MINUTES

BOARD OF REGENTS’ COMMITTEE ON ACADEMIC AFFAIRS MEETING

January 14, 2015

I. CALL TO ORDER

Committee Chair Chuck Gee called the meeting to order at 10:04 a.m. on Wednesday, January 14, 2015, at the University of Hawai‘i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A, 2420 Correa Road, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Chuck Gee; Committee Vice Chair Lee Putnam, Regent Michelle Tagorda, Regent Simeon Acoba.

Others in attendance: Chair Randy Moore, Vice Chair Eugene Bal, Regent Stanford Yuen, Regent Helen Nielsen (ex officio committee members); President David Lassner; Interim Executive Vice President for Academic Affairs, Joanne K. Itano; Vice President for Legal Affairs and University General Counsel, Darolyn H. Lendio; Vice President for Community Colleges, John Morton; Vice President for Information Technology and Chief Information Officer, Garret Yoshimi; Interim UH Mānoa Chancellor Robert Bley-Vroman; UH Hilo Chancellor, Don Straney; UH Maui College Chancellor Lui Hokoana; Executive Administrator and Secretary of the Board Cynthia Quinn; and others as noted.

II. APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2014 MEETING

Regent Putnam moved and Regent Tagorda seconded the motion to approve the minutes of the October 15, 2014 meeting, which was unanimously approved.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn announced that the Board Office received no written testimony, and no individuals had signed up to give oral testimony.

IV. AGENDA ITEMS

A. Program Actions:

1. UH Mānoa: Recommend Approval of a Master of Science Degree in Athletic Training

   Vice Chancellor for Academic Affairs Reed Dasenbrock explained that the proposed program currently exists as a specialization within the Master of Science in Kinesiology and Rehabilitation Science program in the College of Education. The Commission on Accreditation of Athletic Training Education (CAATE) revised its standards to require accredited programs that lead to a degree titled “athletic training” be included in the title. Last fall, CAATE placed the program on probation until the name was changed...
accordingly and allowed the university until February 1, 2015 to rename the program. The program is essentially being broken out as a separate degree and renamed the Master of Science in Athletic Training to comply with CAATE standards. Also present were Dr. Kaori Tamura, Program Director; Nathan Murata, Chair of the Department of Kinesiology & Rehabilitation Science (KRS); and Beth Pateman, Interim Associate Dean of the College of Education.

The committee raised questions and concerns regarding the tuition schedule assumptions; level of burden on students for additional hidden fees for supplies and consumables, such as sports tape; the size of the program in relation to the job market; the demographics breakdown of in-state and out-of-state students; whether JABSOM supported the human anatomy class portion of the program; if any consideration had been given to expanding the program to countries other than Japan; if international students paid full tuition; the transferability of community college students to the program; and how the two existing programs, one entry level and one post professional, would be indicated on the degree.

Dr. Tamura confirmed that the tuition schedule assumed scheduled increases, and that students are made aware of additional fees for supplies needed for the program and other requirements such as personal liability insurance before applying to the class. VC Dasenbrock added that the $400 fee included supplies but there is also an additional cost for personal liability insurance, which is a membership requirement for the National Athletic Trainers’ Association in order to use their online educational tools. The insurance must be paid for personally and was not able to be part of the fee. President Lassner further explained that if the personal liability insurance were considered by the board to be included as part of the fee, while it could be part of the cost of financial aid, there may be administrative consequences to the university for collecting the fee and also raises procurement issues. Regarding program capacity to market, Director Murata stated that the program is very competitive and the size is constrained by faculty size and the number of internships available; increasing the size might result in job market saturation. Regarding the ratio of instate to nonresident, for accepted applicants, the ratio is 50/50, with approximately 44% of graduates staying in Hawai‘i. Regarding crosslisting courses with JABSOM, there are anatomy and physiology courses at JABSOM as well as other KRS courses. Regarding international students, Dr. Tamura explained that there is under consideration an offering for “short term international” pilot programs, with a memorandum of understanding with several universities in Japan with athletic training programs in progress. Discussions have been held with a sports science university in Taiwan with a vision to expand to other countries in the future. There are International students who pay full tuition from Australia, a developing market, and another student from Australia who is an intern. There are also articulation agreements with Leeward Community College and Honolulu Community College in place for the undergraduate program, and work is underway with Kapi‘olani Community College. Once students come into the college they can get into the exercise science program in preparation for athletic training and other allied health fields. Dr. Tamura said the two existing degrees would remain under the athletic training degree, with entry level or post professional specialization. Post professional students are certified and more focused on research and pursuing their PhD or becoming a program director, whereas entry level students are
interested in becoming a certified athletic trainer. VC Dasenbrock added that the name of the degree is the same and there were two tracks within the degree.

