Council of Chief Academic Officers  
Meeting Summary

December 7, 2005  
Bachman 110  
10:00 AM - 2:00 PM

Present: Linda Johnsrud (UH System), Sharon Ota (Honolulu CC), Linka Corbin-Mullikin (Windward CC), Suzette Robinson for flo wiger (Maui CC), Peter Quigley (Leeward CC), Stephen Hora (UHH), Doug Dykstra (Hawaii CC), Joe Mobley (UHWO), Louise Pagotto (Kapiolani CC), Helen Sina (Kauai CC), Neal Smatresk (UHM), Joanne Itano (UH System), Jim Nishimoto (UH System)

Guests: Barbara Hotta and Thanh Giang (Lee CC) and John Rand (Kap CC)  

National Student Clearinghouse (NSC)

Melanie Bell, Regional Director for the West, provided an overview of the services of the NSC. The UH System has purchased use of the student tracker which is available for all campuses to use. The student tracker provides information on what post secondary institutions students have enrolled in. A campus could determine what colleges (if any) students who were admitted but did not enroll attended and determine what happened to students who did not return. Degree Verify provides information on degrees earned. UH is currently not a participant. It would be a “free” service to UH but requirea that graduation information be submitted after each semester.

The CCAO would be interested in participating in DegreeVerify but is most concerned about its impact on those needing to access the data from Banner to send to the NSC. There are many other priorities for those who work with Banner at this time.

There is a workshop on Thursday, Dec. 8, 2005 with more detail followed by a hands-on lab.

Online Curriculum Development and Management

Louise Pagotto provided a summary of the recommendations (see attached) regarding the comparative evaluation of CurricUnet and Leeward CC’s Curriculum Central. After a demonstration by Barbara Hotta, the CAOs expressed interest in this software suggesting that campuses move into implementation in stages. Hon CC, Kap CC and UHM are interested in being in the first group. It is suggested that a full time programmer is needed to work with the current software so it may be adapted for system use and specific campus use.

Linda, Neal, Thanh and Louise to meet to work out process to implement Curriculum Central systemwide. It was stated that Lee CC would be exempt from start up costs since they developed the program.
ATP: Associate of Science with Concentration in Physical or Biological Science Kapiolani CC

Louise Pagotto and John Rand provided an overview of this degree program which is designed for students planning to transfer to a science, technology, engineering or mathematics baccalaureate degree program at a four-year institution.

The program includes a research internship and articulation agreements will be developed with science, technology, engineering or mathematics baccalaureate programs.

The CCA0 endorses the ATP and offers the following suggestions:
   a) Clarification of the AS degree as a transfer degree and if there is a need to revise CCCM 6004 or Executive Policy.
   B) Articulations agreements be established with UHM and UHH and other institutions

Program Proposal - BA in Social Sciences with concentration in Early Childhood Education

Joe Mobley provided an overview of this program proposal which articulates with the AS degree with an emphasis in Early Childhood education at 4 community colleges (Kauai, Honolulu, Maui and Hawaii).

The CCAO endorses the proposal with the following suggestions:
   a) Add the course alphas/numbers for the ECE courses to table in Section III.
   b) Use ED as the course alpha for the ECE courses, rather than SOCS
   c) Review enrollment numbers, consider the number of preschool teachers in Headstart that will need a bachelor degree by 2010 and class size.
   d) Consider offering courses more frequently than annually due to the nature of the adult learners and part time curriculum
   e) Review the budget and include time for a coordinator of the program and consider noninstructional costs.

Steve Hora will share his worksheet for determining program costs that may be used to prepare budget section of ATPs and Program Proposals.

Proctoring of Exams for Students Enrolled in UH DE Courses

Helen Sina reviewed the memo from David Lassner regarding the above topic and provided an overview of the issues. For discussion at January 2006 meeting. Each CAO to check with their own campus regarding proctoring.

Next Meeting

Jim Nishimoto to confirm new date of January 13, 2006, 10-2 p.m.

Agenda Items:  Proctoring
               Linear tuition