

Council of Senior Student Affairs Officers  
Meeting Summary  
Wednesday, June 8, 2016, 9:00am – 1:00pm  
UH Maui College

1. Update: Systemwide Sanction policy\*

Student Caucus feedback included 1) a question on whether it would be possible to spell out the types of conduct that would be considered under this policy and recommendations to 2) use an appellate board instead of a single individual reviewing appeals and 3) implement a system for tracking conduct across all campuses.

Group agreed to add examples (to include, but not limited to) as opposed to detailing all the types of conduct that would be considered under this policy. Lori and Brenda will work with Farrah to add examples to draft.

Group agreed that an appellate board can be problematic and that a single reviewer for appeals is consistent with other procedures, including HR cases. Decision was made to leave III. G. as stated.

Previously, there were discussions about tracking student conduct cases and students of concern. Manoa, Hilo and West Oahu are using Maxient and will research possibility of expanding to systemwide implementation. Office of Institutional Equity (OIE) is working on a homegrown system to track Title IX cases. Farrah will consult with OIE and share at next meeting.

2. Update: Preferred name policy\*

Student Caucus feedback included 1) a question about what misrepresentation means and 2) a recommendation to add right to appeal to section III. F. Brenda will work with Farrah on clarifying misrepresentation in the policy. Group agreed to add right to appeal and follow similar process with other policies naming the Vice Chancellor of Student Affairs or designee as the decision maker.

Registrars have requested that 'diploma' be included as one of the documents where legal name will be used. Group agreed to add diploma to section III. E.

Group reviewed the Preferred Name Request Form draft. There was discussion about length of time to process. 48 hours seemed too quick a turn around and 2 weeks seemed like too much time. Group is leaning toward 5 working days and will consult with campus registrars before next meeting.

There was discussion about possibly delaying the notification and rollout of this policy until after the semester begins. This would allow registrar offices to get through the busy start of the semester before adding a new responsibility to respective offices. More discussion needed at next meeting.

### 3. Update: Student Fee Policy\*

Group agreed that students should pay fees at each campus where they take in-person classes.

Much discussion revolved around distance and on-line courses. Group agreed that “geographic considerations” should be removed from statement III. G. 3. This will be too difficult to implement in a consistent manner. Group also felt that students in distance and on-line courses are included in section III. G. 5. and therefore, a separate section for geographic considerations was not necessary.

Not all of the statements in section III. G. 4. are true – “These fees (publications, government, technology, and broadcast) support services that are accessible or provide direct benefits regardless of the student’s geographical location.” Most campuses do not have publications/broadcasts available online or ways to be involved with government, including elections, available online. Would requiring distance and on-line students to pay these fees oblige campuses to provide these services in distance and on-line accessible methods?

There still isn’t a clear definition of what qualifies as a distance course – in-person taught away from the campus, on-line course vs. on-line program, hybrid, etc. Defining “distance” will assist in ensuring coding of the classes is done correctly so that the calculation of fees is automated through Banner.

### 4. Update: Student Conduct Code policy

The policy needs to be updated to reflect correct reference to EP 1.204 instead of EP 1.203. AVPSA office is also consulting with the OIE to ensure consistent language for when EP 1.204 supersedes Conduct Code.

Group agreed to include anti-retaliation language in this policy.

### 5. Discussion: Student Conduct procedure(s) and training

Dee Uwono and Christine Chun have agreed to provide a training on Conduct Code. Group decided on Wednesday, June 22 from 9:30am – 11:30am. AVPSA office will coordinate details.

The purpose of this meeting is to assist the VCSAs as policy makers in understanding the details of Student Conduct Code for best informing revisions to the current procedure.

#### 6. Update: System Financial Aid

Reviews of references for the Centralized Financial Aid Band C position are still on-going. A decision is anticipated shortly.

The System Band C position is temporarily on hold while we await the Centralized Financial Aid Band C hire. The job description is being rewritten to include greater emphasis on strategic vision and guidance for campuses across the system.

Centralized Financial Aid and System Financial Aid offices are working together to ensure that financial aid services continue to be provided to the campuses.

Due to the highly specialized skills needed in financial aid, mentoring for succession could assist UH in preparing the next group of financial aid leaders. Such actions could be facilitated by relevant system offices.

#### 7. Update: Veteran Services

Farrah met with Flo Abara who helped lead the recent Veteran Serving Task Force. Many members are no longer at the campuses or serving in other roles on the campuses. At the next meeting, group will review the purpose of the Task Force and appoint new members. Authority of members should align with intended level of outcome for the Task Force.

Once the Task Force is reconvened, they will be asked to weigh in on the decision about the State Approving Authority that was previously based on the UH Manoa campus, but serving many other institutions around the state.

#### 8. Discussion: 24-hour Support Line – Brenda

Brenda is in touch with Blackboard, Inc. She is researching costs for the various services. Representatives from the company are open to meeting in person to discuss UH needs.

Fundraising and debt collection services can also be performed by the 24-hour line.

9. Discussion: Receiving and reading ACT scores electronically

Lynn Inoshita had inquired on whether campuses would continue with the one-year pilot project. To do so, campuses need to know they will get support. Workflow and process would need to be developed. Additionally, there was an inquiry as to whether system could do central upload. For students who apply to multiple campuses, it seems repetitive for each campus to do multiple uploads.

10. Discussion: Senior Programs

Based on the data compiled by AVPSA office, group decided to convene a working group within Student Affairs. Lori and Brenda will take lead.

11. Discussion: Coding of Early Admit

Group acknowledged wanting to wait for Jason and Hae to be in attendance to have detailed discussion. Light discussion took place about why we want to have a consistent way of coding early admit students. SAAADMS can change over time. Attributes can be added at any time. Training would be necessary to ensure correct coding. Workflow would need to be developed for consistency, then campus-level training could follow.

12. Discussion: Student Success Pathways Model and Planning Template

This is currently a CC initiative that was previously shared with all VCSAs. Handout was passed around the room so all could see the flowchart and objectives. CC campuses will start working with this framework very soon.

13. Discussion: Commencement Attire

Debbie inquired on commencement attire/dress code. Several campuses have written policies. AVPSA office can assist in compiling info for discussion at a future meeting.

Next meeting is scheduled for July 8, 2016 at Leeward CC (9am-3pm). Lori has coordinated for Eddie Robles from UH Manoa to join group at around lunchtime to share about One Card.

\*handout provided