please bring this information regarding how your campus handles senior citizens who wish to enroll in courses to next CCAO meeting.**

**Proctoring Memo**

Distributed for review. Please send comments to Joanne Itano.

**Next Meeting**

Proposed change in date to: April 26, 2006, 9-11:30 a.m. Bachman 110. **Jim Nishimoto to follow up.**