Council of Chief Academic Officers
Meeting Summary

February 1, 2006
Bachman 110
10:00 AM - 2:00 PM

Present: Sharon Ota (Honolulu CC), Linka Corbin-Mullikin (Windward CC), flo wiger (Maui CC),
Jim Goodman for 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), Linda Johnsrud (UH System), Jim Nishimoto (UH System),
Joanne Itano (UH System),

Guests: Hae Okimoto (ITS), Joe Dane (ITS), Jim Juvik (UHH)

UH System Course Information System

Hae and Joe provided an overview of this website. It displays course equivalency information for UH
campuses. There are two modes, List shows course equivalency information from one campus to
another, i.e. a students wants to know what a specific course, Acc 201, for example, taken at Leeward
CC transfers to at UHH. The Explore mode displays what a specific course transfer to at all UH
campuses. A glossary will be added to explain the abbreviations.

The website draws from ODS and uses the same articulation database that STAR will use. It is
currently on a development server and any feedback is welcomed to Joe, jdane@hawaii.edu. The url
is http://web20.its.hawaii.edu/articulation. CAOs are encouraged to share url with their campus and
provide feedback to Joe Dane.

Joe and Hae to bring website to Systemwide Advisors/Counselors and Student Caucus for
feedback.

UH System Master Course List

This website was developed with the assistance of Harriet Miyasaki and the Banner developers. It
provides a list of active UH campuses and draws from Banner. Thus, any changes inputted by
campuses will be reflected. Please note that because it draws from Banner, you will need to select a
term as courses are added and deleted each semester. Because of the way courses have been
entered, if you are looking for a course less than 100, please enter a 0 first (i.e. 015 for a course
numbered 15).
The website will be useful to be able to determine similar courses across UH campuses and provides a tool to view course numbers used for specific alphas.

The url is
https://myuh.hawaii.edu/pls/uhdad/bwckctlg.p_disp_dyn_ctlg

Please feel free to link to this site from your own campus website and label your link UH System Master Course List.

**Transfer to a UH Campus**

This website has been updated and brings together relevant websites related to transfer from all UH campuses. The url is http://www.hawaii.edu/academics/admissions/transfers.html.

Feedback is welcomed to Joanne Itano (itano@hawaii.edu).

**E5.209 Update**

Flo Wiger provided an overview of the process of review for E5.209. The revised document is an updating and reflection of current practice. **The CAOs to consult with their own campuses for continued discussion at the March 2006 CCAO meeting.** CCAO will forward its recommendation to the Council of Chancellors. Procedures to operationalize E5.209 may be developed by the Systemwide Advisors/Counselors group.

**Program Proposal BA/BSn in Environmental Studies UHH**

Jim Juvik and Stephan Hora presented the program proposal for the BA/BS in Environmental Studies. ATP was approved in 2000. Suggestions for modifications include clearly stating that UHH has transferred support of the program faculty to G funds (originally EpScore funded); information on reallocation with dropping of some courses; adding Student Learning Outcome information; establish need/interest in program and anticipated number of majors; provide evidence of opportunities for employment and graduate program admission. **Stephan to coordinate with Linda Johnsrud regarding submission to BOR.**

**Establishment of Leeward CC Digital Media Program**

Jim Goodman reviewed the proposal to move the Leeward CC Digital Media Program from provisional to established. Suggestions for modification include adding more specific information on where graduates are employed, participation of Native Hawaiian students; include State support of the film industry and LCC’s commitment to upgrade facilities and equipment. **Jim to coordinate with Linda Johnsrud regarding submission to BOR.**

It is suggested that ATPs, program proposals and provisional to establish status documents be reviewed at CCAO.
Establishment of UHH Masters of Education Program

Stephan Hora provided an overview of this proposal. Suggestions for modifications include adding more specific (quantitative) data regarding students comments, community support, employment after graduation, etc. UHH is currently recruiting two faculty for this program.

Proctoring for Distance Learning Students
Helen Sina provided an overview of proctoring of exams for students in UH distance-delivered courses. There is agreement that students who enroll in distance delivered courses are to be supported and receive proctoring services. Staff support to provide these services is a major barrier and proctoring services are supervised by individuals other than the CAOs.

Linda Johnsrud to draft memo to Chancellors regarding this issue and circulate to CAOs for comment

Linear Tuition

Stephan Hora provided a ppt regarding the impact of Tuition caps. See attachment.

Calculation of Tuition Revenue Streams

Stephan Hora provided a document regarding a reasonable approach to allocating tuition revenue to instructional and non instructional expenses. Based on this model, a table with allocation coefficients by campus is provided. See attached document.

NCHEMS Study

Linda Johnsrud provided background regarding corrections for the Hawaii data on the recently released study, *A New Look at the Institutional Component of Higher Education Finance: A Guide for Evaluating Performance Relative to Financial Resources*. The changes submitted to NCHEMS included a different cost of living index for Hawaii and reporting of the fringe benefits. The revised results are available at