MINUTES

BOARD OF REGENTS’ COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS
MEETING

MARCH 8, 2017

I. CALL TO ORDER

Committee Chair Lee Putnam called the meeting to order at 9:02 a.m. on Wednesday, March 8, 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 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 Community Colleges John Morton; Vice President for Legal Affairs/University General Counsel Carrie Okinaga; Vice President for Research & Innovation Vassilis Syrmos; UH-Hilo (UHH) Chancellor Donald Straney; UH-West O‘ahu (UHWO) Chancellor Maenette Benham; Leeward Community College (LeeCC) Chancellor Manual Cabral; Kaua‘i Community College (KauCC) Chancellor Helen Cox; Windward Community College (WinCC) Chancellor Douglas Dykstra; Honolulu Community College (HonCC) Chancellor Erika Lacro; Interim Kapiʻolani Community College (KapCC) Chancellor Louise Pagotto; Hawai‘i Community College (HawCC) Chancellor Rachel Solemsaas; Executive Administrator and Secretary to the Board Cynthia Quinn; and others as noted.

II. APPROVAL OF MINUTES OF THE JANUARY 12, 2017 MEETING

Committee Vice Chair Wilson moved to approve the minutes of the January 12, 2017 meeting, seconded by Regent Higa, and the motion carried unanimously.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn confirmed that the board office received no written testimony and no individuals signed up to give oral testimony.

IV. AGENDA ITEMS

A. Recommend Approval

1. Mission Statement Revisions: Kaua‘i Community College
2. Mission Statement Revisions: Kapi‘olani Community College
3. Mission Statement Revisions: Hawai‘i Community College

The committee received mission revisions from KauCC, KapCC, and HawCC, that were changes to language for clarification and to reflect the proper emphasis unique to each campus. The periodic review of mission statements is an accreditation requirement. LeeCC and HonCC are still in process and expected to return by next fall. WinCC completed the process and has no changes. UH Maui College (UHMC) falls under a different accreditation process and cycle.

There being no objection for taking Item A.1, A.2, and A.3 under one motion, Committee Vice Chair Wilson moved to recommend board approval of the mission statement revisions for KauCC, KapCC and HawCC, seconded by Regent Higa, and the motion carried unanimously. Regent Acoba was excused.

4. New Provisional Certificate, Advanced Professional Certificate in Special Education PK-12 at Leeward Community College

The committee received a proposal to approve a new provisional Advanced Professional Certificate in Special Education (SPED) at LeeCC. The program is responsive to immediate workforce demand, provides pathways to a 4 year degree, licensing opportunities for others who have a Bachelor of Arts degree, and has an estimated demand of up to 100 students. The proposal assumes a tuition structure for advanced programs to match upper division rates in UHWO, UHH, and UHMC, which will require a separate action item expected to be brought by fall. If approved, this proposal will go before the Hawai‘i Teacher Standards Board for review and approval.

Committee Vice Chair Wilson moved to recommend board approval of a new provisional Advanced Professional Certificate in SPED at LeeCC, with the intent to bring tuition in line with UHMC, seconded by Regent Higa, and the motion carried with Regent Portnoy abstaining, and Regent Acoba was excused.

B. For Information

1. Update on meetings with Student Caucus

Regent Higa thanked the UH Student Caucus for extending the invitation to him to engage with their student leaders, Chair Sullivan for supporting participation in these meetings, and Regent Tagorda for setting up a solid foundation for board engagement with students. In addition to a brief overview and history of the UHSC, he reported on his regular attendance at the monthly UH Student Caucus (UHSC) meetings to maintain open dialogue with the goal being a mutually-beneficial exchange. Student leaders from all campuses shared issues and concerns regarding their individual campuses, and helped identify potential areas for collective action by the UHSC and the board. One of the key challenges facing student leaders, including the student regent, is frequent turnover of membership due to graduation and transfer during terms, which highlights the importance of succession planning and mentorship as an effective tool to transition new leadership. Committee Chair Putnam commended Regent Higa for working to maintain
strong relationships with UHSC and Chair Sullivan expressed her sincere thanks to Regent Higa, acknowledging his time, diligence, and hard work.

2. Briefing on the UHCC 2018 Institutional Self Evaluation Report and Board involvement in the process

The committee received a status update on the ongoing UH Community College (UHCC) reaccreditation process to meet the Association of Community and Junior Colleges (ACCJC) standards, and prepare for the comprehensive visit and result expected in 2019. There are 13 Board of Regents standards that the task group and the permitted interaction group formed at the last board meeting will review and assess to ensure compliance with standards. Completion is anticipated in a year, after which the UHCC will report back to the board.

Questions were raised regarding remedying deficiencies given limited financial resources. VP Morton explained that the biggest obligations are the minimum 5% financial reserves, which is not a problem for the community colleges, and the Employee Retirement System obligations, which are taken on by the state. Most of the review is focused on internal processes and continuous quality improvement. The federal government has a strict rule about noncompliance for any standard, and colleges have a two year window to address the deficiency or they can lose their accreditation if there is not a good cause to extend. Colleges must meet all 140 standards to obtain full seven year accreditation.

Regent Acoba entered the meeting at 9:48 a.m.

3. Update on System-wide Enrollment Management Plan, 2017-2021

The committee received an enrollment management plan update on the progress in developing a new system level enrollment management plan framework to support the plans that the campuses are creating. A task group and an oversight committee have been created to work on future plans, monitor goals and targets, and share new initiatives and strategies for more future opportunities. Goals and targets are aggressively set based on current infrastructure capacity and mission, on an annual or semester review schedule. Comments raised include consideration of recruitment at the secondary education level, fiscal implications when setting goals and targets, additional resources required when using new technology, and other retention considerations such as cost and access. The committee expressed appreciation of the progress achieved to date.

At 10:25 a.m., the committee went into recess. The committee reconvened at 10:38 a.m.

4. Update on UH Strategic Plan for Distance & Online Learning

The committee received a comprehensive update on the work underway for a system-wide plan for distance and online learning that addresses coordination and opportunities in terms of access, recruitment, retention, and graduation, and integrating face to face support focused on training and resources to support delivery, professional development
and research for faculty and training and student services. The plan includes marketing and outreach strategies coordinated systemwide, and setting outcomes and goals. The next steps are to develop a business model and identify resources needed, and periodic updates will be provided.

5. Update on New Program Proposals

The committee received an update on the process for new program proposals to streamline the process with proper focus on alignment with campus and system plans, realistic predictions, and cost templates, with updates and risk assessments. Extensive discussion ensued on the role of the board and administration regarding program approvals. The changes will be tested, updates to the executive policies and consultation will proceed, and periodic updates will be provided.

Regent Portnoy and Regent Bal left the meeting at 11:18 a.m. and 11:32 a.m., respectively, quorum was not affected.

V. ADJOURNMENT

There being no further business, Committee Vice Chair Wilson moved to adjourn, and Regent Higa seconded, and with unanimous approval, the meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

/S/

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents