Council of Senior Student Affairs Officers
Friday, January 13, 2017, 9:00am to 1:00pm
University of Hawaiʻi at Hilo, W-201
Polycom available with Bachman 203 from 9:00am to 1:00pm
Meeting Notes

Attendance: Brenda Ivelisse (Kapiʻolani), Curtis Washburn (Leeward), Amy Rozek (Windward), Judy Oliveira (West Oahu), Lori Ideta (Manoa), Farrah-Marie Gomes (Hilo), Sara Hayashi (System), Isaiah Kaauwai (Kauai) via polycom, Hae Okimoto (ITS) via polycom, Sherry Proper (System Financial Aid) via polycom, Russell Chan (System) via polycom, Wayne Sunahara (Honolulu CC) via polycom, Wendy Sora via polycom

1. Discussion: IT items - Hae
   a. Banner-GPS registration update
      Over 50% of students used STAR-GPS for Spring 2017 registration. Next registration cycle, all students will register using STAR-GPS. Will begin using STAR-GPS registration in March for Manoa's Summer Session. Current portal registration will be up until April 14 or 15 (week after last day students can withdraw from classes). Will disconnect self-service portal after that.
      Problems in GPS - students couldn't register due to pre-req, but error message wasn't noticeable.
   b. Purge Work Group update
      The purge was initially started to allow other students waiting for classes to register if payment wasn't received for current registrations. The purge is no longer relevant because of GPS registration and pathways. Need to discuss whether purging helps or hurts tuition collection? (ie: if students get purged, do they think they'll get purged again and not bother to disenroll if they decide not to come? These could lead to additional appeals.) If we do decide to disenroll students for non-attendance, we may not need to purge. Need to decide by April so we can inform students when they register for Fall.

      If we do continue to purge, need to discuss timing. If the purge happens later it may affect class cancellation for low enrollment. For academic affairs, consider faculty contracts.

   c. Early College Registration reminder
      Need to submit concentrations that will be available to early college students. Reverifying: will early college students need to re-apply for admissions after graduation? Windward CC and Maui have students do a program change form instead of reapplying. Most colleges require students to re-apply.
      Question: do we want all campuses across system to do this the same way? Russ checked in with registrar's group about this. The process should be the same across the system but implementation will be up to individual campuses.

Suggested having one simple early college application (some students were denied because they have to turn in a system form and high school form and one of them was late) - this will probably be a P20 conversation.

Online application discussion: discussed possibility of joining the national common app (would this help or hurt enrollment?) Note: Manoa admissions offices doesn't want the national common app, but is looking into another common app for Research I institutions. Or could we use another online application system to get away from using paper apps?

The current UH online application was created using some of the banner codes. As a system we should review and revise the UH common application to make it more up-to-date and user friendly. (eliminate some questions on the common app that are campus-specific). Will revisit our own UH online application.

2. Discussion: January 20 post-election activities
    Yesterday's email is a reminder that all classes and offices will operate as usual. It was not sent as a political statement, but a reminder that students deserve the services they are paying for. Note: January 20 is the last day to add/drop with permission so it is important that offices remain open with adequate staffing. Since UH staff have their own leave request process they were not mentioned in the email.

3. Update: Admissions & Registrar Topics - Russell Chan
    a. Admissions & Registrar Officers Meeting summary*
        Summary was emailed to group for review. Please discuss any items of concern with respective staff members on your campus.
    b. Single Transcript Evaluation
        Russ is leading a small group to discuss current transcript evaluation process. Will expand group for more representation to discuss implementation and developing policy once primary issues are identified.
    c. Common Calendar
        Refund policy: During November discussion with chancellors all agreed to a common refund calendar. At the December joint meeting with CCAO, the group discussed and decided on dates. Registrar's group had additional feedback:
        -impact of proposed refund schedule on other registration dates/deadlines (last day to withdraw without a 'W', etc)
        -how would we be dealing with non-standard terms (including summer)
        -administrative policy A.770 would need to be revised if we change refund dates
        -have students been adequately advised or consulted about this?
        -possible financial aid issue: when student w/financial aid drop classes there is an impact on how much refund they are entitled to.
        -Mismatch of dates (refund and withdrawal deadlines) could impact students academically or financially.

-One month is too short a deadline to get all these changes. So we may want to take more time - shoot for common academic calendar and refund schedule beginning Fall 2018.

- To lessen confusion for students, are we willing to look at a common academic calendar for all 10 campuses?

-Will put a group together to discuss including members from CSSAO, CCAO, registrars/admission group (concerned with implementation so they should be part of the discussion), financial aid officers.

   d. Department of Health HAR for medical clearance
       4 years ago DoH had discussion about waiving the need to submit MMR/TB clearance for students who attended a Hawaii High school. Never got an update on this. Plan to request again for DOH to waive MMR/TB clearance. Chances are slim because Hawaii Administrative Rules state that clearance is required prior to attendance at a post-secondary institution. Will discuss at the enrollment system management group.

4. Update: Financial Aid Topics - Sherry Proper
    FYI on some system-wide projects:
    Enrollment management committee
    Strengthen Financial Aid connection
    Distance learning initiative
    Tim's visit: Student success initiatives
    Centralization & consolidation efforts - updating scripts and eliminating redundant operations, revising and cleaning up. Next system FAO meeting Feb 7.
    Hilo would like updates on Payments to Students policy (students governments have been very vocal about this) Students would like to have a voice in this.

5. Update: AVPSA Search - Farrah/Lori/Isaiah
    Hae will be interim AVPSA on top of her current role (will take over as lead for running AVPSA office). Farrah will continue assisting with some duties during the transition.

    Campus visits probably delayed 3 weeks. (should happen in February)
    room reservations across system for campus visits
    Constituent groups (connect via polycom): student caucus & student government, CSSAO members and various units
    Hope to have announcement of permanent AVPSA by the end of semester with a start date of summer or beginning of Fall semester.

6. Discussion: Spring 2017 enrollments
    Low enrollment numbers continue to be a concern. Currently running data to see why numbers might be lower. This Monday, chancellors announced a decision that they would use 3% increases through 2020 for projections. Some members thought the 3% was for increasing Native Hawaiian enrollment, not entire campus enrollment.

7. Update: Enrollment Management - Farrah/EM group members
   Updates were made in Google docs. Need to voice our concern about the 3% numbers. Brenda requested best practices info from CCs to compile info for report. Will look at best practices internally and nationally. Things to think about: What will be done to try to improve retention. What are we doing to counter the trend of decreased enrollment?

8. Update: Student Conduct Code
   Working group: Curtis, Isaiah, Lara, Amy, Judy, Lara, Dee Uwono, Sarah Moriary (OGC). Goal: revise code of conduct.
   Reminder: System wide sanctions policy pertains to all sanctions including Title IX.
   Possible future discussion: automatic system sanction for certain Title IX issues, would want it to be consistent with System-wide Sanctions policy for Conduct Code issues.

9. Discussion: Student Employment Policy A.9880
   Wendy discussed the implications of Affordable Care Act (ACA) on current student employment policy. Under the current policy, students can work beyond 20 hours during non-academic work weeks. Based on ACA, any employee working more than 130 hours in a calendar month must be offered affordable health insurance (including students). Over 500 student employees met the minimum 130 hours during semester breaks. UH could be fined per student who goes over 130 hours and aren't offered health insurance. Proposed changes: adjust maximum cap for student employees during breaks to 29.5 hours/week to prevent this.

   Alternatively: what would it cost to provide affordable healthcare to these students? Difficult to estimate because rates are based on household income.

   On-campus employment is linked to retention. Students may opt for off-campus jobs instead. Also, campus departments may not have adequate support on campus with less student employees.

   Note: student health care plan is available, but may not count as affordable.
   Next steps: discussions at campus level. Can go into practice mode and informally spread the word before this becomes policy. Will need time to inform departments with student employees (some may need to advertise more positions to cover the workload) The policy would affect approximately 18 weeks or 35% of the calendar year.
   If ACA changes, we can revisit the policy to restore the option for 40 hours during non-academic periods.

10. Discussion: Data Governance - Student Surveys
    Requests for SECE data needs sign off on survey (primarily for students doing surveys). This will be discussed with data governance task force in a few weeks. More student groups are requesting access to information. Need to know whether we have that information, how the information will be used, and if we are allowed to share the info.

11. Discussion: Registration Payment Process
Can we require students to pay, choose a payment plan, or indicate that they have applied for financial aid before registration is finalized?
Can verification be done in the STAR-GPS system? If not, are we ok with verification being done after students have registered?
Are we willing to live with possible ramifications if students aren't able to register?
Follow up: Are we able to bill?

12. Discussion: Software package for CCs to manage Title IX (and other cases)
Maxient was vetted by many ccs as software that can be used. OIE wants us to use Title IX software and has now opened it up to student conduct. CCs would like to preview software and see if it fits their needs for conduct and concern. Kapiolani CC will preview and would like to try to make a decision soon.

Manoa uses Advocate and has new features. Hilo and West Oahu are using Maxient. Eventually we should all be on the same system and have a consistent process for handling issues.

Other discussion topics:
- Instructions on how to code classes (for mandatory student fees) before staff start building Fall classes. Windward is scheduled to start building classes at the end of the month.
  - Hae will get this to the group by the end of the month.
- Student Success classes/First-Year programs
(what are other campuses doing, should these courses be for credit, etc.)
  - Manoa: offered to students with provisional acceptance
  - Hilo: has curriculum for UNIV 101. Originally run out of Student Affairs, now handled by Academic Affairs. Currently trying to revise and revive the program.

Next meeting was scheduled for ~~February 10, 2017 at UH West Oahu (9am-3pm).~~
New schedule for remainder of the year:
2/10 Kapiolani 9am-3pm (switched location)
3/10 West Oahu 9am-1pm (switched location)
4/21 Maui 9am-3pm *let Deb know about date change*
5/19 Manoa 9am-3pm joint meeting with CCAO (need to confirm with Joanne & Risa, would be Student Affairs turn to coordinate)