

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

DATE: Thursday, 10-08-2015, Leeward CC, Educ Bldg Third Floor

ATTENDANCE: Members (x=attended)

UHH: Gail Makuakane Lundin ()

UHM: Lori Ideta ()

UHWO: Judy Oliveira (x polycom)

System: Jan Javinar (x)

System: Risa Dickson (x)

HawCC: Jason Cifra (x)

HonCC: Lara Sugimoto (x)

KapCC: Brenda Ivelisse (x)

KauCC: Earl Nishiguchi ()

LeeCC: Curtis Washburn (x)

UHMC: Debra Nakama (x)

WinCC: Amy Rozek (x)

Others present: Hae Okimoto, Acad Technologies; Lynn Inoshita, Banner Central, Gary Rodwell, STAR, Karen Lee, P-20, and Angela Jackson, P-20. Meeting started at 9 a.m. and ended at 12:50 p.m.

ITEM	DISCUSSION	ACTION / FOLLOWUP
<i>Group Memory</i>	Notes from previous meetings: 09-11-15 was reviewed with no corrections or additions.	<ul style="list-style-type: none"> • Jan will have it posted on website
<i>High School Aged Students on campus</i>	<p>Karen Lee and Angela Jackson from P20 shared a diagram of all accelerated learning options available to high school students interested in obtaining college readiness and/or college credit. Four programs are designed as dual credit options, including advanced placement/international baccalaureate, early college high schools, running start, and jump start whereas a fifth program involves preparing high school seniors who are not college ready (per ACT/COMPASS/Smarter Balanced Assessment) with transitional coursework which prepare them for college instruction, especially in math and English.</p> <p>P20 views itself as facilitator for both the colleges and high schools to experiment with curricular innovations with the goal towards institutionalizing effective practices. P20 does not view itself as the arbiter of policy decisions involving high school aged students on college campuses, rather P20 is a willing partner to addressing operational and policy issues which arise from the presence of high school aged students on college campuses. How federal Title IX requirements impact high school students participating in accelerated learning options is being looked into with the Hawaii Department of Education. Angela has reached out to the TIX coordinator for DOE for consultation. She agreed to update the group as she learns more. Karen added that the National Alliance on Concurrent Enrolment Partnerships (NACEP) has opined that if students take college courses at the high school campus, then they are not seen as needing to fulfill TIX college</p>	<ul style="list-style-type: none"> • Angela will update the group about DOE's guidance and advice.

	<p>student requirements. Members responded that there are other issues that need to be clarified beyond TIX, including the nature of accommodations that need to be provided in spite of hosting the course at a high school, the type of tutoring support that should be deployed, mental health services that these high school students may need, background checks & suitability clearances for personnel hired etc.</p> <p>Reiterating P20's facilitator role, Karen reminded the group while P20 endeavors to standardize agreements made between high schools and college campuses, that ultimately, the key to success is the relationships forged between college campuses and the high schools. A sample template of a MOA was shared with the understanding that these may be and should be modified as needed. Members were also reminded that having points of contact identified in the MOA should facilitate joint problem-solving as concerns arise.</p> <p>As enrollment by high school aged students increase in the colleges' accelerated learning options, the need for consistent coding in BANNER was raised. Whether to use Admit Type or Student Attribute was discussed in length, with pros and cons shared. This item will need to be discussed in future meetings yet soon.</p>	<ul style="list-style-type: none"> • University is in process of proposing new EP9.221 and AP9.545 on background checks and suitability clearances of BOR appointees. • Angela will send an electronic version of the MOA template.
<p><i>STAR Registration Interface w/ Banner</i></p>	<p>Gary Rodwell, Manoa's Manager for Academic Development & Technology demonstrated the latest version of STAR's capacity to enable student registration aided by guided pathways. He likened this capacity to the combining and drawing of different sets of information from various databases to empower students to make conscious course registration choices which will enable or impede their progress toward degree completion. This capacity will ultimately eliminate the need for paper program advising sheets and transfer this information online where college students are currently at.</p> <p>He noted that this feature, using predictive analytics, will offer students a package of course choices that will lead to program completion. Additionally, a "nudge" feature consisting of a diversity index and complexity index will order the package of course choices to maximize students' ability to enroll in relevant program of study requirements.</p> <p>Rodwell asked that campuses work on ensuring that their academic pathways are 100% accurate and that during the pilot testing, try a challenging program of study so that the bugs in the feature may be worked on and worked out. This feature may potentially</p>	<ul style="list-style-type: none"> • Members will work with advising staff to ensure accuracy in academic pathways that are uploaded.

	<p>impact current advising approaches to allow for what Rodwell described as a guided pathways advising approach.</p> <p>The STAR interface with Banner registration may assist with designing pre-requisite courses that will enable pre-majors to be enrolled in a chosen program of study without the benefit of college level math and English requirements fulfilled. With introduction of meta-majors, the challenge of initiating the matriculation of waitlisted students in programs of study will be addressed. Rodwell concluded by asking for the group's assistance in working with advising staff who may be challenged with this new feature and change in advising approach.</p>	
<p><i>Admissions</i></p> <ul style="list-style-type: none"> ○ <i>Online application; Site Codes</i> ○ <i>ACT Test Scores</i> ○ <i>Stu Identity Verification; Students Preferred Names</i> 	<p>Lynn checked into the functionality of BANNER to address items requested last month to include better descriptors of geographic locations and sites so that students are clear on where they will be taking the bulk of their coursework. It is do-able. Suggestions from the registrars group were offered as enhancements to the drop down menu as well as to the online NOTE which gives the impression that an applicant may only apply to 1 campus site. Lynn will work on language on the NOTE issue.</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 noted that University General Counsel raised the concern that students' identities are not verified as they regularly matriculate and graduate from our campuses. She noted that nationally, there also does not appear to be an overwhelming practice in doing so. Because of security issues arising across the nation, Acad Affairs was asked to develop a system policy and implementing procedures which do not create barriers to enrollment or degree completion, yet fulfills the security and safety needs of the campuses.</p>	<ul style="list-style-type: none"> ● Lynn will work on amending the drop down menu and NOTE with Jason and Jan to confirm language proposed. ● Members will work with Marlene Mattos, P20 which is providing the funding, to complete ACT documents to get AIRO and AIM up and running ● Jason and Brenda will draft a proposal of a preferred names policy which may inform a larger verification of student identity policy proposal.

	Brenda raised a related concern about LGBT students, especially transgendered students wishing to have their preferred names acknowledged in student information systems which inform class rosters. It was noted that the President's Commission on LGBT Concerns will be submitting a proposal to President Lassner related to the use of preferred names. This would require the identification of appropriate documentation to verify the original and new identities of students requesting the use of preferred names.	
<i>Registration & Records</i> ○ <i>Dropping last Class online</i>	Lynn reported effective Spring 2016, three modifications to the Discoverer's Report will be made as requested by the registrars group.	
<i>Student Life</i> ○ <i>Student Fees Policy</i>	Jan maintained that the proposed new executive policy on mandatory student fees is in final form, and that 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 the affected campus to complete necessary action steps to get into compliance with the requirements outlined in the new proposed policy.	<ul style="list-style-type: none"> • Jan will continue to work with affected campus in order that they are able to comply with policy requirements.
<i>Stu Development</i> ○ <i>System Stu Cond Code; Sanctions</i>	Jan will submit draft revisions to EP 7.208 (systemwide student conduct code) and EP 7.205 (systemwide student disciplinary sanctions) to the group for discussion next month.	<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; student admit types; and others.	
NEXT MEETING	DATE of next meeting – Friday, November 13, 2015 at Kauai 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