

Council of Chief Senior Student Affairs Officers

June 17, 2015

12 noon – 2:30 p.m.

Windward CC

## **Meeting Summary**

Present: Gail Makuakane-Lundin (UHH), Judy Oliveira (UHWO), Brenda Ivelisse (Kap), Jason Cifra (Haw), Cathy Bio (Maui), Earl Nishiguchi (Kaua'i), Laurie Lawrence (Lee), Tom Doi (Win), Lynn Inoshita (ITS), Risa Dickson, and Joanne Itano (UH System)

### Centralized Admission

Jason provided an update. The Central Admissions Taskforce met last Friday for the first time with wide representation including Banner, IT, Admissions, Financial Aid, UHCC, and UH System.

IT provided a good frame work of what to do next in order to identify the cost and specs.

Lane also updated us with the variety of initiatives coming up.

Financial Aid had some concerns about going all electronic notification but Kapi'olani has been doing all electronic notifications for the past two years with high success.

2 questions came up: Where will this project be housed? Will this project be under UHCC or UH System. Next meeting is coming up.

### Banner

Lynn Inoshita shared the list of proposed Banner Outage dates for 2016 (Attachment "A"). If purge is changed, two dates may change. VCSAs will share schedule within their campuses.

They voiced no concerns about proposed schedule.

Guidelines for Registration Start Dates were reviewed. VCSAs will share within their campuses. They agreed with the document.

### Centralized FA

Cathy provided an overview, PDs have been drafted, position count being worked on by UHCC system office. Hope to post positions in early July. Cathy will circulate email from John Morton regarding next steps for FA. She has shared with FA directors. UHWO reaffirmed that they will provide space for the 2 positions.

### Alcohol Related Policies

Risa provided background and discussion with Regent Tagorda. There is an annual notification to all student via email on the Federal Drug-Free Schools & Communities Act of 1989 regarding substance abuse in University campus communities and worksites (Attachment "B"). This was sent Sept. 30, 2014. Information collected by Russ Chan was reviewed. VCSAs are requested to

send any edits and information that has not been received to Joanne. Next step is to determine how and what is the best way to share with Regent Tagorda.

### Title IX Update

Brenda, Gail and Judy are on the system task force chaired by VP Jan Gouveia. Maxient as a data gathering software was demoed. UHH currently uses it for housing and security issues. Advocate will also be demoed at a future date. Joanne Itano will check with Jan Gouveia on clarity of positions for Title IX. It appears there is one to UHM, 1 to UHH and 1 to be shared among the CCs and UHWO and 1 system coordinator. Campuses are working to align their Title IX website with the newly developed system website.

Brenda is collecting any syllabus statements related to Title IX from campuses and will draft a common statement for optional use by faculty.

Safe Haven training. VP Gouveia's office will pay for the Safe Haven training for year 2 of the contract. Invoice from EverFi send to her office. Campuses will be working on a common message to send to students regarding the Safe Haven training.

### Purge

See attached handout (Attachment "C"). Focus is on disenrollment for nonpayment and NOT for non attendance. An important consideration is the messaging to the student. It was reported that Bursa's office is sending a reminder to students who have registered and not paid in May and July before the purge. The message should be simple.

ITS has enhanced the messaging about now that you have to register, you need to pay or sign up for a payment plan. Lynn will send out screenshots (see Attachment "D"). VCSAs will share document with campus for feedback. There is time as this plan calls for implementation in fall 2016. Feedback is requested in two weeks.

### Dates of Future Meetings

Group agreed to second Friday of each month. Dates/times are meetings for all ten campuses.

July 10, 2015	Haw CC	9-12 (Jason working on agenda)
August 14, 2015	Kap CC	12-3 p.m.
September 11, 2015	Hon CC	12-3 p.m.
October 9, 2015	Lee CC	12-3 p.m.
November 13, 2015	Kaua'i CC	12-3 p.m.
December 11, 2015	Joint meeting with CCAO	9-3 p.m.
January 8, 2016	Haw CC	12-3 p.m.

February 12, 2016	UHMC	12-3 p.m.
March 11, 2016	UHWO	12-3 p.m.
April 8, 2016	UHH	12-3 p.m.
May 13, 2016	Joint meeting with CCAO	9-3 p.m.
June 10, 2016	Win CC	12-3 pl.m.

2016 Banner Outage Schedule		
Month	Outage Dates	Outage Details:
		What Will Occur During Outage Period?
<b>2016</b>		
January	none	-----
February	2/12 - 2/15	System upgrades
	2/27 (Sat)	Quarterly Updates/Patches
March	3/12 - 3/14	To Be Determined
April	4/2 - 4/4	To Be Determined
May	5/7 - 5/9	To Be Determined
	5/28 (Sat)	Quarterly Updates/Patches
June	6/11 - 6/13	To Be Determined
	6/30 & 7/1	Fiscal Year End processing
July	7/9 (Sat)	Quarterly Updates/Patches
	7/22 - 7/25	Purge*
August	none	-----
September	9/17 - 9/19	To Be Determined
October	10/7 - 10/10	System upgrades
	10/22 (Sat)	Quarterly Updates/Patches
November	11/12 - 11/14	To Be Determined
December	12/9 - 12/12	Purge*

(\*) Tentative dates

Reviewed and Agreed to by CSSAO 06/17/2015

Aloha University of Hawaii Student.....

I trust that your semester is off to a productive start and you are engaging purposefully in your educational experience.

This official annual notice is being sent out as part of the Federal Drug-Free Schools & Communities Act of 1989 regarding substance abuse in University campus communities and worksites.

Please read and review the notice at url noted below.

<http://www.hawaii.edu/ohr/download/drug/uh-subab.pdf>

It references the following six things: 1) University policies on illegal drugs and alcohol abuse; 2) University policy on illegal drugs and substance abuse; 3) drug-related information contained in the UH System-wide Student Conduct Code; 4) legal sanctions; 5) health risks associated with substance abuse; and 6) drug and alcohol counseling, treatment, and rehabilitation programs.

May you enjoy continued success in your endeavors.

Jan Javinar, Ed.D.  
Interim Associate Vice President for Student Affairs  
University of Hawaii

## **Proposal for Changes to the Disenrollment for NonPayment Process**

The goal of the ad hoc committee\*, considering changes to the current disenrollment of students for non-payment, was to recommend a new process, which does not create barriers to student progress and

We recommend that we run the disenrollment process be moved to approximately 1 week prior to the start of the new semester and this new process be effective for the Fall 2016 semester.

Each year, despite students' good intentions at the time of registration, almost \$7 million of unpaid tuition (from approximately 800 students) remain. In addition, many of these students with unpaid tuition balances, do not withdraw from their classes. Therefore not only do they incur financial debt and poor credit records when the unpaid balances are sent to a collection agency, but often receive "F" grades for non-attendance. This has significant ramifications for students when they are ready to resume their education, as they are faced with barriers such as outstanding financial obligations and poor GPAs. While benefit to students are the focus of this proposal, this recommendation also helps our campuses, as students who are not attending and receiving failing grades, impact retention data.

Running the disenrollment for nonpayment process closer to the beginning of the semester allows for:

1. Disbursement and receipt of the majority of financial aid to students before the disenrollment process is run;
2. Additional time for students who are serious about attending, to decide and obtain financial resources;
3. No impact the current discussions on disenrollment for non-attendance required by Title IV;

This may create a potential reduction in the University's cash flow which campus fiscal administrators should be made aware of.

We believe this proposal is aligned with the Hawaii Graduation Initiative, because when a student is ready to begin their academic journey, the barriers of past financial debt and low GPAs may be minimized.

\* committee members: Ron Cambra, Katy Ho, Lynn Inoshita, Barbara Kawamoto, Jodie Kuba, Stuart Lau, Laurie Lawrence, Gail Makuakane-Lundin, Hae Okimoto, Joni Onishi, Roxie Shabazz, Troy Takahashi and Melissa Tome

## Add / Drop My Classes:

By registering for classes, you accept financial responsibility for payment of charges for educational services. [View My Account](#) (charges and payments) for Each Term

- Any registration errors will appear BELOW your current schedule. Scroll down to view them.
- Add classes using Add Classes Worksheet below or Search for Classes.
- If you receive the Registration Error message "Institution Time Ticket Restriction," check the Registration Timetable for the institution you selected.
- Drop a class using the menu in the Action column. If a refund is due, it will be processed approximately 4 weeks after the end of the 50% refund period for the semester. [View Payment Deadlines](#) and policies for each institution.
- Click on highlighted links, if available for the class, to change variable credits or grade mode.
- Remember to log out before closing your browser window.
- Reminder: The payment deadline for Fall 2015 registration is Friday, July 24 at 4:00 pm (HST).**

[CLICK HERE TO PAY YOUR TUITION/FEES NOW.](#)

### Current Schedule

Action	Institution	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Status
None	University of Hawaii at Manoa	71626	KOR	301	001	Undergraduate	3.000	Standard	Letter A-F	Third-Level Korean	**Registered On Web** on Apr 28, 2015
None	University of Hawaii at Manoa	74411	PSY	325	001	Undergraduate	3.000	Standard	Letter A-F	Cognitive Psychology	**Registered On Web** on Apr 28, 2015
None	University of Hawaii at Manoa	77001	PSY	280	001	Undergraduate	3.000	Standard	Letter A-F	Introduction to Community Psychology	**Registered On Web** on Apr 28, 2015
None	University of Hawaii at Manoa	79720	PSY	225	002	Undergraduate	3.000	Standard	Letter A-F	Statistical Techniques	**Registered On Web** on May 26, 2015
None	University of Hawaii at Manoa	74416	PSY	341	001	Undergraduate	3.000	Standard	Letter A-F	Social Development of Children	**Registered On Web** on May 26, 2015

Total Credit Hours: 15.000  
 Billing Hours: 15.000  
 Minimum Hours: 0.000  
 Maximum Hours: 19.000  
 Date: Jun 05, 2015 01:30 pm

### Add Classes Worksheet

Institution	CRNs	Institution	CRNs
Select		Select	
Select		Select	
Select		Select	
Select		Select	
Select		Select	

[ [Select Term](#) | [Print My Class Schedule](#) | [Review My Class Schedule](#) | [View My Charges/Make A Payment](#) | [View Holds](#) | [Change Variable Credit or Grade Mode](#) ]

Release: UH:8.5.1.2:5

## View My Class Schedule

Please review your mailing address. Address changes may be made in MyUH.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Home Institution:** University of Hawaii at Manoa  
**Level:** Undergraduate  
**College:** Colleges of Arts & Sciences  
**Major and Department:** Pre-Psychology, Psychology

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time
71626	KOR 301 001	Third-Level Korean	University of Hawaii at Manoa	3.000	UG	Aug 24, 2015	Dec 18, 2015	MWF	12:30 pm - 1:20 pm
79720	PSY 225 002	Statistical Techniques	University of Hawaii at Manoa	3.000	UG	Aug 24, 2015	Dec 18, 2015	MWF	2:30 pm - 3:20 pm
77001	PSY 280 001	Introduction to Community Psychology	University of Hawaii at Manoa	3.000	UG	Aug 24, 2015	Dec 18, 2015	TR	1:30 pm - 2:45 pm
74411	PSY 325 001	Cognitive Psychology	University of Hawaii at Manoa	3.000	UG	Aug 24, 2015	Dec 18, 2015	TR	10:30 am - 11:45 am
74416	PSY 341 001	Social Development of Children	University of Hawaii at Manoa	3.000	UG	Aug 24, 2015	Dec 18, 2015	TR	9:00 am - 10:15 am
<b>Total Credits:</b>				<b>15.000</b>					

[ [Update My Address](#) | [My Weekly Class Schedule](#) | [Add/Drop Classes](#) | [View My Charges/Make A Payment](#) ]

Release: UH:8.4:2

## My Class Schedule:

Total Credit Hours: 3.000

**Pract: Intervntns Rel Sub Ab - PSY 407B - 1**

**Associated Term:** Spring 2015

**Institution:** University of Hawaii West Oahu

**CRN:** 69318

**Status:** \*\*Registered On Web\*\* on Jan 08, 2015

**Office Hours for:** Kanoa Meriwether ☺

**Grade Mode:** Standard Letter A-F

**Credits:** 3.000

**Level:** Undergraduate

**Campus:** Off-Campus

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	World Wide	Web	Jan 12, 2015 - May 08, 2015	Practicum Instruction	Kanoa Meriwether ☺

[Return to Previous](#)

[ [Registration Menu](#) | [Add / Drop Classes](#) | [Search for Classes](#) | [View My Charges/Make A Payment](#) | [Change Class Options](#) | [Select Term](#) ]

Release: UH:8.3.0.3:3