

## **Council of Chief Academic Officers Meeting Summary**

March 21, 2007  
Bachman 113  
10:00-2:00 p.m.

Present: Jerry Cerny (Honolulu CC), Linka Corbin-Mullikin (Windward CC), Suzette Robinson (Maui CC), Jim Goodman (Leeward CC), Stephen Hora (UHH), Noreen Yamane for Doug Dykstra (Hawaii CC), Steve Sylvester (UHWO), Louise Pagotto (Kapiolani CC), Charles Ramsey (Kauai CC), Kelly Aune for Neal Smatresk (UHM), Linda Johnsrud (UH System), Cheryl Chappell-Long for Mike Rota (CC System), Jim Nishimoto (UH System), Joanne Itano (UH System)

Guests: David Lassner (ITS) and Howard Todo (CFO)

### Aloha

Welcome to Chuck Ramsey from Kauai CC and aloha to Steve Sylvester, UHWO

### University and Education Centers Brochure

The brochure was distributed to CAOs. The brochure will be sent to State Senators to restore University Center budget request back into the biennial budget. Brochure will be distributed within the UH System and extra copies provided to the University and Education Centers. Please send any comments or feedback to Joanne Itano.

### Proposed Executive Policy on Security and Protection of Sensitive Information

David Lassner summarized changes based on feedback received on an earlier draft. SSNs may be one data element collected but may not be used as a primary identifier. CAOs were reassured that the SSNs may be used to track students. It is up to the campuses to collect SSNs if the student does not provide it at application.

The Chief Student Affairs Officers do have a similar understanding regarding use of SSNs (email communication from Karen Lee, Associate VP for Student Affairs) and the rationale for requiring SSNs on the common application is provided on the common application.

Please send David Lassner (david@hawaii.edu) any feedback directly. He hopes that the policy will be promulgated in March 2007. He considers it a "living document" with modifications ongoing.

### Update on Premajor, Educational Goals and Career Interest

Sharyn Nakamoto provided a written report on progress on this project. The following suggestions were made: Add all students from UHCCs for Career Interest data

collection. For pre major codes, change 20 to Pre-Career and Tech 2yr. For Edgoals, use version 2 but add item related to *My goal at my current (home?) institution is.....* in addition to *My highest educational goal is.....* to capture the short term, immediate ed. goal of the student. For career interest, add 17. Undecided. Joanne Itano to provide feedback to Sharyn Nakamoto.

It is hoped that this may be functional for Fall 2007. Banner Central has yet to assign a priority and a programmer to this project.

#### ATP on AS in Music Business and Production – Honolulu CC

Jerry Cerny provided an overview of this program which has generated much interest in the current legislative session. The curriculum is based on a similar program at Belmont University in Nashville, TN and the AS will articulate with Belmont's baccalaureate program. The program focuses on developing entrepreneurs in the Hawaiian music industry. Title III funding is available to start the program. Legislative funding would be necessary to renovate and build a production studio. It is suggested that courses related to the entrepreneurship be added. It is anticipated that a new program proposal would go to the BOR in the Fall 2007. The CCAO support the ATP.

#### Update on HAP Board

The group has met once and will be meeting again. Almost all campuses are attending and have either committed to participate or are there to hear about the process. At the first meeting the group decided that each campus could decide if the campus has a HAP requirement and if the HAP designation is for a course or for a course-instructor combination.

Thus far, 8 of the 10 campuses have adopted common general education hallmarks. UHH is currently reviewing their GE requirements and Hawaii CC is interested in aligning with UHH because of the number of students who transfer to UHH.

#### Academic Cost and Revenue Template

Howard Todo reviewed the latest version of this template and the rationale for the changes. The revised version will be posted on the CCAO page. The importance of the narrative explaining the template was stressed. The narrative may point out that "net costs" are covered by G funds (as we are state-supported institution) or there is no additional costs, since courses/faculty are already teaching these courses or if there are additional revenues from a high percentage of out of state students, etc.

There is a need for different forms of this template for an ATP (which is an internal document viewed by campuses and CAOs), for new program proposals (5 year budget projection) and provisional to be established (the current template was developed for this purpose). Joanne will draft additional templates for ATP and new program proposals for review and discussion.

### Update on Curriculum Central

The UHCCs are moving forward to expand Curriculum Central to the 7 CCs, supported by VP John Morton and program improvement funding. It is anticipated that this will be functional by Fall 2008. flo wiger is coordinating this project and will provide an expanded update at the next CCAO meeting. Kap CC and Hon CC are interested in taking the current version of Curriculum Central and using it for the 07-08 AY as they are in need of an electronic process.

### Revision of Academic Policies

There is great interest in revising these policies. A small group will meet before the next CCAO meeting to discuss BOR policy Chapter 5 and compile a list of suggested changes. Presley Pang, Executive Secretary BOR, will be invited to the next CCAO meeting to discuss proposed changes and how these changes may be viewed from the BOR perspective. Linda will discuss this plan with Presley.

The Revision of Academic Policies group includes Charles Ramsey, Steve Hora, Louise Pagotto, Kelly Aune, Suzette Robinson, Cheryl Chappell-Long and Joanne Itano. They will meet via VTC Tuesday, March 27, 2007, 10-12noon.