

GROUP MEMORY: Council of Senior Stu Affairs Officers (CSSAO)

DATE: Friday, 09-11-2015, Windward CC, Akoakoa 201

ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane Lundin (x)	HawCC: Jason Cifra (x)	LeeCC: Curtis Washburn (x)
UHM: Lori Ideta (x)	HonCC: Lara Sugimoto (x)	UHMC: Debra Nakama ()
UHWO: Judy Oliveira (x)	KapCC: Brenda Ivelisse (x)	WinCC: Amy Rozek (x)
System: Jan Javinar (x)	KauCC: Earl Nishiguchi (x)	
System: Risa Dickson (x)		

Others present: Hae Okimoto, Acad Technologies; Lynn Inoshita, Banner Central (poly), Sandra Furuto, Data Governance, Joanne Itano, System Academic Affairs, and Cathy Bio, former interim VCSA Maui College. Meeting started at 9 a.m. and ended at 12:30 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	Notes from previous meetings: 08/05/15 no yet available.	<ul style="list-style-type: none"> • Members will review for next meeting
<i>Data Governance Policy Revision, EP 2.215</i>	Sandra Furuto, Director of Data Governance reviewed proposed revisions to current EP 2.215 which serves as the umbrella policy for data. She noted this revision requires the need for all data users to undergo mandatory training on the General Confidentiality requirements and on the Information Security Awareness. Members gave initial reactions and feedback on the content of the revisions. Sandra indicated that this EP will be followed with additional policies either on the EP level or Admin Proc level on such topics as data sharing, data classification, and HIPAA.	
<i>Admissions</i> <ul style="list-style-type: none"> ○ <i>Online application</i> ○ <i>Banner Forum</i> 	<p>Jason requested that applicants on the drop down menu not be afforded the choice to choose a campus unless they will be taking the bulk of their coursework at sites such as ed center in west Hawaii. Also, he added that better descriptors of geographic location would be useful for applicants. Lynn will follow-up on Banner basic functionality related to this.</p> <p>Hae gave members a “heads up” about an upcoming Banner Users Forum. It is scheduled for Friday, October 16, 2015 from 9am to 4pm in the IT Center. 8 reps per campus will be allowed along with CSSAO and CCAO members. She suggested that frontline practitioners such as registrars, financial aid staff, and cashier staff be included.</p>	<ul style="list-style-type: none"> • Lynn will look at Banner functionality • Members will begin thinking of staff to involve in the Banner Forum

<ul style="list-style-type: none"> ○ <i>ACT Test Scores</i> ○ <i>Stu Identity Verification</i> 	<p>Hae also mentioned that this is scheduled at the same time as the Academic Advising & Transfer Network annual meeting. Online registration information will be forthcoming.</p> <p>Jan mentioned that campuses have not completed the processing documents to secure ACT Internet Reporting Option (AIRO) and the accompanying ACT Information Manager (AIM) for their campuses. Some members noted that they did not think they would be able to use the data for recruitment purposes. This was somehow tied to the inability to upload ACT scores into Banner. Jan reminded the group that AIRO is the software that allows the campus to receive scores electronically and AIM is the software to decode scores into useable information bits. While the uploading of scores into Banner is a related issue, it should not prevent campuses from manipulating the dataset using AIM to conduct recruitment initiatives.</p> <p>Risa asked the group how campuses verify student identity as they matriculate. Members explained that identity is not verified upon application or admission since many of the functions are performed online, and that even health clearance information is self-reported and provided either online or in-person. Risa explained that this has come up in light of security concerns on the campuses. It was suggested that other campuses such as Paradise Valley Community College in Arizona and Georgia Institute of Technology have requirements for student identity verification. Members described the impact on frontline operations the process of verifying identity upon application or admission would have and potentially, slow down admittance. Risa noted that it would be desirable if UH could develop a policy and implementing procedure which does not create access barriers to enrollment or degree completion. One approach suggested was to require all on campus to carry an identification card. This led to a query as to how many students pick up their ID cards or simply forego it since on some campuses; the ID cards carry no outright benefits.</p>	<ul style="list-style-type: none"> ● Members will work with Marlene Mattos, P20 which is providing the funding, to complete ACT documents to get AIRO and AIM up and running ● Jan will follow-up with practices at PVCC and GA Tech
<p><i>Registration & Records</i></p> <ul style="list-style-type: none"> ○ <i>Dropping last Class online</i> 	<p>Hae reported that after many years, the functionality for a student to drop her/his last class online is operating. Across all ten campuses, 1,076 students performed this function with 137 of those coming from the Manoa campus. She noted the many operational challenges that arose particularly from the campus registrars and campus</p>	<ul style="list-style-type: none"> ● Members should submit any challenges, suggestions, etc. to Lynn in Banner as the semester progresses and as Spring 2016 approaches

<ul style="list-style-type: none"> ○ <i>No Show</i> ○ <i>CRN Ranges</i> ○ <i>Credit by Exam</i> 	<p>financial aid officers about changes in operating procedures, and thanked the campuses for working through the challenges.</p> <p>On a related note, Hae reported that the Manoa campus, in response to a US DOE review of its financial aid program, required faculty to confirm students' attendance on the first class to determine "no shows" for enrollment. The US DOE found that in some cases, Manoa never verified that a student attended classes and as a result, made financial aid award overpayments. The confirmation process by faculty is Manoa's approach for addressing this finding. This finding may ultimately impact all campuses so taking proactive steps to correct for this is encouraged.</p> <p>It was pointed out that this function of determining student "no show" is one of several functions that could become part of the duties of a central financial aid office. Among others include application processing, auto-awarding, award cancellations, etc. Cathy Bio reported that UHCC System is working to make permanent 3 positions currently performing central financial aid processing for all 7 CCs.</p> <p>Hae shared an email reminder from Banner about the correct use of CRNs assigned by campuses. A processing error occurred this Fall term when a student could not register for a class sharing the same CRN with another institution. Hae asked the members to remind course schedulers, registrars, etc. on their campuses on the use of appropriate CRN ranges.</p> <p>Jan shared the response submitted by a legislative inquiry about the varied practices used by the University's campuses on charging for credit by exam. He thanked the group for responding quickly to meet the deadline.</p>	<ul style="list-style-type: none"> ● Hae will share Manoa's Add-Drop operational process for other campuses to consider as part of their verification of students' "no show" ● Members will remind affected staff members about the use of CRN ranges
<p><i>Stu Development</i></p> <ul style="list-style-type: none"> ○ <i>Title IX online course</i> 	<p>Jan reminded the group about the agreed upon dates established via telephone conference call on 08-19-15. He explained that as part of a common messaging system, an initial email was sent system-wide giving a "heads up" to students about the upcoming launch of Haven, EverFi's online course on sexual misconduct. Campuses were reminded to that they would follow-up with campus specific email broadcasts inviting students to complete the course, the sign-on process, and timeframes for completion.</p> <p>Jan reported that the question was raised about the applicability of University's Title IX</p>	<ul style="list-style-type: none"> ● Members will prepare and send out the second email invitation to students to participate in Haven ● CCs collectively sent out a standard email announcement on 09-14-15

	<p>protections for college students with high school students participating in the different early college programs (running start, jump start, early admits, early college, etc.). He noted that there were a series of email conversations expressing concern about having high school students complete Haven and that perhaps the content might be inappropriate for high school aged students. Group agreed that a common explanation of the University's stance for having high school aged students enrolled in college classes participate in Haven was needed. Jan will prepare a suggested stance based on perspectives from group members that the content of Haven covers issues on college campuses, high school campuses, and communities; that while the University understands the community or parental concerns, these issues are not going to disappear; that high school students enrolled in college credit classes ought to be treated like any other college students. Lara reminded the group that the Running Start and Early College Application Forms contain statements that the students and their families understand that full participation in all course activities is expected and may involve exposure to alternative viewpoints that may include material of an adult nature.</p> <p>A related issue was raised that other requests for support services for the growing number of high school students taking college classes should be addressed on a more consistent, systematic basis. Suggestion was to invite Karen Lee of P20 to be a part of the discussion.</p>	<ul style="list-style-type: none"> • Jan sent out the suggested explanation of the University's position via email dated 09-11-15 @ 315pm • Jan will invite Karen Lee to next month's meeting
<p><i>Student Life</i></p> <ul style="list-style-type: none"> ○ <i>Student Fees Policy</i> 	<p>Jan reported that the proposed new executive policy on mandatory student fees is near final form. It is not being promulgated yet until all campuses are able to comply with the requirements related to distance learners and mandatory student fees as well as concurrent enrollees and mandatory student fees. He is working with affected campuses to complete necessary action steps to get into compliance with the requirements outlined in the new proposed policy.</p>	<ul style="list-style-type: none"> • Jan will continue to work with affected campuses in order that they can comply with requirements
<p><i>Stu Development</i></p> <ul style="list-style-type: none"> ○ <i>System Stu Cond Code; Sanctions</i> 	<p>Jan reported that he is working with Bev Baligad, Title IX and Compliance Officer at UHWO to finalize draft revisions to EP 7.208 (systemwide student conduct code) and EP 7.205 (systemwide student disciplinary sanctions). These draft policies will be shared with the group once completed.</p>	<ul style="list-style-type: none"> • Jan will prepare draft revision of EP 7.208 and EP 7.205

<i>Next Month Agenda Items</i>	Topics suggested for next meeting were update on centralized financial aid processing; update on centralized admissions processing; STAR Banner Registration Interface; High School students and support services; and document imaging for subsequent meetings.	<ul style="list-style-type: none"> • Jan will invite appropriate parties
NEXT MEETING	DATE of next meeting – Thursday, October 8, 2015 at Leeward CC in location to be determined.	<ul style="list-style-type: none"> • Jan will send reminder of next meeting date and location.

Recorded by: /s/ Jan Javinar