

ATTENDANCE: Members (x=attended)

UHH: Jim Mellon (x polycom)

UHM: Francisco Hernandez (x)

UHWO: Lui Hokoana ()

System: Jan Javinar (x)

HawCC: Jason Cifra (x)

HonCC: Katy Ho-Middleton ()

KapCC: Mona Lee (x)

KauCC: Earl Nishiguchi (x)

LeeCC: Chris Manaseri (x)

UHMC: Cathy Bio (x)

WinCC: Ardis Eschenberg (x)

Meeting started at 12:05 p.m. and ended at 2:30 p.m.

| ITEM | DISCUSSION | ACTION / FOLLOWUP |
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| <i>Group Memory</i> | No corrections were offered to notes from previous meetings: 11/20/13 & 10/16/13 | <ul style="list-style-type: none"> to be posted on System website |
| <i>Student Self-Service & transcript ordering from Nat Stu Clrnghse</i> | <p>Office of Risk Management raised a number of questions and concerns. First, the University increases its liability by opening another window voluntarily to third party vendor to access student data. Opportunities for hacking increase with this voluntary extension. Second, how credible is the Clearinghouse and its security capabilities? Finally, is the risk worth it to extend convenience to students to order transcripts 24/7 or to secure verification of enrollment/degree? Might the University have this capability currently?</p> <p>Members responded that National Student Clearinghouse is a credible organization serving our peers, the Ivy League schools, etc. and that NSC has been in business with higher education institutions for a while. NSC as a third party vendor is just as desirous of minimizing security breaches to data. Members were not certain about the specific data elements shared by their registrars to the Clearinghouse, but will find out.</p> <p>Also, Bursar's Office indicated that from a generally accepted accounting practice, it would be inadvisable to have a third party accept payment, then send University a net amount. It would be more acceptable that payments are given to the University who subsequently remits a net payment to NSC. Members acknowledged that Touchnet allows for collection of payment 24/7, however, individuals not currently enroll would require an active credential to access Touchnet. Jan will ask Bursar to attend a future meeting to do presentation.</p> | <ul style="list-style-type: none"> Members will check with campus registrars about specific data elements they share with the National Student Clearinghouse Jan will invite Bursar to do presentation about Touchnet capabilities |

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| <p><i>Registration & Records</i></p> <ul style="list-style-type: none"> ○ <i>Failed Prerequisite</i> ○ <i>Stu Record Update</i> ○ <i>ACT Letter to Juniors</i> | <p>Conversation continued about the challenge campus registrars face not being able to dis-enroll students who fail to fulfill pre-requisite courses to continue on their academic programs. The fix proposed by Banner functional team provides for report (SFRRGAM) sent to campuses with mass emails to students informing them about their ineligibility and need for follow-up. Members discussed and concurred with proposed Banner solution.</p> <p>Members discussed elements to include in the mandatory preregistration student record update step that is currently being pilot-tested by Manoa and Maui campuses this spring. Banner requested lead time to work on any changes to the elements being pilot-tested; i.e. address update, ed goal update, and veteran status query. Previously, members suggested that Emergency contact with phone # be asked as part of this pre-registration step. Banner would propose a "go-live" date of Spring 2015 to allow the other 8 campuses to test out existing elements come fall 2014.</p> <p>Jan mentioned that he drafted language proposed for the ACT letter to high school juniors scheduled to take the ACT in March. The language is a bit more encouraging of juniors submitting their scores to colleges and universities in Hawaii. Members expressed agreement with that approach.</p> | <ul style="list-style-type: none"> • Jan will send notification of our concurrence to Banner • Jan will inform Banner of suggestions • Jan will send copy of final letter |
| <p><i>Admissions</i></p> <ul style="list-style-type: none"> ○ <i>Housing Charges Priority in Banner</i> ○ <i>Carryover Balance of Payments</i> | <p>Francisco shared that he is exploring how best to enable student housing rental & lodging charges to be paid separately from tuition. Currently, Banner prioritizes payments with tuition paid first and foremost. He'd like to see if payments could be directed to specific account receivables such as housing & board. He concluded that he'll need to do some more consultation with Bursar and Banner staff with a written request to follow for the group to respond to next time.</p> <p>Francisco raised the concern that more and more students at Manoa sign up for payment plan in one semester, maintain overdue balances as that semester comes to conclusion, only to sign up for payment plan in subsequent semester, then have account payables for two semesters. He'd like to see that students who don't cover balances from one semester be prevented from registering for subsequent semester, noting that with the existing timeframes where students register earlier in fall for spring or spring for next fall, this could be challenging.</p> <p>Members discussed current rules followed by Banner to cover payments. Questions around whether cashier alone lift holds, eligibility for spring payment plan if there's</p> | <ul style="list-style-type: none"> • Francisco will craft a write-up to share with the group for next meeting • Francisco will consult with Bursar about Banner payments • Francisco will seek responses to |

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| <ul style="list-style-type: none"> ○ <i>"Not Yet" Letter</i> ○ <i>Centralized Admissions</i> | <p>outstanding fall semester balance, etc. were raised and discussed. Francisco agreed to secure responses about current rules from Bursar.</p> <p>Chris suggested that instead of 4 year campuses having to send reject letters to applicants not being accepted for enrollment therein, that a "not yet" letter be sent instead, offering auto admissions to our 2 year campuses. He explained that Manoa especially seemed to be particularly interested. This way, as a system, UH is saying "yes" to the applicant to any of the 2 year campuses. Would require a nicely crafted letter along with a Change in Home Campus form.</p> <p>Members agreed that this would be good approach to guaranteeing admissions to the University.</p> <p>Chris and Mona introduced this initiative desired by the community colleges Akin to centralized financial aid, this initiative would provide consistent an accurate services to students. The goals would include consistent dates and deadlines; consistent communication to increase completed applications; and execution of identified set of admit functions agreed to by all. Community College senior student affairs officers see benefit to having one locale to admit students and have spoken to VPCC John Morton sounded supportive. Group will continue to address specific questions that impact practice and that delineate which functions would be centralized and which would remain with the campus.</p> | <p>questions raised</p> <ul style="list-style-type: none"> • Council of Community College Senior Student Affairs Officers (CCCSAO) will continue to refine initiative with the goal of Fall 2015 applications being processed in Spring 2015. |
| <p><i>Student Health</i></p> <ul style="list-style-type: none"> ○ <i>Provision of Health Services</i> ○ <i>International Students Health Insurance</i> | <p>BOR and Executive policies on student health and psychological services have been drafted which endeavor to outline recommended levels of service both from medical and mental health perspectives. The policy approach continues to be a bringing together of a comprehensive statement laying out various levels of service, from a health and wellness perspectives. Jan indicated that he will need members' assistance in vetting these proposals to front line personnel for their perspectives. Members agreed to do so.</p> <p>Updates to existing BOR and Executive policies on international student health insurance requirements is likewise ready for vetting. Members will forward these on to front line staff as well.</p> | <ul style="list-style-type: none"> • Members will forward proposed policies to front line staff once received from Jan • Members will forward updates to policies to front line staff once received from Jan |
| <p><i>Financial Aid</i></p> <ul style="list-style-type: none"> ○ <i>E6.204</i> | <p>BOR and Executive policies on student financial assistance program are being</p> | <ul style="list-style-type: none"> • Members will forward proposed |

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| | <p>revisited after six years of implementation. Starting in FY08, assistance has been two-fold; 1) in the form of tuition revenue scholarships funded by a guaranteed percent of tuition revenues collected the past year, and 2) tuition exemptions which represent foregone revenue to the University. For the 4-year campuses, the guaranteed percent of tuition revenues available for scholarships will increase annually by 1% from 16% in FY14 to a minimum of 20% in FY17. For the 2-year campuses, the guaranteed percent of tuition revenues available for scholarship remain at 11% from FY14 to FY17. It was noted that Manoa has already gone to 20% in FY14.</p> <p>A chart was shared with the members providing historical use data covering a period from FY06 through FY13. Data in total shows that tuition revenue scholarships in the amount of over \$32.3 million were awarded by all campuses in FY13, while \$22.87 million in tuition exemptions were foregone in revenue during the same period. Jan mentioned that he has this data disaggregated by campuses.</p> <p>As the policy content is drafted, Jan will distribute initially with this group and financial aid leads for comments. One policy approach that will need to be determined is whether to prescribe merit scholarships or afford campuses the flexibility to establish their own. Pros and cons to either approach will need to be weighed.</p> | <p>policies to front line staff once received from Jan</p> |
| <p><i>Campus Support; Other Topics</i></p> | <p>Jason described the various initiatives he's been involved with related to early college interventions. He mentioned that many states (GA, NC, OR, TX) have gone beyond Jump Start programs with additional programs to better prepare elementary, middle, and high school students to be college-ready Chris echoed the need for UH to consider creating a more comprehensive approach to early college programs and services.</p> <p>Chris explained that as chair of the Serving Veterans Task Force created by President Lassner to develop a set of recommendations that will make UH student veteran-friendly, he has led the group through thoughtful discussions. Task Force intends to have a final set of recommendations by no later than May 2014.</p> | |
| <p>NEXT MEETING</p> | <p>DATE of next meeting – Wednesday, February 19, 2014 at Kapiolani CC, location to be determined.</p> | <ul style="list-style-type: none"> • Jan will send out group memory of current meeting with reminder of next meeting date and location. |