MINUTES
BOARD OF REGENTS COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS
MEETING
JANUARY 12, 2017

I. CALL TO ORDER

Committee Chair Lee Putnam called the meeting to order at 9:08 a.m. on Thursday, January 12, 2017, at the University of Hawai‘i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A/B, 2420 Correa Road, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Lee Putnam; Committee Vice Chair Ernest Wilson, Jr.; Regent Simeon Acoba; Regent Eugene Bal; Regent Brandon Marc Higa; Regent Jeffrey Portnoy; Regent Michelle Tagorda.

Others in attendance: Board Chair Jan Sullivan; Board Vice Chair Randolph Moore; Regent Wayne Higaki; Regent David Iha; Regent Michael McEnerney; Regent Stanford Yuen (ex officio committee members); President/Interim UH-Mānoa (UHM) Chancellor David Lassner; Vice President for Academic Planning & Policy Risa Dickson; Vice President for Legal Affairs/University General Counsel Carrie Okinaga; Vice President for Research & Innovation Vassilis Syrmos; Vice President for Information Technology/Chief Information Officer, Garret Yoshimi; UH-Hilo (UHH) Chancellor Donald Straney; Leeward Community College (LeeCC) Chancellor Manual Cabral; Interim Kapi‘olani Community College (KapCC) Chancellor Louise Pagotto; Executive Administrator and Secretary to the Board Cynthia Quinn; and others as noted.

II. APPROVAL OF MINUTES OF THE DECEMBER 15, 2016 MEETING

Committee Chair Putnam noted that changes circulated reflected corrections to word processing errors. Regent Wilson moved to approve the minutes of the December 15, 2016 meeting, seconded by Regent Acoba, and the motion carried unanimously.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn announced that the following individuals provided written testimony in support of the proposed UHH Aeronautical Sciences Program: Mark Ignacio; Curt Sharp; Luisa Castro (UHH Program Coordinator); Keith Marrack (Deputy Commander for Cadets, Civil Air Patrol Lyman Field Squadron); Bruce Hay (retired Navy aviator); Jordan Drewer (student); Kurt Kishimori; Bob Douglas; Christopher Parayno; Jason Ozbolt (HawCC student and member of Civil Air Patrol); Stephanie Albornoz; Bo Masuyama; Carol Murray (aircraft owner/pilot); Richard Cowan (HawCC Apprenticeship Program Coordinator); and George Curtis (pilot).

The following individuals provided written and oral testimony in support of the proposed UHH program but not its location, preferring a site at Kalaeloa, O‘ahu, citing safety concerns and better facilities: Peter Forman (Former HonCC Commercial Aviation
Program Coordinator); Phil Olsen (former UH administrator, FAA-designated master pilot); and Richard Gould (UHM affiliate graduate faculty and pilot).

The board inquired as to liability concerns and a safety comparison study between the Hilo and Honolulu site, and HonCC post graduate employment. It was discussed that no formal comparison study has been done, and that generally, past graduates are employed in the aviation field.

IV. AGENDA ITEMS

A. For Action

1. Recommend approval of Provisional to New Programs

b. Bachelors Science in Aeronautical Sciences, University of Hawai‘i at Hilo

Due to time constraints, Item A.1.b. was taken out of order under no objection. Chancellor Straney presented the recommendation to approve a new Bachelor in Science in Aeronautical Sciences degree at Hilo, citing support and demand regarding location availability, vendor support, student and market interest, and the importance of this industry to the state. He explained how the four year UHH program differs from the terminated two year Honolulu Community College (HonCC) aviation program regarding better balance of costs-to-revenue to be self-sufficient in three years, vendor support and capital investment, cost competitiveness to peers to attract nonresident market, and increasing job opportunities in aviation and additional fields requiring a four year degree. Concerns raised regarded safety of the Hilo airport location versus a Honolulu site, lack of an enterprise risk analysis, assurances of vendor capability, stability of fixed cost for flying instruction, alignment with the university mission, conflicting priorities and limited funding, decreasing enrollment, and impact of external influences. The committee concurred to defer the item until further information can be provided regarding documentation of level of commitment of the vendor regarding facilities, equipment, fixed costs for flight training to the student, liability coverage, enterprise risk management analysis, cost for additional insurance, and safety analysis comparison between the Hilo site and a Honolulu site, such as Kalaeloa, O‘ahu.

