**PROCESS MAP FOR:** Council of Senior Student Affairs Officers (CSSAO)  
**DATE:** Fri, 09/11/2015, Windward CC, Akoakoa 201, 9am – 1230pm+

**WHO** -  
UHH: Gail Makuakane-Lundin ( )  
UHM: Lori Ideta ( )  
UHWO: Judy Oliveira ( )  
Sys: Risa Dickson ( ); Jan Javinar ( )  
Guests – Lynn Inoshita, Banner ( ); Hae Okimoto, DLUS ( )

LeeCC: Jason Cifra ( )  
HonCC: Lara Sugimoto ( )  
KapCC: Brenda Ivelisse ( )  
KauCC: Earl Nishiguchi ( )  
WinCC: Amy Rozek ( )

**WHO** -  
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UHWO: Judy Oliveira ( )  
HonCC: Lara Sugimoto ( )  
KapCC: Brenda Ivelisse ( )  
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<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESIRED OUTCOME</th>
<th>PROCESS</th>
<th>WHO</th>
<th>TIME</th>
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| • Review of Group Memory | o agreement of proceedings at meeting 08/05/15***  
o agreement of posting 03/15 to 07/15 notes | • discuss | All | 05 min |
| • Data Governance | o understanding of proposed revisions to EP 2.215 list of initial first reactions | • feedforward; feedback | Sandra | 25 min |
| • Admissions | o Stu Identity Verification+++  
o Online Admiss Appl+++  
o ACT Test Scores+++  
o Banner Forum | • concurrence on need to verify identity of applicant and matriculant  
o understanding of updates to online application  
o followup steps to set up AIRO/AIM  
o awareness of 10/16/15 convening 9am-4pm | • discuss  
• feedforward; discuss  
• discuss  
• feedforward | Risa/Joanne  
Hae/Lynn  
All  
Hae | 25 min  
10 min  
10 min  
05 min |
| • Registration & Records | o Stu Identity Verification+++  
o Online Admiss Appl+++  
o ACT Test Scores+++  
o Banner Forum | • understanding of impact on operations; debriefing of what worked and what could be done better  
o awareness of status of new user interface using GPS  
o agreement on adhering to ranges assigned by campuses  
o awareness of NOLIJ  
o understanding of responses submitted | • feedforward; brainstorm  
• feedforward  
• discuss  
• feedforward (future item with Gary Rodwell)  
• feedforward | Hae/Lynn  
Hae  
All  
Hae  
Jan | 20 min  
15 min  
05 min  
05 min  
05 min |
| • Stu Development | o Student Fees Policy+++  
o Title IX online course+++  
o understanding of agreements made related to implementation steps  
o understanding of parameters of issue & agreement on approach | • discuss  
• discuss  
• discuss (future item with Bev Baligad) | Jan  
All  
Jan | 05 min  
10 min  
05 min |
| • Staff Transition | o understanding of next steps related to concerns around transition in student affairs leadership | • feedforward | Jason | 05 min |
| • Next Meeting | • Thurs, Oct 8, 2015 at LeeCC | • feedforward | Jan | 05 min |

*Lunch to follow conclusion of meeting; immediately after lunch CC CSSAO to meet jointly with CC CCAO*