ATTENDANCE: Members (x=attended)

UHH: Luoluo Hong (x)	HawCC: Jason Cifra (x)	LeeCC: Chris Manaseri (x)
UHM: Francisco Hernandez (x)	HonCC: Katy Ho-Middleton ()	UHMC: Cathy Bio (x)
UHWO: Lui Hokoana ()	KapCC: Mona Lee ()	WinCC: Ardis Eschenberg (x)
System: Jan Javinar (x)	KauCC: Earl Nishiguchi (x)	

Guests: Hae Okimoto, Director of Academic Technology Services; Gregg Yoshimura, System Student Affairs; Hettie Scofield, Centralized Financial Aid Project Manager

Meeting started at 12:05 p.m. and ended at 2:20 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
Centralized Financial Aid Processing Initiative	Hettie Scofield and Gregg Yoshimura provided a powerpoint overview of the financial aid processing initiative. Initial goals of this initiative were reviewed with the notation that because of severe staffing shortages the centralized processing staff managers responded to campus needs for assistance including direct operations and services. Key foci have been to increase communication with applicants to encourage application completion and to move up packaging processes to increase yields of awardees and ultimately enrollment. In terms of communication via automated means, all 7 campuses showed increases from FY12 to FY13 with an overall 29% increase. For applications processed, all but one campus showed increases from FY12 to FY13 using an artificial date of end of each previous March as "priority" date for finaid applications. An overall 17% increase was shown with 15,332 applications processed as of March 2011 for FY12 to 17,996 as of March 2012 for FY13. In terms of awards packaged, 4 out of the 7 campuses showed increases from FY12 to FY13 using end of previous May as an artificial target deadline for packaging. An overall 7% increase was shown with 3,961 awards packaged in FY12 and 4,242 packaged in FY13. Finally, the centralized Fin Aid staff has worked to bring live a common scholarship application process using an automated software package by NextGen Solutions. UH System Scholarships awarded at the different campuses have been included in this	• **Members** to receive copy of powerpoint to review data performance. • **Gregg & Hettie** will be meeting with the Financial Aid Leads of the 7 community colleges to do a similar presentation and to foster understanding of the centralized staff functions compared to the campus financial aid staff functions.

	rollout to occur December 1, 2013 for 2014-2015 academic year. Applications are submitted online by the student and information is shared with the various scholarship committees to complete their awarding. A single email (scholars@hawaii.edu) may be used for students to followup and query on the process. Additionally, one of the centralized Fin Aid staff members has been providing outreach to the high school counselors, college counselors at financial aid nights and presentations. Presentation concluded with 5 proposed foci: 1) Banner setup for FY2015; 2) Data Load and Communication refinements; 3) Coordinated and some consistent packaging practices; 4) Federal direct loan exits; and 5) training on Banner financial aid job processes. Members stressed need for training not only in Banner processes but also in overall financial aid program administration.	
Exec Policy on Distance & Online Learning	Members were asked to review a draft revision to exec policy on distance and online learning. Hae Okimoto, Director of Academic Technology Services, offered highlights of the policy provisions. Desirability of allowing distance learners an exemption from mandatory student fees was extensively discussed. Four options were identified: 1) pay mandatory fees only at home campus; 2) allow for pay as you go approach; 3) pay fees attached to a course; and 4) alternative mandatory fees be determined (e.g. per credit at a set rate). No definitive option was selected by members; however, the general consensus was that mandatory student fees should be assessed of all students except in extreme rare situations. Francisco offered to draft some language to edit the section in the propose distance & online learning policy for the group.	• **Francisco** will send draft language to Jan to forward to Hae. ○
Registration & Records ○ *Failed Prerequisite*	The challenge of campus registrars being able to dis-enroll students who fail to fulfill pre-requisite courses to continue on their academic programs was raised at a Banner Advisory Council meeting. The fix proposed by Banner functional team was drafted and unfortunately, was not distributed to the group.	• **Jan** will send out the proposal to the **members** who will review and be ready to discuss next month.
NEXT MEETING	**DATE of next meeting** – Wednesday, December 11, 2013 joint with CCAO from 9am to noon followed by CSSAO from noon to 215pm at UH Manoa Campus Center Executive Dining Room.	• **Jan** will send out group memory of current meeting with reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar