

VCAA Council of Deans and Directors
Minutes of Meeting
August 5, 2003
8:00 AM
Chancellor's Conference Room

AGENDA:

- 1) Tenure and Promotion - Chris Lu
- 2) Academic Advising - Chris Lu
- 3) Commencement Coordinator - Chris Lu
- 4) General Education Student Outcomes Assessment - April Komenaka

Present:

Christopher Lu, Diane Higgins, Michael Bitter, Marcia Sakai, Steve Hora, Larry Heintz (representing Kenith Simmons), Kalena Silva, Michael Collier

- 1) Tenure and Promotion - Chris Lu
Discussion focused on the following:
 - early tenure and promotion;
 - application for promotion before tenure;
 - there is no mechanism for merit salary increase; early promotion is used to increase salary; contract includes procedures for tenure and promotion; however, there are no criteria listed in the contract;
 - VC Lu will work on the issue of merit increases;
 - only counting time at UHH for progression to the next rank will cause a recruitment problem;
 - general agreement: promotion should be linked with tenure;
 - Dean Hora will write a clarification which will include consequences for both scenarios: granting promotions without tenure and counting only time at UHH vs including time at other institutions for granting promotions and tenure.
- 2) Academic Advising - Diane Higgins & Michael Bitter
The recommendations from the Academic Advising Committee were reviewed and discussed.
 - A. Encouraging a culture of caring and productive advisors:
 - An annual advising award will be established. The awardee will be recognized at the Chancellor's year-end award ceremony.
 - Toward this goal, the committee will address the establishment of an assessment component. This component will be publicized and the CAS Dean will include this component in the contract renewal and tenure and promotion document being developed.

- B. Ensuring that each student places into and is able to take the appropriate Math course for their skill level:
 - A meeting of the math department will be scheduled to discuss a smoother process to alleviate the confusion and difficulties faced by students, faculty and advisors.
 - Alternatives such as on-line delivery of courses and remedial courses will be addressed.
 - C. Fostering an awareness of the responsibilities of advising:
 - Challenges encountered with Banner: All faculty should have access to students' academic records for purposes of advising;
 - Every student should have an advisor. If a student does not have an advisor, the division chair should be notified.
 - Various units will be contacted to ensure that advisors and students are kept aware and informed.
 - D. Transfer Credit Evaluations
 - This process will be discussed between the VC for Student Affairs and the deans and director of the colleges.
 - E. Banner Implementation
 - Challenges have been encountered with the implementation of Banner:
 - Every student should have an advisor. If a student does not have an advisor, the division chair should be notified.
 - All faculty should have access to students' academic records for purposes of advising;
 - F. Dissemination of Information
 - Discussion with the Office of Technology and Distance Learning will be initiated to explore the possibilities available to students and advisors.
- 3) Commencement Coordinator - Chris Lu
VC Lu has discussed the matter of appointing an interim commencement coordinator with Haunani Bernardino. Haunani will call VC Lu with her recommendation. Script will be done by the VCAA office. VC Lu asked that suggestions for an interim commencement coordinator be sent to him via e-mail.
- 4) General Education Student Outcomes Assessment - April Komenaka
WASC recommendations were distributed by VC Lu. Measure of learning outcomes for programs, courses and general ed were discussed. A current set of course syllabi must be maintained. Strategic initiatives were briefly discussed. Congress budget chair will be invited to stay in process. VC Lu will coordinate a meeting with all parties concerned inc the deans and directors to discuss the matter of abolishing the college faculty senates.

5) Other Business:

VC Lu clarified the function of the two academic groups:

- Vice Chancellor's Council of Deans and Directors
 - Membership: 3 deans of CAS, CAFNRM and CCECS; 2 directors of CHL and Library; and 4 division chairs of CAS, 1 assistant to the CAS Dean.
 - Focus: daily operational issues
 - Vice chair: dean of CAS
 - Meeting schedule: first Tuesday of each month, 8:30-10:00 AM, Chancellor's Conference Room
- Vice Chancellor for Academic Affairs Academic Council.
 - Membership: 3 deans of CAS, CAFNRM and CCECS; 4 directors of CHL, Library, OTDL and Institutional Research; and University Registrar; 2 coordinators of Research and Graduate Programs; 1 Faculty Congress Chair
 - Focus: academic policy and procedures
 - Vice chair: director of OTDL
 - Meeting schedule: third Tuesday of each month 8:30-10:00 AM, Chancellor's Conference Room

The meeting adjourned at 9:55 AM

Submitted by:

BJ Saito