

MINUTES

BOARD OF REGENTS COMMITTEE ON ACADEMIC AND STUDENT AFFAIRS MEETING

MAY 18, 2018

I. CALL TO ORDER

Committee Chair Michelle Tagorda called the meeting to order at 1:31 p.m. on Friday, May 18, 2018, at the University of Hawai'i at Mānoa, 2465 Campus Road, Executive Dining Room, Honolulu, Hawai'i 96822.

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

Others in attendance: Board Chair Jan Sullivan; Regent Michael McEnerney; Regent Douglas Shinsato; Regent Stanford Yuen (ex officio committee members); President/Interim UH-Mānoa (UHM) Chancellor David Lassner; Vice President for Community Colleges John Morton; Vice President for Legal Affairs/University General Counsel Carrie Okinaga; Vice President for Academic Planning & Policy Donald Straney; Vice President for Information Technology/Chief Information Officer Garret Yoshimi; Vice President for Budget & Finance/Chief Financial Officer Kalbert Young; Interim UH-Hilo (UHH) Chancellor Marcia Sakai; UH-West O'ahu (UHWO) Chancellor Maenette Benham; UH-Maui College (UHMC) Chancellor Lui Hokoana; UHM Vice Chancellor for Research/Interim Vice Chancellor for Academic Affairs Michael Bruno; Windward Community College (WinCC) Chancellor Douglas Dykstra; Honolulu Community College (HonCC) Chancellor Erika Lacro; Hawai'i Community College (HawCC) Chancellor Rachel Solemsaas; Executive Administrator and Secretary of the Board of Regents Kendra Oishi; and others as noted.

II. APPROVAL OF MINUTES OF THE MARCH 8, 2018 MEETING

Regent Higa moved to approve the minutes of the March 8, 2018 meeting, seconded by Board Vice Chair Kudo and the motion carried unanimously.

III. PUBLIC COMMENT PERIOD

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

IV. AGENDA ITEMS

A. For Review & Recommend Board Approval

- 1. Implement a Mandatory Student Fee to Provide all Kapi'olani Community College (KapCC) Students With a U-Pass for TheBus**

The outgoing Associated Students of KapCC (ASKCC) Student Congress leaders Ismael Salameh (President), Raiyan Rafid (Vice President), and Kezzo Jet Pacanuayan (Treasurer) presented a request for approval to implement a mandatory \$40 student fee to provide all KapCC students with a U-Pass for TheBus each semester that included some background information on ASKCC-Student Congress, current mandatory fees, a summary of student support for the fee, what the proposed transportation fee would cover, why the current opt-in U-Pass cost is not financially feasible for students, and how the U-Pass aligns with the campus sustainability plan.

Regent Higa moved to approve the request to recommend board approval of a mandatory student fee to provide all KapCC students with a U-Pass for TheBus, seconded by Board Vice Chair Kudo.

A question was raised regarding the term of the city's commitment to the \$40 cost for the U-Pass. ASKCC Student Congress leaders explained that the contract for the U-Pass is being reviewed by the Office of the General Counsel and if approved, the term would be for two years and will be considered for renegotiation. ASKCC Student Congress will assess whether the program is successful and will provide the opportunity to modify or cancel the program if it is not successful.

A question was raised as to whether there is a rollout plan. The program is scheduled to be implemented in fall 2019 and the ASKCC Student Congress leaders are developing an awareness campaign and providing information on how students can pay for the U-Pass fee such as through financial aid, scholarships, GI bill, or out-of-pocket. The outgoing student leaders created a continuity binder and have committed to helping the incoming leaders.

The students were commended for their work in developing a transportation solution for tomorrow's students and for their foresight in creating a continuity binder. The committee invited the next group of student congress leaders to report back to the committee at the appropriate time on the status of implementation.

There having been a motion that was moved and seconded, the motion was put to a vote and carried unanimously.

2. Acceptance of Community College Institutional Self-Evaluation Reports (ISERs)

VP Morton explained that as part of the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation process an accreditation team will visit HawCC, HonCC, KapCC, KauCC, LeeCC, and WinCC campuses in October 2018. In advance of these visits, the community colleges prepared ISERs, which must be submitted to ACCJC by August 2018. He noted that Standard IV.C. consists of 13 standards specifically relating to the Board of Regents. The board previously established a Permitted Interaction Group (PIG) to help the board ensure compliance with those standards. The PIG worked with the campus teams and PIG members provided counsel and recommendations to administration regarding all aspects of the self-evaluation for Standard IV.C, and directed the college ISER teams to relevant evidence in board minutes and board actions that substantiated the assessment and analysis. The PIG

report will be provided to the full board at the June 2018 meeting, and will subsequently be recommended for adoption at the July 2018 board meeting in accordance with statutory requirements for PIGs.

The self-evaluation teams for each campus, based on their own analysis and contributions of the PIG, found that the board met all 13 standards related to board performance.

VP Morton requested the committee recommend the board accept the ISERs. The community colleges will continue to make non-substantive edits to the reports over the summer and will submit them to ACCJC by August 2018.

Representatives from each of the community colleges presented their engagement efforts and approach to the self-evaluation, areas of focus, and planned improvements resulting from the ISERs.

HawCC ISER

Chancellor Solemsaas reported that over 50 people were involved in writing the HawCC ISER and that they used the Design Thinking Framework. Based on the self-evaluation process, HawCC has met all standards and will focus on strengthening the integrated planning process and improving the student first-year experience.

A question was asked regarding the number of students that did not return in fall 2017, and Chancellor Solemsaas explained that HawCC serves approximately 2,800 students, two-thirds of which are continuing students. She indicated she would get back to the committee on the exact number of first time students in the fall 2017 class. The UH System goal for fall-to-fall retention is 65%, and HawCC's goal is higher for freshmen returning the next fall as sophomores.

HonCC ISER

Chancellor Lacro reported that 67 people were divided into four teams to identify gaps. Based on the self-evaluation process, HonCC met all standards and will focus on purposeful engagement for student success and enhanced support for distance education students.

Questions and comments were raised regarding whether distance programs are available to students from other campuses, the number of distance education courses offered, and whether offering distance education courses is a substantial part of HonCC's services. HonCC was commended for their approach of including students in the process. Chancellor Lacro responded that HonCC distance education courses are available to students on other campuses. The number of distance education courses offered has decreased in recent years, and HonCC will be offering professional development for faculty related to distance education. HonCC is working on ensuring that distance education students receive the same support services as their on-campus counterparts.

KapCC ISER

KapCC Executive Assistant to the Chancellor Joanne Whitaker reported that KapCC met all standards and will focus in fostering and increasing engagement in the assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs), and increasing engagement for student success.

KapCC was commended on the packaging of the report and the Hawaiian language translations of the mission and vision, which demonstrates a conscious effort to present the campus as a Native Hawaiian-serving institution.

KauCC ISER

KauCC Director of Institutional Effectiveness and Accreditation Liaison Officer Valerie Barko reported that KauCC met all standards and will focus on scheduling for success and integrating career and academic services for grades 11 to 14.

Questions were raised regarding the implementation of a year-long registration process, the percentage of enrollment consisting of part-time versus full-time students, and whether the proposed sequence of programs would be block or stand-alone modules.

Ms. Barko explained that year-long registration is something that is being considered for the future, and indicated Chancellor Cox would provide the committee with answers on the process. KauCC has over 1,300 total students, 60% (780) of which are part-time and 40% (520) are full-time. KauCC is working on having all the academic programs develop a realistic sequence of courses for part-time students, so those students do not have to try to fit into a full-time schedule. The program is being pilot tested for the Natural Sciences and Nursing programs, and any final determination on the type of sequence that would best meet student and community needs will also take into consideration the results of the workforce and Kaua'i residents' survey.

LeeCC ISER

LeeCC Vice Chancellor for Academic Affairs and Accreditation Liaison Officer Della Teraoka reported that LeeCC met all standards and will focus on its Wildly Important Goal (WIG) to provide a unifying vision for the campus initiatives currently underway to increase student retention and improve student learning by making outcomes assessment more meaningful for faculty and staff.

Questions and comments were raised regarding the 16% four-year graduation rate and how that compares with peer institutions, and the focus on retention of existing students rather than increasing enrollment.

Ms. Teraoka explained that approximately 16% of students graduate with a two-year degree in four years, and LeeCC is working to increase that number to 25%. The number is even lower for students graduating in two years. VP Morton noted that low graduation rates are an issue at community colleges across the country.

Various issues affect the amount of time it takes for a student to earn a degree, most of which are related to whether the student is full-time at 15 credits versus part-time. Historically, 80% of incoming community college students need remediation before they can start a program. Major changes have been made to reduce delay, caused by remediation, but remediation can still add on a year or two.

