Council of Chief Academic Officers
Meeting Summary

August 24, 2011
Bachman 113
10:00-2:00 p.m.

Present: Erika Lacro (Hon CC), Kenny Simmons (UHH), Joni Onishi (Hawaii CC), Louise Pagotto (Kap CC), James Dire (KauCC), Mike Pecsok (Lee CC), Jon McKee (Maui College), Richard Fulton (Win CC), Reed Dasenbrock (UHM), Joe Mobley (UHWO), Peter Quigley and Suzette Robinson (UHCC), Linda Johnsrud and Joanne Itano (UH System)

Guests: Krystyna Aune, William Ditto, Mike Peters, Martha Crosby (UHM), Anita Huang, Rae Lin, Stanford Beppu (IRAO), Cheryl Chappell-Long (CC System)

UHM BA and PhD in ICS, Provisional to Established proposal

William Ditto, dean of natural sciences, Mike Peters, associate dean and Martha Crosby, department chair from ICS were available to respond to Questions / Suggestions to improve the proposal include:

- Add an introduction to provide context of the ICS department and the degrees offered with clear data (date of approval; number of majors over time; number of graduates over time etc).
- Add an explanation of the delay in requesting established status.
- Replace Figure 1 in BA proposal with entire curriculum plan including gen ed requirements and total number of credits needed to complete BA.
- Add data to proposal including assessment data and how results have been used to improve program; data on distance program; instead of “high response rate pg. 9, add % response rate)
- Spell out degree names (p. 11) since offers a wide number of degrees.
- Eliminate or expand Student Support section (p.15)
- Expand response to item 6 (p. 22)
- Consider adding description of facilities.
- Based on information provided, it could be concluded that the department is overstaffed with support staff.
- Provide results for studio-based learning methodology program (p. 20)
- If BA and PhD proposals are to be presented at the same time, a common format is suggested.
- For PhD program need clarity on the number of students and number of graduates and support need for the program.
- Both cost templates lack narratives explaining the specifics of the ICS program and will need review of VC of Administration. Specific concerns include ebb and flow of number of majors and declining SSH over time.

Proposals are to be reviewed by Joanne to determine if CCAO will need to review again or may be forwarded to BOR.
Common Course Numbering

After a long discussion including the difference between equivalency and transferability (several courses from one campus may transfer to meet requirements of one course at receiving campus), the group decided to focus on courses with the same alpha and number looking for consistency in title, prerequisites, GE designation. Campuses who do not offer the courses would explore with faculty about adding/revising existing course to a course with similar alpha and number. Joanne to revise worksheet.

New Tuition Plan

The proposal will be shared at the BOR meeting tomorrow. The newspaper article in today’s paper was based on the tuition information shared at the November 2010 BOR meeting which were ideas on how to approach tuition. See http://www.hawaii.edu/news/tuition/ for detailed information.

Automatic Transfer of Credit

CCAO/CSAO approved this at its joint meeting in March 2011. There were concerns expressed at the potential increased workload, students may not want their credits transferred to their home campus, etc. The advantages are that students no longer need to fill out a form to get their credits transferred to their home campus, transferring credits at a regular interval will provide better academic planning so students are aware of what how their credits count for in their degree and the campus process of reviewing transfer credits will remain the same. Implementation options include automatic transfer of credits to home campus which is currently implemented at UHM and UHWO. The default option is that students will be notified by email if they wish to have their credits transferred and if yes, an email will be sent to the registrar of the home campus. It is suggested that registrars be approached prior to the 9/21/11 Automatic Transfer of Credit meeting.

UCA Representatives

Reed Dasenbrock and Erika Lacro volunteered to represent CCAO on UCA.

IRAO Revised Website

Sanford Beppu, Anita Huang, Rae Lin reviewed the revised IRAO website and received very positive reviews. Go to www.hawaii.edu/iro, click on data access. Highlights include drop downs for Native Hawaiians and STEM students and the ability to download data directly. To be able to access and down load data, ODS access is needed. The form to request access is http://www.hawaii.edu/news/tuition/
Academic Calendar

With the proposed HGEA administrative days off/Green days, there is a conflict with the Fall 2012 calendar. Options discussed. The calendar or the specific days off for the administrative days will need to be changed. Linda/Joanne will finalize calendar with additional input from HR and HGEA.

Degree Qualifications Profile

Who takes responsibility for the integrity of the entire degree? It was observed that in program proposals, the focus is on the major. Is there quality to the entire degree? The DPQ could be used as a means to review the associate/baccalaureate degree. Could the major components be sued to plan/evaluate a degree?

Major components include:

1. Knowledge
   - Specialized knowledge
   - Broad, integrative knowledge
2. Intellectual Skills
   - Analytic inquiry
   - Use of information resources
   - Engaging diverse perspective
   - Quantitative

Next CCAO Meeting:
September 14, 2011