Council of Chief Academic Officers
Meeting Summary

November 21, 2006
Bachman Hall Room 113
10:00 AM - 2:00 PM

Present: Neal Smatresk (UHM), Kenith Simmons for Steve Hora (UHH), Steve Sylvester (UHWO), Doug Dykstra (HawCC), Sharon Ota (HonCC), Louise Pagotto (KapCC), Jim Goodman (LeeCC), Suzette Robinson (Maui CC), Elizabeth Ashley for Linka Corbin-Mullikin (WinCC), Linda Johnsrud (APP), Jim Nishimoto (Office of the President), Joanne Itano (APP)

Guests: Ron Cambra and Tom Hilgers (UHM), Sandra Furuto (APP)

Next meeting

December 6, 2006 10- 12 noon, to discuss up to three academic proposals (KapCC, UHWO and UHH)

December 20, 2006 10-12 noon (videoconference meeting) to discuss with Harriet Miyasaki from Banner and Sharyn Nakamoto, Director of IRO regarding a means to “tag” students and their educational goals to provide more effective advising.

Cancel the 1/3/07 meeting

American Diploma Project

Meeting for CCAO scheduled for 12/4/06, 9 a.m. at Dole St. Conference room; videoconference sites established for neighbor islands. There is another meeting on December 5, 2006 9 a.m. at the Japanese Cultural Center which will provide similar information.

UHWO Reinstatement of Certificate in Health Care Administration

This certificate has been reinstated as a new faculty member has been hired in this area, effective Fall 2006.

Social Security numbers

The opinion from the Office of General Counsel reviewed. UH is in compliance Act 137 in that SSNs may be used for students records, employment and financial aid. Campuses need to be establish policies related to downloading SSNs for legitimate purposes. The common application does require SSNs for application. Banner provides a unique student identification number for each student. Campuses may decide to follow up on students who do not provide SSNs.
**Measuring Our Progress 2006**

Feedback is requested by early next week as this document is provided for the 2007 Legislative session. Please provide feedback to Sandra Furuto at yano@hawaii.edu. Draft will also be sent to each unit contact for final review.

**BOR meeting schedule**

Linda Johnsrud reported that the BOR will have transaction meetings in Jan, March, May, July, September and November 2007. CC meetings will be February, April and October. There will be no BOR meeting in June and December 2007 and August 2007 will be the budget workshop. The January 11 and 12, 2007 meeting is at UHM; the deadline for agenda items is December 15, 2006 to the President.

**UHM “H” Focus Designation**

A meeting for campuses interested in establishing a multicampus agreement covering HAP focus courses is scheduled Jan. 25, 2007, 1:30-3:30 p.m. Videoconference sites will be established on the neighbor islands. The proposed guidelines for this “board” are based on the current systemwide W board. Campuses joining this board will accept UHM’s HAP hallmarks and their official “explanatory notes” (www.hawaii.edu/gened/focus/h.htm). All campuses are encouraged to attend whether they plan to join this board or not. If campuses chose not to participate in this agreement, their courses may be submitted for review to UHM to be designated “H”. Please contact Tom Hilgers for any questions, hilgers@hawaii.edu, 956-6660. See attached.

Per Neal Smatresk, they are working on one official UHM articulation website. As of 12/1/06, the Admission & Records transfer credit website will show Gen Ed designations.

**Concentrations for AA Degree**

Campuses are interested in a mechanism to “tag” students in terms of their educational goal. Are students interested in business, engineering, nursing, psychology, etc.? This “tag” would be indicated in Banner and would allow for better advising of students and likely increased retention. Establishing concentrations in the AA for business, engineering (a subset of existing courses that would meet prerequisite requirements for these programs and better prepare the student for this major); having “pre major” codes for students to select; having students identify their educational goal were options discussed. The December 20, 2006 meeting will be with Sharyn Nakamoto of IRO and Harriet Miyasaki from Banner to discuss this important need.
BOR Policy Revision on Emeritus Title

In current policy, a person would have to have retired to be eligible for this title. Proposed policy states that emeritus title may be conferred to persons who have separated from active service from the University. CCAO endorses the proposed changes.

Reorganizations

Linda Johnsrud reported on a minor reorganization to add P20 to Academic Planning and Policy. Also Neal Smatresk reported on the moving of those involved in Faculty and Scholar Services (Linda Hamada et al) to UHM International Programs under Interim Asst. Vice Chancellor Ed Shultz. This office to include Study Aboard, International Student Support Services (Linda Duckworth) and Faculty and Scholar Services, International Exchange Program and National Student Exchange. This is part of a larger reorganization of UH OVCAA. Neal will send a copy of the reorganization to Linda and Nish for distribution to CCAO.

A MOA was signed by the Chancellors stating that Faculty and Scholar Services will service all UH campuses.

Minor reorganizations may be approved by the President. The BOR office decides what is considered minor.

Review of Guidelines for Academic Program Actions

Reviewed by group and will be posted under Resources at the CCAO page.

UHH Pacific Aquaculture and Coastal Resources Center

Proposal reviewed and CCAO endorses the establishment of this center.

Academic Cost/Revenue Template

Latest version reviewed. Fringe benefits added in for comparative costs since the cost of education does include fringe benefits. Administrative Officers have also reviewed this template and will need to review the template as part of each unit’s proposal. Please include a narrative about the template in the BOR information and explain how campuses will fund net costs and “profits” (CB increases are not included beyond current contracts; institutional costs are not included in the calculation of net costs, etc.) Latest version located at http://www.hawaii.edu/vpaa/system_aa/ccao.html under the Resources section.