

VCAA Academic Administrative Council Meeting
Chancellor's Conference Room
October 4, 2005
1:30 – 3:30 p.m.

Present:

Hora, Steve	Michaud, Jene	Pila Wilson
Golian-Lui, Linda	Miller, David	Cathy Zenz
Hemmes, Don	Sakai, Marcia	Doris Chang (Note-taker)
Hirokawa, Randy	Steiner, William	

Agenda:

1. Review and accept minutes of September 6, 2005 meeting.
2. Academic Issues (Steve Hora)
 - a. WUE admission standards for impacted programs (MS, Biology, Communication)
 - b. Two-year guarantee 2+2 Programs
 - c. Graduation evaluations
3. Budget Issues (Steve Hora)
 - a. 2005-06 budget
 - b. Economies of scale presentation
 - c. Formula funding
 - System level
 - Campus level
 - d. Linear Tuition
4. Star Correspondent (Steve Hora)
5. Early Registration (Cathy Zenz)
 - ✓ Registration times for new, re-entering, and continuing students for Spring 2006
6. Library Updates (Linda Golian-Lui)
 - ✓ Mookini Library and acquiring campus publications for archives
 - ✓ New electronic databases
 - ✓ December hours
 - ✓ Night in the Stacks 2005

Next meeting:

Tuesday, November 1, 2005, 1:30 – 3:30 Chancellor's Conference Room

Item 1.

- September 6, 2005 minutes Item #3: CCECS name change will still be open for discussion. Steve is open to suggestions. Item #5: Cathy Zenz clarified that Wini Tatsuta did the evals for all colleges except for CAS. There is currently no one assigned to do graduation evals. Minutes of September 6, 2005 meeting were approved as amended.

Miscellaneous Items:

- Steve asked if the monthly VCAA Academic Administrative meetings were adequate. All agreed that the monthly VCAA AA meeting was sufficient.

- The BOR October meeting will be held at UHH/HawCC on the 20th and 21st. Steve reported that four regents will be visiting UHH on October 19. Administration is planning a presentation and also a tour of the MKAEC. Steve is also working with Audrey on a 30-minute tour. He is proposing visits to Beaumont and future site of Science & Technology Building, Marine Science (to observe Jim Beet's students doing experiments and lab work), EKH-Hawaiian Language area (overcrowded and to justify funding for the new college), Performing Arts (Ken Staton to show 6-minute DVD and short performance from Performing Arts students) and opportunity to advocate an eventual Fine Arts Building.

Linda Golian-Lui and Audrey Furukawa are putting together information packets for the BOR. Linda invited all colleges to showcase their areas by submitting brochures for the packets.

- 1.4 million has been appropriated by the Legislature for the College of Pharmacy for the next two years. The college will be admitting 80 students per year.
- Defer to November 1 meeting: 1) Early deadline for application for graduation, 2) Academic Policy and Catalog--curriculum for community college transfer students.

Item 2a.

- The 40% count for WUE and non-resident students at UHH exceeds the allowable 30%. Steve reported that we are taking steps to make the ratio more favorable. He is asking for a study on the impact of raising the standards for admission.
- Data shows that the enrollment numbers of local students attending UHH has remained flat since 1992. Growth at UHH has been primarily due to an increase in the number of non-resident students. Focus will be to increase the resident enrollment by 10% to compensate for the decrease in non-resident students.

Item 2b.

- Capacity for growth is in the upper division. Articulate the 2+2 Program that will guarantee a student with an AA degree from the community college to transfer to UHH and complete their degree in two years. UH Manoa requires articulation to include the syllabus and instructor's name. This opens the door for UH Hilo to offer the 2+2 Program. More details need to be worked out (i.e., deciding which classes would be waived as prerequisite, meeting requirements via distance learning, offering classes during summer sessions, course substitutions for class equivalence, extending hours for class offerings, etc.)
- Twenty percent (20%) of additional tuition monies will be placed into scholarships to recruit good scholars, better quality resident students. Randy is pursuing the Honors Program. Housing, faculty, facilities, etc., must grow to meet growth.

Item 2c.

- Graduation evaluations were done by the Records Office in the past. The deans are responsible for admitting/graduating students. Steve asked the deans to be responsible for the evaluations with no additional resources.

- The implementation of STAR will make it easier and less time-consuming.

Item 3a.

- Steve discussed the handouts of the latest budget for Academic Affairs. He asked that the Deans use the Academic Affairs Allocation 2005-06 by Unit. He also provided the budget prepared by Lois Fujiyoshi and Bill Chen's plan for Legislative New Appropriations to UH Hilo Biennium 2005-2007 for additional information.

Item 3b.

- Should UH-Hilo grow? Steve discussed the handouts. The Economies of Scale shows that UHH has not yet reached an efficient size. As the student body grows, the costs per student will fall. The graph on page 4 does not include physical infrastructure. The current Expenditures/FTE of \$12,435 in the Expenditure Projection Chart includes HawCC expenditures. This chart indicates that we are more cost-effective when the enrollment reaches double its current size.

Item 3c.

- Steve presented an example of formula funding. Each college is assigned a funding factor based on co-efficients from other similar institutions.

Item 3d.

Steve discussed the Linear Tuition handout. Linear tuition is proportional to units enrolled (payer-credit). Cathy Zenz added that "capped tuition" increases the FTE whereas "linear" does not.

Item 4.

- STAR Correspondent replaces On-Course. The data produced by STAR is dynamic. Only prepackaged reports will be available. Anyone who has UH email/password will be able to access with limited use depending on user profile.

Item 5.

- Cathy Zenz asked for recommendations for early registration for Spring 2006. Should we continue to register in the order of priority by seniors/freshmen/juniors/sophomores? The group suggested maintaining the same. New and returning students will be allowed to register during Welcome Week in order to appropriately advise students. Continuing students will register sometime after Thanksgiving.
- Randy asked if students in the Honors Program could be given priority registration. Cathy explained that when provided a list of names, the Records Office can identify these students and manually code them to allow them to register from the first day of early registration such as those for disabled students and special groups.
- Linda is also willing to offer the same library privileges as those extended to graduate students for borrowing books for the semester unless recalled (opposed to 90 days). The list defaults from semester to semester.

Item 6.

- Linda Golian-Lui is working with Susan Yugawa at UH Graphics to change the form for archiving. Linda is asking for two copies of each item be sent to the Library for archives (i.e., TPRC, catalogs, theater handouts, Program Reviews, etc.)
- Linda reported that new electronic databases were purchased from RIMI/EPSCoR funds. This was a piggy-back purchase with UH Manoa for the purchase of Wylie Interscience Journals for less than \$500. Also available is Access Medicine that can accommodate two simultaneous users. The Chronicle for Higher Education was purchased with Library funds.
- Linda announced a correction for the Library hours for the month of December. The Library will be closed at 12:00 noon on December 23 and 30 (not at 4:00 p.m.)
- Invitations for “Night in the Stacks 2005” will be sent out this week. The event is scheduled for Friday, November 18, 5:00 to 8:00 p.m. She is sending an extra 20 invitations to the Deans for distribution. She will also be including Borders Benefit Day and Atlas Recycling tickets with the invitations.

Meeting adjourned at 3:15 p.m.

Respectfully submitted,
/Doris Chang/
Secretary
Office of the Vice Chancellor for Academic Affairs