June 12, 2013
Bachman 113
10:00 a.m. - 2:00 p.m.

Present: Marcia Roberts-Deutsch for Russell Uyeno (Hon CC), Dan Brown for Matt Platz (UHH), Joni Onishi (Hawaii CC), Louise Pagotto (Kap CC), Mike Pecsok (Lee CC), John McKee (Maui College), Ramona Kincaid for James Dire (Kau CC), Ellen Ishida-Babineau (Win CC), Reed Dasenbrock (UHM), Linda Randall (UHWO), Linda Johnsrud and Joanne Itano (UH System)

Guests: Krystyna Aune (UHM), Cheryl Chappell-Long (UHCC), Susan Nishida, Sandra Furuto, Barbara Kawamoto and Pearl Iboshi Imada (UH System), Donna Vuchinich, Bill King, John Han (UH Foundation),

Welcome
Welcome to Ellen Ishida-Babineau and Linda Randall as new members of CCAO.

Internal Recruitment of Managerial Personnel

Reed Dasenbrock provided background and allowing internal recruitment for assistant/associate dean positions. CAO provided the following revisions.

B. Recruitment/Selection of Candidates.

1. Executive and managerial vacancies shall be advertised in locations which are considered appropriate sources of recruitment and shall be in compliance with applicable equal employment opportunity/affirmative action requirements. Lead executive and managerial positions which directly supervise or have responsibility over instruction or research programs shall normally require a terminal degree in the field of involvement. Such positions shall be filled through national recruitment.

Managerial positions that primarily serve as support for lead executives hired through a national search or heads of units that primarily provide support functions may be filled through an internal search process in which existing employees of the University of Hawai‘i may apply and be considered for the position.

Executive and managerial positions which have supervision of or responsibility over administrative support, academic support, student services or community service programs normally do not require a terminal degree. Such positions may be filled through local recruitment. Waiver of recruitment for positions reporting directly to the President shall require approval of the Board. The President may waive recruitment for other executive and managerial positions when appropriate.

Linda will work with BOR Personnel Committee on proposed changes.
BOR Academic Affairs (AA) Committee Report

This committee reviewed its function including the proper oversight of research by the BOR. It seems that the intent is for the BOR to oversee ORUs. Feedback provided on possible statement that BOR might endorse in support of student success.

BOR AA committee would like to review new program proposals/provisional to established proposals and make a recommendation to the BOR. Possible schedule for BOR AA committee would be meetings in September, November, February and April.

It is suggested that Appendix B, cost template and a model action memo be shared with AA committee for their consideration of what they would like to see in academic proposals.

Linda will follow up with BOR AA committee.

Sharing of Alumni data with UH Foundation

UH Foundation has been designated a University official which means that they are contracted to do something that the university would normally do. Whatever data is provided to UHF by UH is to be forever ‘protected’ by UHF. Sandra and Pearl will be revising the MOA between UHF and the ten campuses. Draft agreement to be reviewed by CCAO/CSAO, data governance committee and signed by UHM, UHH, UHWO Chancellors and VPCC. Target is to have agreement in place by July 30, 2013. UHM requested that Trish Kimura also review because of an ongoing FERPA issue.

Common Course Numbering

Joanne and Susan shared the results of the faculty discipline meetings on May 13, 2013 for MATH 115, 135/140 and HIST151/152. CAOs are requested to facilitate curricular process to implement agreed upon changes for Fall 2014 implementation.

Joanne will revise memo based on feedback received and distribute to CAOs, campus Faculty Senate chairs and participating faculty.

Automatic Transfer of Credits

Report from Banner shared. CAOs are encouraged to have all campuses’ implement this process for Fall 2013 courses and to work on challenges identified in the report.

Report will be shared with CSAO, UCA and AATN.

HGI Update

http://www.hawaii.edu/hawaiigradinitiative/?p=1284
UH Strategic Directions and Priorities 2015-2020

Draft document discussed.

http://www.hawaii.edu/offices/app/aa/ccao/Strategic_Directions_chart_060313.pdf


Records Management Policy Revision

Barbara Kawamoto provided background on revisions to this policy. Please submit comments to her by June 30, 2013 (barbk@hawaii.edu)

Automatic Admission Data

Seven semesters of auto admission data shared. Of the total who received an auto admit invite, 29% accepted. 84% of those who accepted an auto admit offer to UHM, UHH or UHWO enrolled in the subsequent semester. Of those who accepted an auto admit offer, the highest number were from Kap (947) and Lee (924) followed by Haw, Win, Hon, Maui who each had about 300 students each. See attached.

Next Meeting

July 17, 2013, 10:00 am, Bachman 113