Another common factor is full-time students that drop to part-time status, which results in a three to four year timeframe to graduation. The main reasons usually involve personal finances and family economic issues resulting in students having to make a choice between work and attending school, which is especially problematic with the low unemployment rate. Some students have no intention of attaining a degree, which is why the community colleges use combined graduation and transfer rates as the measure of success because a degree is not required to transfer to four-year colleges.

WinCC ISER

Chancellor Dykstra reported that WinCC met all standards and will focus on Native Hawaiian parity and promoting distance education.

The committee commended WinCC for its efforts to achieve parity for Native Hawaiian students and the compelling strategies it intends to implement.

The committee noted the significant differences in the presentations of the various community college ISERs which made review of the reports difficult. The committee commended the community colleges for the great job they are doing meeting the needs of the community and recommended that the board office provide new regents with information pertaining to each of the community colleges.

Questions and comments were raised as to whether community organizations provided support to the community colleges. VP Morton explained that HonCC has a very close relationship with the Pearl Harbor Shipyard. There is no financial support, but the jobs at Pearl Harbor are among the most desirable and the program is a wonderful example of how an apprenticeship program can translate into a degree. Administration is looking into replicating this with other apprenticeship programs. The culinary programs receive substantial support from business, industry, and individuals. Approximately 25% to 30% of the private support the community colleges receive via UHF is in support of or as a result of the culinary programs.

Questions were raised regarding the progress that has been made since the 2012 ISERs, and whether everything was accomplished. VP Morton indicated that the community colleges are required to submit follow-up reports to ACCJC validating completion of significant matters or issues. The community colleges are deeply involved in a culture of continuous quality improvement, and many things the community colleges have been focused on were not identified by ACCJC in 2012. The ACCJC has evolved regarding standards and is now focused on examining college performance based on broad standards and actions rather than treating all 140 individual accreditation standards as equal and implementing punitive measures if colleges failed to meet a single one.

VP Morton noted that under President Lassner's leadership, UH's goal is to develop online degree programs, not just offer online courses, and make those programs a much more significant part of UH. Requests for legislative support over the past several years to support development of online programs were not successful. UH did not request any support this past year, but received funding for 10 positions to support distance learning. There are campuses where performance of distance learning students is identical to or better than in-classroom students.

Questions were raised as to whether performance funding will be available in the coming year. President Lassner responded that performance funding is available for next fiscal year and the criteria are common among the community colleges. VP Morton added that the community colleges will continue their commitment to the same set of goals that are built into the 2015-2021 Strategic Plan, including the choice of the categories funded dependent upon performance funding and targets that were set. Many things discussed today will impact those goals, but they are related to things that are already being done.

A comment was made on the important roles that certifications offer in terms of career advancement for both military personnel and the civilian workforce.

Regent Bal moved to recommend the board accept the ISERs, Regent Acoba seconded, and the motion carried unanimously.

3. Overview of Program Approval Process

VP Straney provided an overview of the academic program approval process and noted that in 2017, the program approval process was revised to allow UH officers to review pre-proposals for alignment to campus mission, the IAFP, financial and enrollment feasibility, and whether risks associated with the proposed program have been appropriately identified. The pre-proposal is sent back to the campus to be refined, and the proposal then comes before the Council of Chief Academic Officers (CCAO) and their feedback is incorporated by the campus into the final proposal which comes before the Committee on Academic & Student Affairs and then the board for approval to establish a provisional program.

VP Straney noted that none of the program approval requests on this meeting's agenda are for new programs. CCAO reviewed some new program proposals this year that are still being refined by the campuses. The proposals before the board today have been provisional for the appropriate length of time and are now being considered for permanent status and, if approved, will remain part of the campuses' program and available degree opportunities going forward. The last two proposals on the agenda are for changes in established programs and would re-designate the type of the degrees to better meet student needs.

Questions were raised regarding what happens to proposals that do not make it through the various steps in the process; whether there have been instances when issues with proposals were not resolved; and whether there is a single point in the process where a proposal can be stopped.

VP Straney explained that there are opportunities for program proposals to be improved based on formative feedback received at various points in the process. There have been previous instances when the campus may have decided not to pursue a program proposal based on comments and advice received during the review process. The board review and approval process is the final point in which a proposal can be stopped.

The committee discussed long-standing concerns regarding the financial impact of programs, the lack of progress made, the need for a systematic method for the board to consider program proposals and associated costs of the program, and the importance of programs adding value and supporting the mission of the university. Administration noted that the program proposal template was recently revised. The costs delineated in the template are for the entire college and not just the specific program. The costs for the programs moving from provisional to established status are currently being covered and no new funds are being requested.

Committee Vice Chair Putnam commented that implementing the review of pre-proposals by UH officers was intended to allow for review of financial readiness and cost benefit at a broader level than the campuses to ascertain how a program fits within the allocation of system resources. The committee needs to keep attention on this issue and to have a better understanding of the decisions being made regarding program proposals.

Some regents felt the board should not be involved in decisions regarding program proposals and that administration should be held accountable for financial impacts. Some regents felt the board was ultimately responsible and mentioned the Legislature feels that program approvals are the board's responsibility and that it is not being carried out. Other regents expressed that the primary purpose of the university is education, and the board is responsible for the curriculum and that connection helps the board to effectively govern the university. The university also has societal responsibilities outside of academics, such as supporting an educated citizenry and providing workforce training, which have economic and political impacts. Administration agreed to work on a better way of communicating cost analysis of program proposals.

Regent Portnoy noted he would be abstaining from voting on all program proposals because he regards this action as beyond the scope of the board's purview and expertise.

Regent McEnerney departed the meeting at 3:53 p.m.

Regent Kudo indicated he would be voting no on agenda items 4, 5, 6, and 7 based on the lack of cost analysis. Committee Vice Chair Putnam noted that the provisional programs were already operating at the established costs, and that not moving forward violates the time limit set in board policy for moving programs from provisional to established status. This may affect tenure track faculty, student recruitment, and enrollment, so not acting in a timely manner can put these programs at a disadvantage.

4. Change from Provisional to Established Status: Certificate of Achievement (CA) in Medical Assisting (MEDA) at Kaua'i Community College

VP Morton requested the committee recommend board approval of the change from provisional to established status for the CA in MEDA at KauCC. This program meets a small, but steady demand for medical assistants on Kaua'i, an employment demand that is rising as health careers rise across the country. This program has a 92% graduation rate, 100% job placement rate, 100% satisfaction from students and employers, and 100% pass rate on the national certification exam. The program received full accreditation in 2018.

Board Chair Sullivan left at 3:57 p.m. and quorum was maintained.

Regent Acoba moved to recommend board approval of the change from provisional to established status for the CA in MEDA at KauCC, Regent Higa seconded.

Regent Higa expressed appreciation for including graduate comments in the program satisfaction section and that hearing from the students about the impact the program had on their career and future and helps put things in important context.

There having been a motion that was moved and seconded, the motion was put to a vote and carried with Regent Kudo voting no and with Regent Portnoy abstaining.

5. Change from Provisional to Established Status: Bachelor of Applied Science (BAS) Degree in Engineering Technology (ENGT) at University of Hawai'i Maui College

VP Morton requested the committee recommend board approval of the change from provisional to established status for the BAS in ENGT at UHMC. This program was developed in response to a specific workforce request from within Maui County from the high tech industries which were having difficulty finding qualified local candidates for technician positions and no other program was training such individuals. There was considerable turnover in mainland hires. This is a small program because the high technology industry is still developing, but demand is expected to increase. If approved, administration will implement programs to articulate the two year technology programs at the Kaua'i, Hawai'i, and Leeward campuses that feed into this program and recruit those students to UHMC and/or deliver the program through the University Center to the County of Hawai'i where some of these jobs exist.

Regent Bal moved to recommend board approval of the change from provisional to established status for the BAS in ENGT at UHMC, Regent Higa seconded.

Regent Bal commented that this was a largely a socio-economic issue, and this program fills an important aspirational niche for Maui. Maui has tourism, agriculture and high tech industries. Agriculture is largely gone, and Maui has tried developing the high tech industry for the last 30 to 40 years. The high tech industry generates high paying jobs which is an important opportunity for UH students. Committee Chair Tagorda expressed her appreciation for the community colleges working together on pathways for students because it benefits the different islands and the state.

There having been a motion that was moved and seconded, the motion was put to a vote and carried with Regent Kudo voting no and with Regent Portnoy abstaining.

6. Change from Provisional to Established Status: Doctor of Nursing Practice (DNP) Degrees at the University of Hawai'i at Hilo and the University of Hawai'i at Mānoa

VP Straney explained that these programs were being presented together because the original program proposals were designed collaboratively by UHH and UHM. These programs serve different populations of students and were designed to allow the courses to be shared and taken by students in different programs as an example of how the system can work effectively in meeting different needs.

UHM IVCAA Bruno and UHH Chancellor Sakai requested the committee recommend board approval of the change from provisional to established status for the DNP degrees at UHH and UHM. Chancellor Sakai noted there is a particular need in rural areas such as Hawai'i Island for developing alternative sources of primary health care. UHH program graduates that stay on Hawai'i Island are employed in local clinics, hospitals, and medical centers. There is a projected statewide shortfall of primary care doctors, and this program will help the state provide the healthcare people need.

Regent Bal moved to recommend board approval of the DNP degrees at UHH and UHM, seconded by Committee Vice Chair Putnam.

Regent Acoba commented that he serves on the University Health Partners (UHP) of Hawai'i board, which is an independent 501(c)(3) organizational affiliated with the medical school that provides healthcare through hospitals and outpatient clinics. One of the significant things UHP has found was the great need for physicians on Hawai'i Island, which this program will help address.

There having been a motion that was moved and seconded, the motion was put to a vote and carried with Regent Kudo voting no and with Regent Portnoy abstaining.

7. Change from Provisional to Established Status: Leeward Community College, Associate in Science (AS) in Health Information Technology (HIT)

VP Morton requested the committee recommend board approval of the change from provisional to established status for the AS in HIT at LeeCC. The HIT is one of the fastest growing employment opportunities in the country and in Hawai'i. There is strong demand for this program with students, which increased when Heald College closed. The program was accredited in the summer of 2017. This program is targeted for full online delivery.

Regent Higa moved to recommend board approval of the AS in HIT at LeeCC, seconded by Regent Bal, and the motion carried with Regent Kudo voting no and Regent Portnoy abstaining.

8. Degree Change: Re-designate the established Associate in Arts in Teaching (AAT) Degree as established Associate in Science in Teaching (AST) Degree at Leeward Community College

VP Straney explained that the re-designations were being brought to the board in an abundance of caution because board policy requires that any significant change to an established program be approved by the board.

VP Morton requested the committee recommend board approval to re-designate the established AAT degree at LeeCC as an established AST degree to clarify that this program has employment opportunities right out of the two-year program. This program has an articulated pathway to the bachelor of education and professional teaching degrees, and offers alternate certification for Department of Education teachers in Career and Technical Education (CTE) and Special Education. Re-designating this program brings it into compliance with other CTE programs and makes it eligible for Perkins funding. There is no change to courses, requirements, or articulation agreements. This program is ready to be implemented in fall of 2018.

Committee Chair Tagorda commented that she serves on the CTE Advisory Council and CTE certifications are one of the needs across the entire state.

Regent Higa moved to recommend board approval to re-designate the established AAT degree at LeeCC as an established AST degree, Regent Bal seconded, and the motion was put to a vote and carried with Regent Portnoy abstaining.

9. Degree Change: Re-designate the established Bachelor of Arts (BA) in Chemistry Degree as an established Bachelor of Science (BS) Degree in Chemistry at the University of Hawai'i at Hilo

Chancellor Sakai requested the committee recommend board approval to re-designate the established BA in Chemistry degree at UHH as an established BS degree effective fall 2018. This change is student-driven and the re-designation will provide increased opportunities for students interested in graduate or professional schools. There is no change in curriculum, resources are sufficient, and no additional costs are anticipated. A slight growth in the major count is anticipated.

Regent Bal moved to recommend board approval to re-designate the established BA in Chemistry degree at UHH as an established BS degree, Regent Acoba seconded, and the motion was put to a vote and carried with Regent Portnoy abstaining.

B. For Information & Discussion

1. Committee Annual Review

Committee Chair Tagorda noted that the board had substantially changed the bylaws at the beginning of the year to streamline the efforts of the committee, and the new bylaws were used to align meeting agendas and discussion topics as detailed in the committee annual review for the 2017-2018 academic year. There is a great charge to administration from today's discussion and she thanked the regents for sharing their thoughts and contributions and looked forward to improving the degree approval process in the future.

V. ADJOURNMENT

There being no further business, Board Vice Chair Kudo moved to adjourn, Regent Higa seconded the motion, and with unanimous approval, the meeting was adjourned at 4:23 p.m.

Respectfully Submitted,

/S/

Kendra Oishi
Executive Administrator and Secretary
of the Board of Regents