Regents’ Chair Moore moved to recommend the board approve a Master of Science Degree in Athletic Training, Regent Putnam seconded, and the motion was unanimously approved.

2. UH West O'ahu: Recommend Approval to Change from Provisional to Established Status for the University of Hawai'i-West O'ahu Certificate in Disaster Preparedness and Emergency Management

Dr. Linda Randall, Vice Chancellor of Academic Affairs for UH-West O'ahu (UHWO), explained that the certificate fit their mission of being and career focused, collaborative, and in this instance with business and government to create the curriculum for the career. It has been a success and ready for established status. Dr. Ross Prizzia, Professor of Disaster Preparedness and Emergency Management (DPEM), gave a brief history of the certificate program and noted that since its inception enrollment has more than doubled, with 187 graduates to date. As the first and only undergraduate, stand alone disaster certificate program in Hawai'i, many of the nontraditional students who are pursuing this certificate are already employed by agencies who deal with disaster preparedness and emergency management, and as a result of this program gain skills and knowledge to enhance their experience and effectiveness.

The committee raised questions and concerns regarding enrollment projections for the next 5 years; the profile of non-traditional students and how they are supported; the typical majors students enrolled in the program are pursuing; the domestic versus international focus; if the program attracts students from other colleges; the impact on the faculty and resources of the BAPA program; existence of cooperative arrangements with faculty from other campuses; federal, state and local funding available to support the program; tuition assistance; and efforts undertaken for online students clinical work and field exercises for online students.

Dr. Prizzia stated that enrollment in the certificate program is expected to increase by 8% to 10%, and interest in the Bachelor of Arts in Public Administration with a concentration in DPEM to increase by 15% to 20%. The number of students enrolled in the BAPA program has increased from 20 since its inception to over 100. The typical nontraditional students are already employed in a related field, have an average age of 27 to 28, and see the certificate as a way to make them more employable. The entire program, including classes, office hours and tutoring, is done online, which is convenient for working adults. The program is open to students from other majors, the most common being business administration, psychology, criminal justice, and healthcare, and take these courses are related to their field of study. This certificate program is focused on the nuts and bolts of the Federal Emergency Management Agency (FEMA) requirements; is related to both people who work in the federal government and private sector and need these skills as part of their job; fills the undergraduate niche market but also have articulation agreements with community colleges so students can matriculate into their program. They receive frequent inquiries from students across the country and the world interested in the certificate program, but the program is currently at capacity and priority is
given to Hawai‘i students. VC Randall indicated they were hiring additional DPEM tenure-track assistant professor this year and are filling faculty and other support positions as much as possible. Enrollment in online classes is restricted to 30 students to ensure quality instruction, the demand is very high but finding qualified faculty has been difficult and impacted the ability to expand to students outside Hawai‘i. The BAPA program at UHWO has a different focus from the one at Mānoa, and while efforts have been collaborative in terms of training and planning programs, there have been no discussions of any cooperative agreements with other campuses. Dr. Prizzia said the program receives federal funding for training and planning, consultantcy assistance and practicuums. Some students receive tuition assistance from their employers as long as they maintain a certain GPA. He also said there is an identified need for students with the DPEM skillset at resorts and in the hospitality industry, and students have had the opportunity to be involved in field exercises and real world experiences.

Regent Tagorda moved to recommend the board approve the change from provisional to established status for the University of Hawai‘i-West O‘ahu Certificate in Disaster Preparedness and Emergency Management, Regent Acoba seconded, and the motion was unanimously approved.

**B. Update on Maui College applied baccalaureate programs**

UH Maui College (UHMC) Chancellor Lui Hokoana recounted the history of the project started 10 years ago by Dr. Sakamoto to create a hybrid community college that offered baccalaureate degrees. The first degree offered was in applied business and information technology (ABIT) in 2008, followed by engineering technology (ENGT) in 2010, and sustainable science management (SSM) in 2012. These degrees are a part of the concept of student centered focused learning and provide students with a better student experience, meet the needs of the community and provide graduates with jobs that provide a living income. He indicated they will continue to improve and expand the programs to meet the needs of the job market.

UHMC Vice Chancellor of Academic Affairs Jonathon McKee introduced ABIT Program Coordinator, Dr. Debasis Bhattacharya, and Interim Assistant Dean of Instruction David Grooms. VC McKee gave some background on the movement to start baccalaureate programs were started at community colleges in order to improve access of rural communities to education and the ability of community colleges to offer applied degree programs less expensively than 4 year programs. UHMC has a very strong university center on campus that partners with UHWO, UHH and UHM in response to community interest for 4 year degree programs. These programs were primarily online or upper level HITS, with the hands-on, applied learning piece missing. The goal was to not duplicate what the rest of the system was doing, but instead provide students with a hands-on experience. There has been slow movement on the programs and low capacity has been a challenge, but expected unique as there are over 50 community colleges offering over 200 degree programs that have similar experiences with growth as UHMC.

VC McKee said the early ABIT program experienced faculty turnover due to the entrepreneurial focus but new faculty with advance credentials and real life business experiences has improved the caliber of the program. They are happy with student
progress through the programs and costs per student FTE are less than peer institutions, with UHMC being $179 compared to $388 for other UH baccalaureate programs. The SSM program is expected to have the same kind of efficiency numbers given the interest in the program. The ENGT program is more expensive than the other programs because it was designed for a small capacity. However, graduates of the ENGT program are getting jobs starting at $75,000 per year at the Maui Research & Technology Park, and would not have been able to compete for those jobs without the ENGT program.

The committee raised comments and concerns about target times for provisional to permanent status; enrollment and graduate projections to actuals; student satisfaction surveys and program assessments to confirm community need, cost benefit analysis, and the types of qualitative and quantitative measures being used; differences between applied and traditional baccalaureate programs, and applied engineering degree fit to standards for engineering employers; cost sharing with Maui County; differences of the tenure and promotion criteria for faculty in 2 year program compared to the 4 year program and affect of applied research; enabling legislation for community colleges to expand in offering baccalaureate degrees.

Vice Chair Bal commented that it took a long time to bring 4 year degree programs to Maui and the program was an enormous sense of pride for Maui County.

VCAA McKee said the documentation for the ABIT program to get established status is in progress and they expect to bring forward to the Council of Chief Academic Officers later in the month and then bring it to the Academic Affairs Committee at the next opportunity. The ENGT program would be next program to come forward for established status within the next year, followed by the SSM program. ABIT is the priority, and the other programs are within the expected timeframe for provisional programs. The graduation rates are on target for SSM and ENGT programs, but are behind projections for ABIT programs. Graduates are tracked, and feedback from graduates indicates high student satisfaction with the 2 year and 4 year programs. Qualitative measures used include number of faculty, students, demographics, and are focused primarily on Maui county students and tracking graduates. VP Morton indicated the ENGT degree is for a niche in the market, but it is an applied mid-level technical field by design with no intention of meeting certified professional engineer standards nor becoming a traditional engineering program. VP Morton explained that as a community college, UHMC and not Maui County has the responsibility to provide the community with access to the entire spectrum of higher education, as primarily a teaching, non-research school. Faculty must have applied skills reflected in their field more than research, but 4 year faculty are expected to do applied research to meet accreditation standards as recommended by WASC. The legislation that established community colleges 50 years ago specifies that there will be a community college system that is part of the University of Hawai‘i system and may offer associate degrees, and amended in the 1990s to allow offering applied baccalaureate degrees, enabling the board to decide what degrees to offer. An applied degree is distinguished by application, a baccalaureate degree is defined by research, and faculty who create a degree program define the criteria. President Lassner added that it would be out of scope for Mānoa to offer applied degrees, and applied degrees are not designed to prepare a student for graduate studies. VCAA McKee said that some
general education courses also count for other degrees. Dr. Debasis Bhattacharya commented that the advisory boards of these programs provide community support, mentorship, guidance to jobs and input from the community.

C. **6-month report on new, permanent, and terminated programs**
D. **Update on policy for programs with low number of graduates**

Committee Chair Gee said that due to time constraints, he recommended deferring items C and D to a future meeting and instead take up priority agenda items in executive session.

**V. EXECUTIVE SESSION**

Upon motion by Regent Tagorda and second by Committee Vice Chair Putnam, the Committee unanimously approved convening in executive session, pursuant to HRS §92-5(a)(2)). The committee convened in executive session at 11:39 a.m. Following a motion to come out of executive session by Regent Tagorda and second by Committee Vice Chair Putnam, which was unanimously approved, executive session was adjourned at 12:01 p.m.

Chair Gee said that the committee discussed in Executive Session the personnel matters of emeriti requests, pursuant to HRS §92-5(a)(2), and establishment of an endowed chair and two endowed professorships in obstetrics, gynecology, and women’s health at the John A. Burns School of Medicine.

**VI. ADJOURNMENT**

There being no further business, on the motion of Committee Vice Chair Putnam and second by Regent Acoba and with unanimous approval, the meeting was adjourned at 12:02 p.m.

Respectfully Submitted,

/S/
Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents