

Council of Senior Student Affairs Officers

Friday, June 23, 2017, 9:00 am - 3:00 pm

University of Hawai'i at West O'ahu - Building D Room 146

Meeting Notes

Attendance: Dorinna Manuel-Cortez (Hawai'i), Lara Sugimoto (Honolulu), Brenda Ivelisse (Kapi'olani), Isaiah Kaaui (Kaua'i), Curtis Washburn (Leeward), Debra Nakama (Maui), Amy Rozek (Windward), Farrah-Marie Gomes (Hilo), Lori Ideta (Mānoa), Judy Oliveira (West O'ahu), and Hae Okimoto (System)

Guests: Sheryl Proper (System), Eddie Robles & James Frizzell (Mānoa)

Centralized FA - Sherry Proper

Sherry informed the group that the fourth System FA position has been filled. Coleen Oshiro will be starting on July 3rd. Coleen was the director of financial aid at Kapi'olani CC from 2003-07 and also held positions at Chaminade, Pacific and George Fox Universities.

Sherry also provided updates on the Consumer Information and Disclosure project and the Hawaii Promise program. She and Heidi are about half finished with populating the new System web page with existing links and expects to complete that phase by mid-July. Sherry will then reach out to FAOs and VCSAs regarding next steps for information and links that are missing and/or need to be updated. The group discussed that where possible, system-wide policies or guidance is encouraged so campuses can point to the system site. Regarding Hawaii Promise, the System FA and IRAO staff, along with Hae and Troy, are working with VP Morton on alternate scenarios for awarding parameters to maximize the funding we have been given from the legislature. We anticipate that a final model for awarding will be determined by mid-July, then we will need to operationalize the awarding criteria in campus packaging procedures. The System Office will provide as much support as possible in helping campuses proceed to award the scholarships.

Also, Amy brought it to the group's attention that Windward CC's recent CTE Civil Rights Compliance Review resulted in questions about what nondiscrimination disclosures are required on financial aid forms and on documents/forms in other student affairs areas. Sherry will try to get additional information at next week's NASFAA conference regarding what obligations institutions have in this area and will also initiate a meeting with the reviewer in July to learn more and will follow up with the group. A System approach to resolution that supports all campuses in this area is the desired outcome.

Mental Health Services

The campuses shared what current practices are in providing mental health services to students who are on campus attending non-credit/short programs. Currently practice at UHM is to provide service to all students who come to the office and the length & scope of services depends on student status. It was decided to consult the Office of the General Counsel for guidance regarding these students, as well as students in our various dual credit programs who are often minors. In addition, where opportunities exist to be able to be written into grants to cover mental health services, it should be taken so no students are turned away from services.

National Student Clearinghouse (NSC)

It was agreed that the AVPSA Office will look into the various self service options NSC currently provides. These include Enrollment Verification and sending electronic transcripts. We will not be able to move to electronic transcripts 100% as this is also dependent on the receiver of transcripts. RP 6.203 should also be consulted to determine feasibility of transaction fees.

Notation of degree conferral on transcripts. Currently it takes up to 10 weeks for degree conferred to appear on transcripts. This is due to registrars offices having to doublecheck due to late grade submissions and changes on academic programs that may have not been implemented in STAR. Since STAR is the "official transcript" for students regarding their academic program, the President has requested we review this process and provides suggestions for improvement.

Transfer Credit Evaluations – Due to resources of time and money, some campuses only evaluate credits for specific programs versus the entire transcript. It was agreed upon that our campuses, if provided better tools, we should evaluate all credits and provide evaluation upon acceptance. A more extensive look at tools and processes will be presented at the August meeting.

Electronic Signatures – Additional research is required regarding when wet signatures are required. The CSSAO agreed that our direction would be to accept electronic signatures where ever possible. The registrars group will take the lead on this.

Student Conduct Policy – The document is ready to be processed, as the policy and procedures sections have been separated.

Systemwide Student Sactions – language for the appeal process was agreed upon and the amended document will be processed.

Health Clearance – Subcommittee will be formed to recommend systemwide policy. Group will need to work with the Hawai'i Department of Health to understand rules and how to implement. Lynn Inoshita and Russell Chan will be leading this project.

OneCard – Eddie Robles & James Frizzell presented on the updates of UH Mānoa's OneCard implementation and provided a framework for a systemwide implementation. The CSSAO group recommended that the information be presented to President Lassner for possible discussion at the Council of Chancellors as this is not solely a student affairs decision. There are impacts for auxiliary and academic services.

System No-Show Policy – this will be discussed after the upcoming Financial Aid conference to understand how it is being handled across the states.

Serving Veterans Committee – The CSSAO urges that the President convene a Military Connected Committee to provide systemwide review, recommendation and support of our veterans. Student Causus will be consulted for 2 names for this committee. In addition, funding is requested to support neighbor island committee member participation in one or two face-to-face meetings.

Next meeting July 14, 2017 from 9 am - 1 pm, followed by a Community College VCAA and VCSA meeting from 1 - 3 pm, both at Honolulu CC