

**ATTENDANCE:** Members (x=attended)

UHH: Gail Makuakane Lundin ()

UHM: Francisco Hernandez (x)

UHWO: Lui Hokoana (x)

System: Jan Javinar (x)

HawCC: Jason Cifra (x)

HonCC: Dee Uwono (x)

KapCC: Dawn Zoni ()

KauCC: Earl Nishiguchi (x)

LeeCC: Laurie Lawrence (x)

UHMC: Cathy Bio (x)

WinCC: Judy Oliveira (x)

Others present: Lynn Inoshita, Banner Central Manager; Hae Okimoto, Distributed Learning User Services; Davila Riddle, Online Learning Academy; and FULL MEASURE (via phone web).

Meeting started at 12p.m.and ended at 3p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	No corrections were offered to notes from previous meetings: 07/16/14 & 08/20/14	<ul style="list-style-type: none"> <li>○ to be posted on System website</li> </ul>
<i>FULL MEASURE</i>	Due to technical difficulties, the group was unable to connect with the Full Measure Team for the presentation. Group agreed that since many members already heard the presentation, that there was no need for subsequent rescheduling of the presentation. While the vendor offers a technological and program solution to staying in connection with students with the right information at the right time; at this time, the campuses have more than enough financial commitments to not be able to consider this product.	<ul style="list-style-type: none"> <li>● <b>Jan</b> will inform vendor of group's sense</li> </ul>
<i>EdReady - College Readiness for Math</i>	Francisco provided an overview of EdReady's math readiness tutorial program that operates akin to Khan Academy's program. He provided handouts showing the complete math curricular topics covered by EdReady software. Francisco asked if campuses would like to partner with the Online Learning Academy which he oversees and introduced an OLA staff member, Davila Riddle whom campuses should contact (driddle@hawaii.edu) if they are interested.	<ul style="list-style-type: none"> <li>● <b>Campuses</b> will contact D Riddle at OLA if interested in partnering</li> </ul>
<i>ACT Test Scores</i>	A chart showing where ACT score reports are sent to the various UH campuses was provided by ACT which was shared with the group. For Juniors taking ACT in Spring 2013, they graduated from high school in Spring 14 and would have entered college in Fall 14. For juniors who took ACT in Spring 14, they will graduate from high school in June 2015 and enter college in Fall 15. In both test administrations, juniors directed their score reports to all ten of our campuses. A low of 201 to a high of 3,270 juniors directed their	<ul style="list-style-type: none"> <li>● <b>Jan</b> will confirm with ACT which campus office receives paper score reports</li> </ul>

	<p>scores to one of the ten UH campuses.</p> <p>ACT also noted that currently paper score reports are sent to the campuses. Jan will follow up with ACT as to who specifically receives the score reports on the campuses.</p>	
<p><i>Registration &amp; Records</i></p> <ul style="list-style-type: none"> <li>○ <i>Transcript Service via NSC</i></li> <li>○ <i>Banner Downtime Timeframes</i></li> <li>○ <i>Dropping Last Class on-line</i></li> <li>○ <i>Purge</i></li> </ul>	<p>Jan explained that he has received concurrence from Bursar's Office and from IT Data Governance for participating in the student self-service whereby students and alumni may order their transcripts through National Student Clearinghouse and having NSC deal with the payments.</p> <p>Lynn shared a schedule of scheduled Banner downtimes for feedback. Members noted that dates appeared to have minimal impact on frontline services. It was pointed that perhaps Leeward CC's apprenticeship program may be impacted since their courses are offered on weekends and evenings.</p> <p>Hae explained that since the Workflow project is not progressing, Banner Central would be willing to work on how Banner could support the dropping last class online request. She will be requesting instructions and forms that campuses use with students who request to withdraw completely from all their courses.</p> <p>Preliminary discussion was conducted on the need for continuing a purge in registration. It was noted that even after the purge, 70% to 80% of students purged immediately re-register at the first available date. With payment plans, perhaps the need to purge has become obsolete. Suggestions on encouraging students to pay and the issuance of billing notices may be alternatives to the registration purge. Jan mentioned that his office was working on laying out dates to see how admissions, registration, payment, and financial aid deadlines interfaced and impacted student behaviors. He will forward to Judy who's coordinating for the CC CSSAO.</p>	<ul style="list-style-type: none"> <li>● <b>Jan</b> will follow up with executing the agreement with National Student Clearinghouse</li> <li>● <b>Hae or Lynn</b> will send out an email request for the information needed to gauge feasibility of options</li> <li>● Jan will send the draft of deadlines to <b>Judy</b> who's coordinating this project for the CC CSSAO</li> </ul>
<p><i>Financial Aid Manager Classification</i></p>	<p>Lui asked if the group sees a need to continue a past project involving reclassification of Financial Aid Leads from a PB-B to a PB-C. Members shared that neighbor island offices have had difficulty in the past to recruit experienced staff to administer and operate an increasingly regulated and complex functional area. Lui recalled that the community colleges reviewed this reclassification a number of years ago, conducting a personnel audit and then making recommendations to VP Morton with an updated position description. No subsequent actions were taken.</p> <p>Members agreed to first tackle institutionalizing centralization of financial aid before re-</p>	<ul style="list-style-type: none"> <li>●</li> </ul>

	visiting the need for reclassification.	
<i>Future Agenda Items</i>	Topics suggested for future meetings were centralized financial aid; registration purge alternatives; etc.	•
<b><i>NEXT MEETING</i></b>	<b>DATE of next meeting – Wednesday, October 15, 2014 at Leeward CC (location to be determined)</b>	• <b>Jan</b> will send reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar