

CSSAO and CCAO Joint Meeting

Wednesday, May 25, 2016, 9:00am-3:00pm

UH Manoa (Campus Center 309/310)

Attendance: Risa Dickson, Joanne Itano, Susan Nishida, Farrah-Marie Gomes and Sara Hayashi (System), Ardis Eschenberg and Amy Rozek (Windward), Judy Oliveira and Jacque Honda (West O'ahu), James Dire and Isaiah Kaauwai (Kaua'i), John McKee and Debbie Nakama (Maui), Reed Dasenbrock and Lori Ideta (Manoa), Matthew Platz and Janet Ray (Hilo), Joyce Hamasaki and Jason Cifra (Hawai'i), Louise Pagotto and Susan Kazama (Kapi'olani), Katy Ho and Lara Sugimoto (Honolulu), Mike Pecsok and Della Teraoka (Leeward).

Guests: Pearl Iboshi, Bryan Kushima and Jared Takazawa (IRAO), Maenette Benham (Hawaiiinuiakea), Garret Yoshimi and Hae Okimoto (ITS), Angela Jackson (Hawaii P-20), Melissa Tome (Banner), John Rand and Tiffany Tsang (Office of STEM Education).

STAR report for high school students

Counselor page in STAR will be available soon. This will be used as a tool for placements available once a student has a Banner ID. Problems: inconsistencies in DOE data. Data is self-reported. Let counselors know to contact Angela with questions.

Office of STEM education update

John provided information on the SEARCH program. Focus on: pathways and transition (K12 to community college; CC to University; University to Grad school or workforce).

The Office of STEM Education is working on putting together summaries of STEM program information for each campus. Contact Tiffany with specific questions.

PAR Retention Score

Predictive analytics will rank students into 4 categories from highest to lowest risk.

Better to look at retention score.

Discussion: Honolulu CC – soft launch for STEM degree students – how to integrate score into workflow.

Question: will we be able to link high school data?

Should have a better idea of what scores mean by July.

No Show Policy

Feedback for drop/no show policy: suggested consistency across system – easier to keep track.

Would need consistency – all faculty will need to enter attendance info for all classes; not just ones that are full.

UHM did soft-launch; also used by UHM Summer Session.

Depends on faculty – will need to regularly remind them. Will require lots of monitoring.

Per Hae: Banner, Laulima, and STAR can make it easier for faculty. Laulima has attendance feature.

Suggestion: move survey to 2nd week of instruction and encourage students to take themselves out of classes they will not attend prior to the purge.

Amy and Ardis will work on a draft of the policy.

Performance Metric around Native Hawaiian classes

A list of “Hawaiian content” coursework was provided.

See handout for notes from Maenette.

Discussed differences in course numbering and titles across the 10 campuses.

Common among all campuses: HIST 284.

Senior (Kupuna) Programs

Concerns: Liability, lack of official registration in classes (informal record of students in one office only, not searchable via Banner), no way to verify financial obligations, no conduct code since participants in these programs are not registered students.

What are the limitations on classes that seniors in these programs are eligible to take?

Suggestion: audit with tuition waived so there is a record of their participation that can be tracked formally. Any way to limit the types of classes seniors are allowed to take?

Will continue the conversation at CSSAO; follow up discussion at next joint meeting.

UHCC Policy on Reapplication and Centralized Admissions

Problem: Early college and returning students having to reapply, creating repetitive work for admissions and other offices.

A change in the reapplication policy could affect:

-new students who applied in fall but will defer attendance until spring

-students who stop-out for spring after attending fall. Record could be kept open up to 4 terms

-early admit students: currently early college students must reapply every semester

Questions: what catalog will they fall under? Any way to streamline this process?

Catalog Discussion (CCs only)

What catalog can students use if they stop out?

Catalog policy draft: Catalogs students are eligible for:

- Catalog they started attending UH (no stop-out)
- Catalog when they declared their major
- Current catalog at the time of graduation
- For new degree programs established after student began attending - catalog of when the degree program began

Discussed 5 year limit on catalog (catalog used cannot be more than 5 years old at the time of graduation)

-This prompts the discussion of which catalog they can declare – any catalog less than 5 years old?

-Does not account for students who stop out. If they stop out, they can use catalog from before the break.

IT is working on the link between STAR and Banner.

Students need to know their catalog rights.

Refund Discussion

Considerations – students swapping courses makes extra work for business office, admissions & registrar's office.

Discussed whether a system-wide refund calendar would be possible. Would make more sense and make it easier for students enrolled in multiple campuses.

Registrars suggested 100% for first 2 weeks, and 50% for 3rd week.

1st week is too soon for students to know if they should remain in a class.

Showed cost comparison with projected numbers.

General consensus is for common withdrawal period, but need more feedback from other offices about common refund period.

Both proposals and projected numbers will be sent out for individual campuses to consult with business office and registrars.

Adding tuition collected into daily enrollment numbers

What to compare: headcount, graduate vs. undergraduate, residency, credit load, new vs. continuing student, major.

Beginning in June students will receive email notifications that they have registered and the amount they owe. Tuition payment will also be listed in STAR.

CSSAO/CCAO groups will get access to reports.

Student Fee Policy

Draft of the policy was sent out and previous edited by council of chancellors and president.

Last details to clarify:

-Is automated tracking for distance & online learning classes possible? (so student affairs staff won't have to do this manually)

-clarification on optional fees

Edits to be made on pages 6-7, items 3-5 of the policy to clarify wording:

-mandatory fees: fees assessed to all enrolled students

-campus-based mandatory fees: fees assessed to all students who attend 1 or more classes on campus; optional for distance students.

Distance classes are determined by the code DCO, DTV or DIV in SSASECT.

Since this is done by the division secretaries, need to make sure everyone is using these codes.

Students will only be charged fees at their home campus and should only receive services at that campus.

In order to opt-in for services (ie: KapiolaniCC students using Warrior Rec Center or Hawaii CC students using Student Life Center), students need to pay at that location – done manually at campus level.

Concern re: #5 on page 7: does it become problematic if students are not provided with certain services (for students enrolled at multiple campuses)?

Preferred Name Policy

Student concerns:

Page 3, item F: would we allow students to appeal? How will we define "misrepresentation"?

Will faculty be required to use the student's preferred name? If a preferred first name is entered in banner, this information will populate the class roster. Faculty would only see the preferred name.

Preferred name will show up on:

- STAR class roster
- Banner Self Service
 - Roster, gradebook, class lists
 - Overrides, advising, student contact info
- Banner Forms
 - Printed class roster
 - Attendance roster
- Lulima class list
- UHM One Card

Legal name will be used on all official documents such as transcripts, payroll, etc. Per Hae – if the policy goes through, IT would like to start anew with the “preferred first name” field in Banner. Old information that wasn’t being used anywhere will be deleted.

Students will apply to add a preferred name to their record after they are admitted.

Will need to put together procedures for roll out and implementation after the policy is approved (How will students know about this option?)

Policy will be sent to council of chancellors.

Kuali Curriculum Management project update

On track for July 1 launch.

Will still be able to view data from curriculum central until Sept 30, 2016.

In progress: integration with banner.

Runs in cloud.

Etravel and leave – will eventually use new Kuali core workflow.

State Authorization Reciprocity Agreement (SARA)

Institutions must obtain approval, engage in regional compacts/agreements.

Must apply to department of commerce and consumer affairs. Bobbi Lum-Mew is our local contact.

Must allow students to be able to file complaints – follow student grievance procedures of the campus the student is taking classes from. Hae will pull info together and add it to the distance learning website.

Can’t participate until the state gives the ok. Public hearings at the end of June.

Coding of Early Admit Students

Applicant types currently entered in SAAADMS:

- RS Running Start
- EA Early Admit
 - Can we designate Early College? It does not currently have its own code and is usually entered as early admit.
- JS Jump Start

Can only enter one code in SAAADMS. This is problematic for students enrolled in Running Start and Early College classes simultaneously.

Program code: ND-SPEA (non degree, special early admit)

Suggestions: ability to note intended code of study. Use student attributes.

Proposal – early admit students would not have to reapply until after high school when they are entering college.

GPS Registration

Fall 2016 registration:

- 5000 students
- Specific programs & new students

Spring 2017

- 30,000 students
- Specific programs

Fall 2017

- Intended that all students use GPS registration by Fall 2017 registration

Students in pilot group should only be allowed to register via GPS registration.

Suggestion: put holds on pilot group account – have them register in person with an academic advisor & allow them to register early as an incentive.

So far there has been positive feedback from new students using GPS registration. Will need to communicate the change to continuing students.

Waitlist Scenarios

Scenario 1: only available classes are shown

- Student must register for classes to fill their schedule
- Then can search for closed classes to waitlist

Scenario 2:

- Student selects course
- Student sees a list of available classes at top, closed classes with option to waitlist at bottom.

Discussed wait list feature. Students should be able to view all sections of the course – available sections will be listed first with closed sections listed toward the bottom with the option to waitlist. Waitlist should indicate how many students are currently on the waitlist. Is there a way to indicate priority on waitlist if a course is required for graduation rather than an elective?

Currently if a seat becomes available students have 48 hours (during the summer) to register before their spot is given to the next person on the list. Two weeks before classes start, they have 24 hours. Waitlist is wiped out when classes begin.

Next CSSAO Meeting: June 8, 2016 at Maui College, 9am-2pm

Next Joint CSSAO/CCAO Meeting: December 9, 2016 at UH Manoa, 9am-3pm