a. Bachelor of Science in Dietetics, University of Hawai‘i at Mānoa

Vice Chancellor Bruno presented the recommendation to approve the conversion of the existing dietetics track embedded within the Bachelor of Science in Food Science and Human Nutrition to establish the track as a stand-alone Bachelor of Science in Dietetics, citing accreditation, market and demand needs to support the program. The higher admissions criteria for this program was noted, and it is expected the remaining five programs will experience enrollment increase due to modified admission criteria. There being no statewide significance in correcting the agenda, the committee voted unanimously to reflect the approval sought was for establishment of an existing program with no changes. Caution was raised that, while not opposing, all programs should go through appropriate process as there are changes, even if small, as in re-naming programs or establishing existing tracks as stand-alone programs. Regent Portnoy noted
his position that requiring board approval of all programs was micromanagement and would therefore abstain from voting on programs and supported a focus on a macro basis as to the university’s overall education philosophy, and provided information about programs for inquiry.

Vice Chair Wilson moved to recommend board approval to establish a Bachelor of Science in Dietetics, UHM, seconded by Regent Higa, and the motion carried unanimously with one abstention by Regent Portnoy.

B. **For Information**

2. **Ad Astra Study and Report on Strategic Scheduling for Student Success**

Due to time constraints, the item was heard out of order under no objections. Dr. Laura Kelley presented via videoconference the results of the study conducted on the utilization of space and course offerings system-wide. The university has enough space to offer and can benefit from schedule realignment and adherence to the grid, as off grid utilization results in waste and down time. The overall strategy recommended is to deploy a schedule review team, have data-informed policies to level the playing field that operates on the same rules to ensure equity among all, consolidate, centralize and standardize data, identify efficiency opportunities and bottlenecks using GPS data to show student needs, and utilize dashboards and snapshots to monitor results. The data validated the space needs for UH West O‘ahu. Comments raised regarded utilizing the study for setting target enrollment, informing policy and procedures, identifying cross campus scheduling opportunities, and expanding study to incorporate impact of quality and modernization of spaces.

A. **For Action (con’t)**

1. **Recommend approval of Provisional to New Programs**

   c. **Associate in Science in Integrated Industrial Technology, Leeward Community College**

   Chancellor Cabral presented the recommendation to approve a provisional program Associate in Science in Integrated Industrial Technology, LeeCC, that is a noncredit to credit conversion, citing alignment to initiatives, successful collaboration with math and science departments, industry demand, positive enrollment projections, zero cost text options, and pathways to Science Technology Engineering & Mathematics (STEM) degrees to support the proposal. Committee inquired as to the long-term space and equipment plans, and future job opportunities.

B. **For Information (con’t)**

1. **Status of new template for program revenue/expense**

   VP Dickson provided a quick update on the progress of improving the program proposal template in collaboration with campuses and officers with a target to
return to the committee in February. The template seeks to contextualize the program focusing on key elements important to review at the board level regarding student semester hours, graduation and completion rates, number of new and existing courses, and sections, academic personnel and resources needs, sources of funding, risk management cost and other anticipated costs. Committee comments regarded including policy changes to expedite and facilitate the process.

3. **Report on AY 2016 HGI Metrics and Scorecards, Performance Funding FY 2017**

Due to time constraints, this item was deferred to the January 26, 2017 full Board of Regents meeting.

V. **ADJOURNMENT**

There being no further business, Regent Wilson moved to adjourn, Regent Tagorda seconded the motion, and with unanimous approval, the meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

/S/

Cynthia Quinn
Executive Administrator and Secretary of the Board of Regents