

Council of Chief Senior Student Affairs Officers  
January 8, 2016  
9-130 p.m.  
Hawaii CC (VTC connection to UHM)

## **Meeting Summary**

Present: Lori Ideta (UHM), Gail Makuakane-Lundin (UHH), Judy Oliveira (UHWO), Brenda Ivelisse (Kap), Jason Cifra (Haw), Lara Sugimoto (Hon CC), Debra Nakama (Maui), Isaiah Kaauwai (Kaua'i), Curtis Washburn (Lee), Amy Rozek (Win), Hae Okimoto (ITS), Risa Dickson, and Joanne Itano (UH System)

### VPAA Update

Search is underway for permanent AVPSA appointment. Hope to start 3/1/16 to 7/1/16.

Legislative help needed in drafting testimony. Curtis, Brenda and Isaiah volunteered. Areas of expertise will be gathered by Jennifer Soma and shared with VPAA.

### Preferred Name Policy

Provides for students/faculty/staff on certain documents having a choice of a preferred name. Brenda is working on draft policy. Per Hae, Banner does not allow for this and a workaround is needed. Some campuses already provide for preferred names on diplomas (UHH). The group decided that the preferred name is to flow to class roster and the portal at this time. There is interest in preferred name on student IDs. Hae will check with UHM if this is possible.

Hae will get back to the group on a timeline for implementation, possibly Fall 2016.

### Stipends for students and impact of FA

Continue to be an issue for students.

### Student Life/Chartered Student Organizations/Student Fees

Discussion on must CSOs have an advisor and selected by whom. What is the advisor's role? Can the advisor be someone who is not a UH employee or works on the specific campus? For RIOs, advisor may be non UH people. It was shared that past advice from OGC was that RIOs are independent and UH should not be involved with RIOs.

Need to review CSO policy in BORP and EP and examine the inconsistencies across the UH campuses.

VCSAs are sometimes unaware of what occurs at Student Caucus. They would appreciate a copy of the agenda and notification by system staff who attend the meeting on significant issues.

Policy on student caucus may need to be revisited (EP7.207).

Student fees also need to be revised. Who owns the fees? Some CSOs believe they do and may spend as desired. Some UH administrators believe that the Chancellor has final say and funds belong to the campus/UH. CSOs are required to develop a budget based on fees collected for a specific year and to spend the majority of funding collected. Some campuses have large balances in their student fee accounts and the fiscal processes vary across the campuses. UHM has very tight budget process and staff who are hired to be advisors to CSOs assigned to the CSO

Gail, Debbie and Judy agreed to serve as a small group to clarify issues related to student life (fees, advisors, student caucus) to set up a plan for action. Joanne to convene group and obtain relevant policies.

A question asked was can a group come to campus to talk about religion. Consensus is that the group may stand on public space on campus (may be defined public space or not) and representatives may not approach others but are free to speak to those who come to them.

#### STAR Registration

Lara provided 2 handouts to group (see attached). All campuses to select a pilot group to pilot for fall 2016 registration. Intent is all students (including graduate students) to register via STAR for Spring 2017 semester. Lara shared that for Hon CC the focus was on continual communication to all stakeholders. All curriculum changes are to be completed by 1/22/16. In January 2016 a test site will be available.

#### Common Application Changes

CCs want to add self reporting of grades similar to UHM as part of common application for deved placement. This information will be pushed to SOATEST. Group is agreeable to this change. Katy Ho will take this to the CC AAA group for their review/approval and then inform Banner so changes may be made.

With the approved alternative placement measures, Banner will build rules to interpret the values in SOATEST. Hon CC and Haw CC who have some differences will be responsible for building their own rules.

#### Developmental Ed

Haw CC and Hon CC remain the outliers in this CC initiative.

Kap CC is working with McKinley Community School for those students who place in the lowest levels. A faculty and counselor has been assigned to work with these

students at the community school. Jason to contact Helen Sampei from McKinley Community School to come to next CCSSAO meeting.

### STARFISH

CCs remain concerned about the costs of STARFISH; how well are faculty engaged; and the large amount of work it takes to implement STARFISH. It is suggested that Student Caucus be asked their view on how best to communicate with students after an alert is received.

### Counselor PD for CCs only

Feedback provided to Jason. Please send any final comments by 2/8/16 to Jason who will finalize and return to CC OHR.

### SBAC Update

No additional comments after Angela Jackson's presentation at the Joint Meeting in December.

### Student Services Inventory

Amy shared the purpose of the inventory and the request to the CC CSAOs: Below is a link to the student support services inventory my subgroup conducted last fall. As you will see, services are quite varied from campus to campus. At first we thought this list would help us easily identify the gaps but upon further consideration it was decided that this chart be a reference for our next steps.

[https://docs.google.com/a/hawaii.edu/document/d/1bdnlltkxxAT61sgUVLvJTMbfsRsUbsuzRCk1A4U96\\_k/edit?usp=sharing](https://docs.google.com/a/hawaii.edu/document/d/1bdnlltkxxAT61sgUVLvJTMbfsRsUbsuzRCk1A4U96_k/edit?usp=sharing)

The following is a list of student support services which have been identified as promising and best practices designed to positively impact student success. Many of these practices are already in place at our campuses at various degrees (as found in the inventory). Mandatory Orientation for all incoming (new, transfer, and returning) students

1. Mandatory (intrusive) advising with guided pathway planning; and/or case management
2. First Year Experience programming including a student success course
3. Learning Community
4. Early Alert with Intervention
5. Advising interventions with selected student populations
6. Tutoring
7. Supplemental Instruction
8. High Touch Peer Mentoring
9. Academic coaching (either professional or peer based)
10. Summer bridge/engagement programs
11. Comprehensive learning assistance center/lab
12. Faculty mentoring

We have an opportunity to review and identify outstanding individual campus needs as we implement the acceleration model. By way of this email I'm asking that you and your campus partners consider the following questions to ascertain what specific campus support service gaps exist on your campus and what budget would help to mitigate the gap. Below you will find a list of questions to help guide a discussion with your campus colleagues. It is not meant to be all inclusive but provides a way to start a frank discussion.

Questions designated with an asterisk come from Terry O'Banion's "Access, Success, and Completion".

1. At which points in the pathway are we losing students?\*
2. What are we doing really well to help student gain momentum through the pathway?\*
3. Which practices need to be enhanced and what does this enhancement look like?
4. At which points do we want to introduce a promising or high-impact practice?\*
5. What practice have you always wanted to implement but have not been able to secure the resources?
6. Which practices might have the biggest impact on the most students?
7. How do we connect the various programs, practices, and experiences along the pathway?\*
8. How can we increase the number and quality of connections our students make with faculty and staff, and each other, as they navigate the pathway?\*
9. What information and tools do students need to navigate the pathway successfully?\*
10. What student feedback do you have that can help drive decision making?

After considering these questions and other that arise from your discussion, we need you to list in order of importance the practices you want to enhance or implement and what resources you would need to do so. Provide a draft budget with justification as applicable. Should you need assistance with the budget and justification, please let me know. I would ask that you have these discussions by January 20<sup>th</sup> so that you can provide the appropriate information to me by January 22<sup>nd</sup>. My goal is to then have the final report to Suzette by the end of the month.

### Enrollment Management Workshop

Workshop that was scheduled 1/22/16 is postponed. Time will be spent at 2/11/16 CCSSAO meeting to discuss the focus of this workshop. Please bring your ideas. Some questions to be discussed: how to calculate enrollment goals? What is your campus capacity? What would you like to be the outcome of this workshop? What does your campus do well? Data to be provided: Retention data (see <https://www.hawaii.edu/institutionalresearch/gradRatesSummaryReport.action?reportId=SDSTT01>) IRAO updating the retention model that shows gains in tuition by increasing retention.

### Systemwide Student Disciplinary Sanctions EP 7.205

Draft reviewed. To be reviewed at next meeting. See attached

Next Meeting: Thursday Feb 11, 2016, Kap CC