MINUTES
BOARD OF REGENTS' COMMITTEE ON ACADEMIC AFFAIRS MEETING
APRIL 30, 2014

I. CALL TO ORDER

Committee Chair Chuck Gee called the meeting to order at 9:04 a.m. on Wednesday, April 30, 2014, at the University of Hawai‘i, Bachman 113, 2444 Dole Street, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Chuck Gee; Committee Vice Chair, John C. Dean; Randy Moore; Benjamin A. Kudo; and Coralie Chun Matayoshi.

Others in attendance: Regents Chair John Holzman (ex officio committee member); Interim Executive Vice President for Academic Affairs, Joanne K. Itano; Vice President for Community Colleges John Morton; Interim Vice President for Information Technology/Chief Information Officer Steven Smith; Associate Vice President for External Affairs and University Relations Lynne Waters; Leeward Community College Chancellor Manuel Cabral; University of Hawai‘i at Hilo Chancellor Donald Straney; Executive Administrator and Secretary to the Board Cynthia Quinn; and others as noted.

II. APPROVAL OF THE MINUTES OF THE MARCH 5, 2014 MEETING

Regent Moore suggested an amendment to the minutes, to correct a typo in the first paragraph. Regent Moore moved and Regent Kudo seconded the motion to approve the minutes of the March 5, 2014 meeting as amended, which was unanimously approved.

III. PUBLIC COMMENT PERIOD

Secretary Quinn announced that the committee received one piece of written testimony from Randall Francisco of the Kaua‘i Chamber of Commerce, in support of the new program proposals with Kaua‘i Community College.

Secretary Quinn announced that one person signed up to provide oral testimony:

1. Dan Purcell, a member of the public, testified about facilitating access to Board of Regents’ meetings, and participation by the public.

IV. AGENDA ITEMS

1. Academic Program Actions

   a. New Program Proposal: Provisional Associate of Science in Business, Kaua‘i Community College
Jim Dire, Vice Chancellor of Academic Affairs at Kaua‘i Community College (Kaua‘i CC), presented on the proposal for a provisional Associate of Science (AS) in Business, a two year degree in business, and certificates in entrepreneurship, management, and retail management. He cited community and student demand for training and credentials in business to meet the needs of Kaua‘i.

The committee discussed the desire to create a global foundational degree program among all community colleges that articulate to any four year degree campus, and is simplified and accessed through distance learning. It was noted that there are current efforts at Leeward Community College, and ongoing articulation discussions with faculty systemwide, although Shidler being an upper division college, does have different math requirements than UHWO that make it difficult to transfer to Mānoa. The Kaua‘i CC program addresses local demand, and allows a smooth articulation to a 4-year campus, and improving access fills empty seats, increases enrollment and revenue, as Kaua‘i CC costs are triple that from other campuses.

It was encouraged to increase standardizing programs and making courses available.

Regent Moore moved to adopt the proposal. Regent Matayoshi seconded the motion, and the recommendation that the Board of Regents’ approve the New Program Proposal for a Provisional Associate of Science in Business, Kaua‘i Community College, was unanimously approved.

b. New Program Proposal: Provisional Certificate of Achievement in Medical Assisting, Kaua‘i Community College

Vice Chancellor Dire introduced Victoria Mathis, Assistant Professor in Nursing at Kaua‘i CC, who authored the proposal, to change a certificate from a Certificate of Completion (CC) to a Certificate of Achievement (CA), to respond to workforce demand for medical assistant jobs, with the goal to be accredited so that graduates can be licensed as a medical assistant. The development costs were paid for by a workforce training grant received by Kaua‘i CC, and, after enrollment, the program will be subsidized slightly.

Regent Matayoshi applauded the campuses for their collaboration efforts, and moved to adopt the proposal. Vice Chair Dean seconded the motion, and the recommendation that the Board of Regents’ approve the New Program Proposal for a Provisional Certificate of Achievement in Medical Assisting, Kaua‘i Community College was unanimously approved.

c. Established Status for the Bachelor of Education Degree with a Concentration in Elementary Education, UH West O‘ahu

University of Hawai‘i—West O‘ahu (UHWO) Vice Chancellor for Academic Affairs Linda Randall and Chair of the Education Division Mary Heller presented the proposal for established status for the Bachelor of Education with a concentration in Elementary Education. The unit has received accreditation by the National Council for Accreditation of Teacher Education. The program was designed to meet the K-12 teacher workforce
needs in Leeward O'ahu. During its provisional status, with ten full time faculty and part
time instructors, there has been a 342% increase in the number of elementary education
majors; ninety-eight teacher candidates have graduated and many are employed in Hawaiʻi elementary schools, with two-thirds located in Central and Leeward districts.

