Joint Meeting of Chief Academic and Student Affairs Officers
Meeting Summary

December 11, 2013
9:00 a.m. - 2:00 p.m.
UHM Campus Center Executive Dining Room

Present: Reed Dasenbrock and Francisco Hernandez (Mānoa); Randy Hirokawa for Matthew Platz (Hilo); Linda Randall and Lui Hokoana (West O‘ahu); Louise Pagotto and Mona Lee (Kapi‘olani); Jim Goodman for Mike Pecsok and Chris Manaseri (Leeward); Russell Uyeno and Wayne Sunahara for Katy Ho (Honolulu); Ellen Ishida-Babineau and Ardis Eschenburg (Windward); Joni Onishi and Jason Cifra (Hawai‘i); John McKee and Cathy Bio (Maui); Jim Dire and Earl Nishiguchi (Kaua‘i); Suzette Robinson (UH CC System); Linda Johnsrud, Joanne Itano and Jan Javinar (UH System).

Guests: Teri Yamashige (Hawai‘i P-20); Krystyna Aune, Gary Rodwell and Joy Nishida (Mānoa); Cheryl Chappell-Long (UH CC System); Lauren Yokogawa, David Mongold, Jared Takazawa and Sarah Takemoto (IRAO); Susan Nishida (UH System).

HGI Scorecards

The 2013 scorecards were reviewed. A set has been provided to President Lassner with the encouragement that they be used as part of Chancellors’ assessment. Scorecards will be shared at the Council of Chancellors meeting in January 2014.

Automatic Admission

Acceptance data for Fall 2013 was reviewed. Enrollment and persistence data also reviewed. Automatic Admission policies were reviewed in summer 2013. Reoffers will be in subsequent semester, not one year later, and offers/deadlines will be moved up 15 days. A training session was done for advisors who may add Automatic Admission students to the list.

Students still need to hand-carry health clearance forms if they transfer to another campus. There is some indication that electronic copies will be sufficient (per DOH for audit purposes).

**ACTION: Jan Javinar to follow up on an electronic process for the transfer of health records to four-year campus for Automatic Admission students.**

15 to Finish

Fall 2013 acceptance data was reviewed; increases continue in students who enroll in 15 or more credits (freshman and all undergraduates). Students who enrolled in 15 or more credits return the following fall semester at a higher rate compared to those who enroll in less than 15 credits.
The results of survey of all students who enrolled in 12-14 credits in fall 2013 were similar to the Fall 2012 results. Of the freshman respondents, the top two reasons for not enrolling in 15 or more credits were: *my personal schedule* and *15 credits is too heavy of a load*. More than half the freshmen don’t work and of those that work, over 60% worked less than 20 hours per week.

Change credits that define class standing to:

- 0-29 Freshman
- 30-59 Sophomore
- 60-89 Junior
- 90+ Senior

A review of peer institutions indicated the majority defined class standing similarly to the proposed change. A draft concept paper is needed to provide rationale, pros and cons. One impact is that students who complete 25-29 credits would be eligible for $1,000 less in loans and there may be impact on housing placement. Groups to consult include: Banner, STAR, registrars, housing (UHM, UHH, UHMC), Student Caucus and AATN.

CCAO/CCSAO endorsed the concept subject to a consultation group being formed to identify and address issues for implementation, established a timeline for implementation, consultative steps to be taken prior to implementation, etc. Committee to include Randy Hirokawa, Linda Randall, Jason Cifra, student caucus representative and Francisco will provide names from UHM.

**ACTION: Susan Nishida and Jan Javinar to convene the consultation group.**

Consider increasing the minimum number of college level credits for transfer to a UH four-year campus from 24 to 29. There is insufficient data to support change at this time. Since most students take 12 credits per semester, the transfer would be after the third semester. Unanswered questions include what is the optimal point of transfer, are there incentives to transfer, etc. No change supported at this time. IRAO is working on transfer data that may be informative. A peer group analysis indicated that the majority of campuses use 24 credits as minimum for transfer.

**HGI Campus Updates**

**UH Mānoa**

- A campus review of retention and graduation data found:
  - Better Fall to Spring retention rates compared to national averages, but need to work on Spring to Fall retention
  - Looking at 7th and 8th year graduation rates (students are still persisting in these years, but not counted after the 6th year in graduation rates)
- Hired a graduation pathways coordinator to focus on graduation. First project is to look at students in their fifth year who have the ability to graduate within the next year and provide that information to the advisors. The advisors will work with students to ensure they are enrolled in the right classes to graduate within six years.
- Colleges of Arts and Sciences dropped the extra symbolic reasoning graduation requirement effective Fall 2013.
- Making changes to the Colleges of Arts and Sciences academic advising. Advisors will be based in the four colleges, not centralized.
- Come Home to Mānoa project is led by Outreach College to focus on the 600-800 seniors who do not graduate and do not return to Mānoa the following semester. Resources (financial aid, advising, etc.) are being developed to help these students prior to the full launch of the program.

**UH Hilo**
- Implementing a proactive advising system using faculty advisors who will be assigned to students. May also look at the retention rates of students by faculty to determine best advising practices.
- Tying new faculty hires around the HGI and completion (based on faculty productivity and graduation rates in the department)

**UH West O‘ahu**
- Implementing GradesFirst, an early warning alert system, with 16 faculty for Spring 2014.
- Implemented standing meetings with Student Affairs and Academic Affairs leadership every 2-3 weeks to discuss campus issues (e.g., lack of student engagement) and explore solutions.
- Developing math and English courses with supplemental instruction and tutoring.
- Retention committee actively gathering data and launched a Leavers Survey in November to get a better understanding of why students are leaving UHWO.

**Hawai‘i CC**
- Instead of implementing an ASAP cohort model, focused on enhancing student support services. Added career services and a transcript evaluator (resulting in a reduced evaluation lag time from 3 months to 10 days), tweaking FYE and mandatory NSO programs (looking at providing advising during the week and registration on the weekends).
- Transfer Summit held with UH Hilo (met twice) to improve the transfer of students. Additional pathways have been identified as one area to work on.
- Reverse credit transfer (about 100 students) has been implemented and working on ensuring that the GE MOA is honored.
- Removed all graduation deadlines and will confer degrees throughout the year. If you would like a diploma, then you would need to pay for it.
- Contacting students who are ready to graduate or have all the requirements to graduate but have not submitted an application for graduation.
- Faculty are taking on the advising role.
- Created new college-level technical math and English courses for AAS degrees.
- Five day Math Boot Camp implemented with results via pre/post placement tests showing that students are moving from the bottom placement levels to the top of the placement levels. Working to bring the program to the high schools.
Honolulu CC
- Created a Retention Office that falls under the Student Success Center in Academic Affairs. Office contacted all students that did not enroll the following semester and it showed positive results.
- Number of students identified through their Early Alert system doubled.
- Revamping tutoring services (pilot in Spring 2014) to embed tutoring in the courses.
- Continuing with COMPASS brush up workshops.
- Looking at possible student cohort group projects.
- Bringing back redesigned Study Skills Workshops that will be open to all students (previously students had to register for a course).

Kapiʻolani CC
- Statway is being taught to reduce amount of developmental coursework a student needs before enrolling in college-level statistics. Working with UHWO to ensure the coursework will transfer and students will be prepared for 300-level statistics courses.
- Welcomed the second cohort of Lunalilo Scholars (23 students in first cohort, 30 students in second cohort). Students are specifically recruited for the program and provided additional student support services. Students are showing high levels of success.
- Implemented a registration project to reduce the number of choices a student has to make to register. Resulted in an increase in the number of students enrolled in math and English in their first year.
- Will continue the Agree to Degree initiative in January 2014 to encourage students to commit to graduation.
- Reaching out and targeting part-time students enrolled in 9-11 credits to move them to full-time.

Kauaʻi CC
- The Waiʻaleʻale project targets students that may have not attended college otherwise. Results are showing very positive results.
- Offering an accelerated five credit MATH 26 course (combines MATH 24 and 25) that has shown a 65% success rate of students who complete college level math with a C or higher.
- Offering an accelerated program for English that allows students who place into ENG 22 to take ENG 22 and ENG 100 at the same time. Fall 2013 is the first semester that multiple sections are being offered of this hybrid course.
- Faculty Senate is considering a campuswide policy to allow for administratively withdrawing a student from courses due to non-attendance during the first week.
- Piloted a project to allow incoming high school graduates with a C or better in Algebra II to take college level math regardless of their COMPASS scores. Project is showing positive results.

Leeward CC
- Cohort programs:
  o Guarantee to graduate on time in Waiʻanae: a three year program, but students cannot place beyond one level of developmental courses.
- Fast track program at Pearl City campus: offering a prime time schedule with star quality faculty (18 students in first cohort).
- Fast track AA in Teaching at Pearl City campus: cohort to complete the program in 18 months (includes summer).
- Early College program:
  - Partnering with Waipahu High School (130 students) and Kapolei High School (60 students) in Spring 2014 to deliver Running Start courses.
  - Working on drafting a legislative request for future funding of the program (currently grant funded by P-20).

Maui College
- Considering the implementation of Statway (working with other CCs).
- Math redesign project is showing results of 71-73% of students completing first college-level math courses with a C or better. Offering more sections of MATH 103, 135 and 140. Also, now have enough demand to offer their first calculus course specifically for Maui students this semester.
- Summer developmental math project showing higher completion rates.
- Students with a B or better in their high school algebra course have a 90% success rate in college level math, regardless of COMPASS placement score.
- Launched a cohort project – Degree in Three. Targets part-time students in the liberal arts.
- Working on reverse credit transfer (about 100 students), but working on how other campuses are able to meet Maui’s unique HI emphasis requirement.
- Started a new Student Success Committee.
- Student Services launched a new FYE program and is the top priority for the division.
- Participated in the Preregistration Checklist pilot and initial responses show interesting data. Will be requesting some changes to the fields/values based on results and determining how to best use the data.

Windward CC
- Faculty Senate mandated cohorts for first-time freshmen who place in developmental courses (initially a pilot, but brought to scale).
- Math bridge program focuses on adult learners and first-time freshmen has a 93% success rate with tutors. Need to determine how to institutionalize given the expenses associated with additional tutors.
- Castle Foundation is supporting a program similar to Kaua‘i’s Wai‘ale‘ale project.

**ACTION:** Joanne will share a summary of these activities with the BOR Academic Affairs Committee.

**STAR Update**

Gary Rodwell and Joy Nishida provided an update on STAR. Each semester, an estimated 1,000 certificates can be “auto conferred”; 800 students may be granted an AA degree via reverse credit transfer, about 1,500 students have been identified that left the campus one course short of an AA degree and 80-100 students dropped out one course short of an AA degree.
Gary demonstrated a revised planner estimated to be launched in March 2014 that uses academic maps to develop the student’s academic plan toward degree completion. It is interactive, allows students to make changes and demonstrates how changes may lengthen degree completion.

STAR is offering $10,000 for each CC campus to automate all the above processes. If interested, please contact Gary. STAR is visiting campuses to assist them to effectively use STAR and integrate the electronic processing into their business practices.

Other concerns included students may register, not pay, be purged, register, be purged again and register. Students are not accountable to have a means to pay before registering. The addition of faculty names, success rates, syllabi to the planner would provide for informed choice for students.

An orientation to STAR for students, faculty and advisors was suggested. This is a possible system level project.

Registration via STAR is being planned for Spring 2015. Banner is used but there will be an interface in STAR. The student can use the planner, select courses and then register is the goal. Banner currently has a capacity of handling 500 users at any one time and STAR 10,000 users. Banner’s capacity needs to be increased before this change can happen. See attached ppt.

**ACT Scores**

Since DOE is administering ACT to all 11th graders, how can all the scores be electronically transmitted to UH campuses?

**ACTION: Jan Javinar will follow up with ACT (Stacey Ellmore) and/or the Department of Education to determine options.**

**55 by ’25 Campaign**

Teri Yamashige, communications director from P-20, provided an overview of the campaign. Comments are welcomed (teriyama@hawaii.edu). See attached ppt.

**STARFISH Update**

Chris Manaseri provided an update to the implementation of Starfish Retention Solutions across the community college campuses. It includes early alert/no show reporting. It can read the Laulima gradebook and can schedule appointments with faculty during their office hours and with advisors. It can integrate with Banner and STAR data can be added. There is a feedback loop to faculty after they submit a “flag” regarding a student. Spring 2014 is the rollout to all CC campuses. The first year’s cost is $200,000 paid by the CT3 grant, about $4/student and $6.25/student for second year costs. GradesFirst is being used at UHM (athletics) and UHWO will be piloting it in Spring 2014.
BANNER

Failed prerequisite check proposed solution was not yet discussed with CSSAO. CCAO endorsed the proposal with implementation for Fall 2014 registration (run check after Spring 2014 grades are rolled).

**ACTION:** Jan will follow up with CSSAO to discuss and communicate their decision to Banner.

Student Record Update Form (aka Mandatory Preregistration Checklist) will be implemented for all campuses for Fall 2014 registration. Please review the drop down menus. These values may be changed for your campus, but changes must be submitted to Susan Nishida by Friday, January 3, 2014 or default values will be used. See attached.

**Performance Outcomes**

Linda Johnsrud summarized the outcomes of the November 2013 Financing Higher Education Forum. We can only say how much we spent, not how much it cost. We are not yet able to say, we did this, it saved $XX and we used $XX to do this. Need to decide on productivity measures that likely will include cost of completion, student/staff ratios and student success rates (grad rates, retention, average graduates five or less (based on a three year average). Feedback welcomed to Pearl Iboshi (iboshi@hawaii.edu) or Sandra Furuto (yano@hawaii.edu).

**Task Force on Vets**

Chris Manaseri and Jan Javinar provided an update. Group has met once, with a second meeting on December 20. The group will meet until April 2014 at which time the group intends to submit a set of recommendations for the University to consider for ways to improve its services to student veterans. It is a 15 member group consisting of staff and faculty from all 10 campuses, plus representatives from local Veterans Administration Office and State Office of Veteran Services, along with some students. UHMC reported that they opened a Vet Center in November 2013.

**Mahalo**

Linda Johnsrud expressed her heartfelt thanks to the group for their hard work and what a pleasure it has been to work with all of you. Best wishes for continued good work.