



UNIVERSITY OF HAWAII

OFFICE OF THE VICE PRESIDENT
FOR COMMUNITY COLLEGES

UHCC Faculty Subgroup on Academic Policies
March 22, 2012
2:00 – 4:00 pm
Dole Street Conference Room/Polycom

Record of Proceedings

Attending: Cheryl Chappell-Long (APAPA), Jill Savage (HAW), Harry Davis (KAP), Michele Katsutani and Kay Ono (LEE), Peter Quigley, Suzette Robinson (AA) Sam Prather (APAPA).

Continuing Business

- ❑ APAPA stated purpose of meeting was to provide latest status of the VPAA meeting with the combine Faculty Senates March 23, 2012. –

Memo distributed.

| 5.202 Residency for Graduation (Faculty Subgroup has concluded work) | |
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| Hawai'i CC | (11/15) Approved |
| Honolulu CC | (11/14) Approved |
| Kapi'olani CC | (12/1) Referred to a senate subcomm. To be reviewed 12/9. No reports |
| Kaua'i CC | (11/13) Discussing next week |
| Leeward CC | UHCCP 5.202 Residency for Graduation - Leeward CC Faculty Senate Motion 11-47: Approved on October 26, 2011 |
| UHMC | 3/15/12 - Approved and has been in catalog since 2007 |
| Windward CC | (11/15) Approved 10/26/11 |

| 5.203 Program Credentials: Degrees and Certificates (Faculty Subgroup has concluded work) | |
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| Hawai'i CC | (11/15) Approved |
| Honolulu CC | (11/14) Discussing 11/18 |
| Kapi'olani CC | (12/1) Referred to a senate subcomm. To be reviewed 12/9. |
| Kaua'i CC | (11/13) Discussing next week |

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| Leeward CC | (12/15) Leeward Senate approved 12/14/11 UHCCP 5.203, University of Hawaii Program Credentials - Leeward CC Faculty Senate Motion 11-59: approved on December 14, 2011 |
| UHMC | 3/15/12 - Senate approved the proposal with the understanding that for BAS, 124 credits would be changed to 120 credits. Re: Cert. Comp. - Received clarification that certificates with less than 4 credits are named Certificate of Professional Development. |
| Windward CC | (11/15) Approved |

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| Noting of Credentials Policy (delegated to DOSS/VCSA to develop) | |
| Policy Update | March 2012 DOSS/VCSAs met and agreed to the following major issues: <ol style="list-style-type: none"> 1. Post all credentials in spring 2013 if all processes in place 2. Because there may be unknown unintended negative consequences, allow for exceptions to be made by either trained counselors or DOSS/VCSAs after discussion with students. 3. Document exceptions and review after implementation to assess impact. 4. System-wide training for counselors must be held to ensure consistency of exceptions. 5. Implementation will take coordination and system support. DOSS/VCSA report will include additional details. |
| Hawai'i CC | 11/15) To be discussed 11/18 |
| Honolulu CC | (11/14) Approved |
| Kapi'olani CC | (12/1) Referred to a senate subcomm. To be reviewed 12/9. |
| Kaua'i CC | (11/13) Approved |
| Leeward CC | (2/11/12) Disapproved on 11/30/11 UHCC Common Academic Policy (Automatic granting of college certificates) - Leeward CC Faculty Senate Motion 11-56: NOT approved on November 30, 2011 |
| UHMC | 3/15/12 - approved at 2/10/12 Senate meeting. Checked w/financial aid, with new policies in place for FA, it was okay. |
| Windward CC | (11/15) We did not pass this due to the following issues: <ul style="list-style-type: none"> • Windward CC Student Services feels that in some cases it may impact the student's financial aid if they finish the degree before finishing other prerequisites. • Many WCC FS members felt that the policy would hurt students' autonomy and self advocacy |

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| UHCCP 5.228 Credit Hour (Faculty Subgroup has concluded work) | |
| Hawai'i CC | |
| Honolulu CC | Presented at Feb. mtg. Will be acted upon at March 23 rd meeting |
| Kapi'olani CC | Given to the faculty senate chair. Has not been presented to Senate |
| Kaua'i CC | |

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| Leeward CC | UHCCP 5.228 - Credit Hour - Leeward CC Faculty Senate tabled this discussion at today's March 22 meeting until the April meeting. Today's Senate...We were ready to vote on the "credit hour definition" but the science faculty wanted input from their coordinator, Natalia. Unfortunately, she didn't show up for the Faculty Senate meeting so it's tabled until April 2012. I have already e-mailed Natalia and asked her to review the document again and make any comments ASAP |
| UHMC | Maui policy group " Reviewed the revisions we talked about at the meeting last week Thursday. Looks fine. Will be presented at 4/13/12 Senate meeting. |
| Windward CC | |

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| UHCC P 5.xxx General Education (Faculty Subgroup has concluded work) | |
| Hawai'i CC | |
| Honolulu CC | |
| Kapi'olani CC | |
| Kaua'i CC | |
| Leeward CC | |
| UHMC | |
| Windward CC | |

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| Matriculation Policy (delegated to DOSS/VCSA to develop) | |
| Policy Update | <p>Timeline of Events</p> <p>January 2012 Met with DOSS/VCSAs to discuss Matriculation Policy. Group agreed to task a subcommittee composed of VCSAs (Chris Manaseri and Ardis Eschenberg) and three registrars (HawCC, LeeCC, WinCC)</p> <p>February 2012 Received email from Chris Manaseri, who sent five attachments, one of which included four alternatives listed in order of preference.</p> <p>March 2012 VP Morton asked for transcript revenue, graduation revenue, and new student data</p> <p>.March 2012 DOSS/VCSA met to identify time period (summer 2011, fall 2011, spring 2012) and define "new student" as 1st time student at home campus. Data will be sent to S. Robinson for compilation.</p> |
| Hawai'i CC | (11/15) To be discussed 11/18 |
| Honolulu CC | (11/14) Approved |
| Kapi'olani CC | (12/1) Referred to a senate subcomm. To be reviewed 12/9. |
| Kaua'i CC | (11/13) Approved |

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| Leeward CC | (2/11/12) Approved on 11/30/11 with stipulation that fee applies even if student changes colleges (which is the intent anyway, but the Senate—at the encouragement of the Leeward Student government—inserted it as part of the motion). UHCC Matriculation Policy - Leeward CC Faculty Senate Motion 11-62: approved on December 14, 2011 |
| UHMC | 3/15/12 - approved at 2/10/12 Senate meeting. Checked w/financial aid, with new policies in place for FA, it was okay. |
| Windward CC | (11/15) We also did not pass the proposed transaction and service fee change due to our registration office having some reservations about this new proposal, and our registrar will come to a future meeting to discuss her concerns. |

- Next meeting April 12, 2012 is contingent upon feedback/further tasking from the March 23, 2012 Combined Faculty Senate Council (CFSC) meeting with the Vice President for Community Colleges. Absent further tasking on these policies from the CFSC, the next meeting will be in the fall. It is anticipated that some colleges will make new appointments to this subgroup. Topics to address in the fall will include:
 - Academic Status to include Academic Forgiveness –
 - Academic Status -- There is consensus that there should be a UHCC policy and common procedures and process for Academic Status. The Vice Chancellors Student Services are in agreement. However, they do not support suspension, rather structured interventions that promote student success. APAPA will provide a Draft.
 - Academic Forgiveness – discussion on the length of the break in enrollment, 2, 3, or 5 years or some other period, number of semesters Forgiven, enrollment anywhere within the UH system or only at the home campus. Hawaii CC will send their policy to the group.
Members will send their campus policies to Cheryl – APAPA will compile.
 - Common Course Numbering Process - under discussion by UH systemwide faculty. Continue to monitor if action is needed by UHCC Faculty Senate subgroup Academic Policies.
 - Commonality in transcript evaluation
- Next meeting: Fall 2012