Vice Chair Dean moved to adopt the proposal. Regent Matayoshi seconded the
motion, and the recommendation that the Board of Regents' approve the New Program
Proposal for a Provisional Certificate of Achievement in Medical Assisting, Kauaʻi
Community College was unanimously approved.

d. New Program Proposal: Provisional Associate of Science in Plant Biology
and Tropical Agriculture, Kauaʻi Community College and Leeward Community
College

Vice Chancellor Dire, Leeward Community College (LCC) Chancellor Manuel Cabral;
LCC Vice Chancellor for Academic Affairs Mike Pecsok; and Associate Professor in
Biology Kabi R. Neupane presented the proposal for the Provisional Associate of Science
(AS) in Plant Biology and Tropical Agriculture. The program addresses the workforce
needs and state initiatives to diversify Hawaiʻi's economy with agriculture and provide
food security in a responsible and sustainable matter. There are some differences
between the two degrees, such as course offerings at the different campuses, but the
close articulation between the programs will remain. There has been a lot of synergistic
work between the two programs. The seed industry is a driving force in the creation of
the program at Kauaʻi CC; most of the seed companies would like to recruit local Kauaʻi
graduates. Distance learning models and sharing material between the two programs are
being explored at the faculty level via Laulima.

The committee discussed the frequency of internships for students with the seed
companies, as the internships are a three credit requirement for the degree program at
LCC and Kauaʻi CC. Administration reported that the seed companies appreciate the
LCC and Kauaʻi CC graduates because they enter the workforce with valuable skills. The
course of study would not change if state legislation led to closure of seed companies as
the program is not designed specifically for the seed companies.

Regent Matayoshi moved to recommend approval of the New Program Proposal for a
Provisional Associate of Science in Plant Biology and Tropical Agriculture, Kauaʻi
Community College and Leeward Community College. Vice Chair Dean seconded the
motion, and the motion carried by was unanimous approval.

Discussion on Distance Learning (information only)

Hae Okimoto, Director of Academic Technology Services, presented on distance
learning and the collaborative effort between the different UH campuses. She explained
that distance learning is the responsibility of the entire university and encourages
collaborative work between the campuses, in using technology, and doing so increases
access for students via online courses to balance the demands of life and schedules,
allowing more time to review and learn the material.
Chair Gee thanked Director Okimoto for her presentation and stated that this topic is important, so he will schedule a future committee meeting so that distance learning may be looked at from an institutional productivity standpoint and understand types of resource needs involved. Regent Kudo also requested that Director Okimoto discuss whether distance learning supports online degree programs (Hawaiian culture, music, etc.) for out-of-state students, and whether it is possible to broadcast meetings on television and online.

**Proposed Revision to Chapter 9-11(c) Emeritus/Emerita Title**

Interim Executive Vice President for Academic Affairs (IEVP) Joanne Itano presented on the policy changes to Chapter 9-11(c) in the Board of Regents’ policy. Three major changes proposed are that individuals eligible for the title will have retired from the university; a person may receive only one emeritus title; and that vice chancellors are removed from the list of eligible individuals.

Regent Moore moved to adopt the policy revision. Vice Chair Dean seconded the motion, and the proposed revision to Chapter 9-11(c) Emeritus/Emerita Title was unanimously approved.

**Proposed Revision to Chapter 4-1(c) Mission and Purpose**

Chair Gee announced that this item would be deferred.

**V. EXECUTIVE SESSION**

Upon motion by Regent Matayoshi and second by Regent Moore, the Committee unanimously approved convening in executive session, pursuant to HRS §92-5(a)(2)). The Committee convened in executive session at 10:32 a.m. Following a motion to come out of executive session by Regent Moore and second by Regent Matayoshi, which was unanimously approved, executive session was adjourned at 10:38 a.m.

Chair Gee said that the Committee discussed in Executive Session the following personnel matters, pursuant to HRS §92-5(a)(2):

1. Approve Establishment of an Endowed Visiting Chair in History in the College of Arts and Sciences, UH Hilo
2. Emeritus/Emerita Request

**VI. ADJOURNMENT**

There being no further business, on the motion of Vice Chair Dean and second by Regent Matayoshi and with unanimous approval, the meeting was adjourned at 10:40 a.m.
Respectfully Submitted,

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents