ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane Lundin (x)	HawCC: Jason Cifra (x)	LeeCC: Chris Manaseri (x)
UHM: Francisco Hernandez (x)	HonCC: Katy Ho-Middleton (x)	UHMC: Cathy Bio (x)
UHWO: Lui Hokoana (x)	KapCC: Dawn Zoni ()	WinCC: Judy Oliveira (x)
System: Jan Javinar (x)	KauCC: Earl Nishiguchi ()	

Others present: Lynn Inoshita, Banner Central Manager; Troy Takahashi, Banner FinAid Functional Lead; Gregg Yoshimura, System Fin Aid Specialist; Hettie Scofield, Fin Aid Centralization Manager; Lester Ishimoto, Financial Aid Lead, UHWO; Roy Suda, Garett Inoue, and Ryan Yamaguchi, Admissions, UHM. Meeting started at 12p.m.and ended at 3p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
Group Memory	No corrections were offered to notes from previous meetings: 06/18/14	○ to be posted on System website
Financial Aid Concerns	Lester and Gregg reviewed the list of concerns emanating from campus financial aid offices that require resolution. The list was displayed in the form of a chart describing the issue/concern and requested resolutions. As was described last month, the concerns were clustered around 5 overall areas: published program length, reporting to National Student Clearinghouse, late complete withdrawals, burdensome changes to federal regulations, and Banner resources available to frontline financial aid staff. One additional issue was presented around the administrative allowance (a portion of the federal aid allotment that is discretionary to the campuses). It was noted the formula currently being used needs to be revisited and the amount allocated to such centralized functions as loan collection and IT support may not result in benefit to the frontline operations. Members asked the Financial Aid Team to separate requested resolution steps between campus, System, and other offices so that follow-up could be directed appropriately. In addition, a suggestion was made to present the issue from both the student/consumer perspective, the frontline staff perspective, and the institution's.	• **Financial Aid Team** will re-work chart of concerns for subsequent presentation to the Council
ACT Test Scores	Ryan Yamaguchi, Ass't Director of Admissions and two of his staff members, Roy Suda, IT Specialist in Enrollment Mgt and Garett Inoue, Admissions Officer, were present to demonstrate the AIRO (ACT Internet Reporting Option) and AIM (ACT Information	• **Jan** will confirm ACT prices and follow up with P20

	Manager) software purchased from ACT to capture applicants' ACT scores for consideration in admissions decisions. It was emphasized that AIM was needed to make scores "readable" and usable when received via AIRO process, which could involve daily downloads. While the original option of having the other campuses work as subsets of the Manoa account was under consideration, it became evident that the conversion and distribution of all test scores to test-taker identified campuses would require staff resources that the Manoa campus does not have. As such, campuses will need to purchase their own accounts for AIRO and AIM. Thoughts of establishing "one campus, the UH Community Colleges" or "one campus, University of Hawaii" were expressed, noting that either way, would require staff resources to disaggregate and disseminate data. Members noted that while the software has potential to inform campus recruitment approaches, the primary purpose for purchasing the software is for placement in Math and English courses, thus, obviating the need for COMPASS or other placement testing systems. Members asked about the partnership between P20 and the State Department of Education, inquiring about the potential of gaining access to test scores of high school juniors now mandated each spring without having to purchase AIRO and AIM. Jan will check with P20. Members thanked the Manoa Admissions Team for a thorough demonstration of the AIRO and AIM software systems.	
Registration & Records o *Transcript Service via NSC* o *Name on Diploma*	Jan explained that he's still awaiting clearance from IT Data Governance about whether institutional liability is increased by participating in this student self-service whereby students and alumni may order their transcripts through National Student Clearinghouse and having NSC deal with the payments. He added an additional concern was raised by the Bursar's Office about the appropriateness of having a third party vendor collect all funds collected by them, and then remit a net amount to the University after taking its service fees. This is typically not a generally accepted accounting practice. Members noted that this is akin to Touchnet Payments where third party vendors remit payment to University after taking their service fees. Judy asked if there was existing University policy on what names may be recorded on the diploma credentials. Members responded that they didn't think so. Katy shared that at her previous workplace, the institution would allow requestors to indicate the name they wished to have printed on their college credentials. Another consideration voiced was the view that the diploma represented an official document and as such should reflect official and legal names, rather than allow for nicknames, etc.	• **Jan** will follow up with IT Data Governance & Bursar

○ *Banner Record Update*	Lynn led discussion around the intent and purpose of proposed Student Record Update elements of address, emergency contact, and academic major program of study. She laid out the different options available for each and asked the members for clarification around their preferences. Using this info, Lynn will report back next month on what's feasible to incorporate on this Record Update form that will be required prior to allowing students to register for classes.	• **Lynn** will rework the Student Record Update form reflecting the members' preferences for the elements discussed
○ *Dropping Last Class on-line*	Lynn indicated that Banner would still like to pursue this instead of waiting for workflow to enable easy access for students. Members indicated their interest and also noted implications for financial aid that will need to be considered.	• **Banner Team** will pursue and report back on progress from time to time
Transition in Stu Affairs Leadership	Meeting with President Lassner is scheduled for Thursday, 07-24-14 at 1030am to discuss the transitional challenges student affairs is finding itself confronting on our campuses. Jason, Katy, Chris, Earl, and Jan will discuss the needs SSAOs have to succeed during these times of change and transition.	• **Group** will report back on the conversation
NEXT MEETING	**DATE of next meeting** – **Wednesday, August 20, 2014 at Kapiolani CC (location to be determined)**	• **Jan** will send reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar