Council of Chief Academic Officers
Meeting Summary

October 5, 2005
Bachman 110
10:00 AM - 2:00 PM

Present: Joe Mobley (UHWO), Louise Pagotto (KapCC), Linda Corbin-Mullikin (Windward CC), Helen Sina (Kauai CC), Sharon Ota (Hon CC), Neal Smatresk (UHM), Noreen Yamane for Doug Dysktra (Haw CC), Stephen Hora (UHH), Jim Goodman (Lee CC), Linda Johnsrud (APP), Jim Nishimoto (Office of the President), Joanne Itano (UH System)

Guests: Ken Kato (Hon CC), Stuart Lau (UHM), Stella Ho McGinnes (Banner Central), Jean Osumi (UHWO), Jeff Scofield (UHH), Jaime Uehara (UHM)

Last Date to Withdraw without a “W” with a 100% Refund and Last Date to Add Classes

UHM and UHH are interested in having the last date to add classes a few days later than the last date to withdraw without a “W” with a 100% refund so they may be able to fill seats that are opened when students withdraw from classes.

UHWO and the CCs have a common date for withdrawal without a “W” (100% refund) and last date to add classes. In practice, students may add classes after this date with faculty permission. The concerns of having a later add date include that some CC students may not be able to catch up if they miss 1 ½ weeks of class; some courses have hour requirements for licensure or certification which would be difficult to make up if students started 1 ½ week later.

Action: CCAO agreed to disagree on this issue.
A table demonstrating the different add and withdrawal with or without a “W” with the different refund dates “pop up” somewhere in the registration process for students who register at multiple campuses. Linda Johnsrud and Joanne Itano to follow up on this.

Use of terms: Drop and Withdraw

These terms are used interchangeably and have different meanings.

The CCAO decided to use the following:

Withdraw without a “W” - withdrawing from a course prior to the campus established deadline (erase period), with no record on the transcript of taking this course

Withdraw with a “W” - withdrawing from a course after the “erase” period and prior to the campus established deadline with a “W” recorded on their transcript.
Complete withdrawal - student who withdraws from ALL classes

**Complete Withdrawal from Classes due to Hurricane Katrina and Rita**

A letter expressing concerns that campuses are not facilitating this process was shared by Neal Smatresk. He shared that UHM is treating students who wish to completely withdraw from classes due to the hurricanes similar to students who are called up by the National Guard. Students are issued a full refund. CAOs have not aware of any students experiencing difficulty in this area.

Action: Neal Smatresk to request names of students who have experienced difficulty from author of letter for more follow up

**Financial Aid Collaboration Agreement**

The agreement was reviewed by the Chancellors with suggested modifications. The major issue is being able to comply (time sensitive) with federal rules when students withdraw from courses at the secondary campus and are less than half time. There is no easy way for the host campus to determine if the student withdraws from courses at the secondary campus.

It is suggested that there be an automatically trigger from Banner notifying the necessary individuals (Financial Aid, GAO, etc) when the student receiving financial aid withdraws from courses and becomes less than half time.

Campuses would be reluctant to sign the agreement which is necessary for student taking distance delivered courses to receive financial aid because of the workload implications. The “technology fix” will help resolve some of the issues.

**Certificate in Applied Forensic Anthropology**

Joe Mobley and Suzanne Falgout presented the Program Proposal for the above certificate. It is offered jointly by Leeward CC and UHWO. It involves two new courses and one lecturer every other year. The program may be completed as a stand-alone certificate or attached to any concentration at UHWO. A number of suggestions including clarifying annual job openings on Table 2, clarify use of term certification, consider using “more competitive” rather than “better qualified”, deletion of Anth 396 since it will not be offered (Anth 296 offered at LeeCC would meet this requirement).

Action: UHWO will revise proposal for review by Linda Johnsrud and submit for BOR action in November 2005.

**B+ Scholarship**

The Legislature appropriated $500,000 for 06-07 and $1 million for 07-08 for state scholarships for students with a GPA of 3.0 or higher and who qualify for free/reduced lunch. Pros/cons regarding
outsourcing scholarship program to Hawaii Community Foundation or keeping it in-house were discussed

2004-2005 Tuition Waiver Utilization and NDDT report (non resident tuition differentials)

Linda Johnsrud provided background on the plans to revise the tuition waiver policy including changing waivers to scholarships and the proportion of the scholarships which should be based on need or nonneed. Discussion followed.

Action: Linda Johnsrud will bring the proposed revised policy to the CCAO for discussion and feedback.

Proctoring for DE students

What are the policies and procedures related to proctoring for DE students? Are all campuses obligated to provide this service? Several of the CCs reported that they provide proctoring for any UH student from any campus.

Action: Helen Sina to take issue to DLAC for discussion and report back to CCAO
Joanne shared the proctoring guidelines with CAOs (http://www.hawaii.edu/dl/faculty/prep/proctoringprocedures.html).

Electronic Communications Policy

Memo from Doris Ching, VP for Student Affairs, regarding Requesting Comments on Draft Electronic Communications policy distributed. Please send comments directly to Doris Ching.

Degree Verify Service from National Student Clearinghouse.

A representative from the NSC will present their Degree Verify Service for possible participation by UH at the December 7, 2005 CCAO meeting.

Action: Jim Nishimoto to invite DOSS/registrars and Stella Ho McGinnes to this meeting.