

VCAA Academic Administrative Council Meeting
November 1, 2005
1:30 – 3:30 p.m.
Minutes

Present:

Brown, Dan—Grad Programs
Hirokawa, Randy—CAS
Hora, Steve—Interim VCAA
Mellon, Jim--guest
Michaud, Jene—Congress
Miller, David—Humanities Div.
Miser, Ann B.—AVCAA

Okinaka, Alton—Social Sci Div.
Sakai, Marcia—CoBE
Silva, Kalena—Haw Lang
Steiner, Bill--CAFNRM
Tamashiro, Corinne—CCECS
Tatsuta, Wini—guest
Zenz, Cathy—Univ Registrar

Agenda:

1. Review and accept minutes of October 4, 2005 meeting.
2. Old Business
 - a. Early deadline for application for graduation
 - b. Academic Policy and Catalog—curriculum for community college transfer students.
 - c. Follow- up discussion of 2 + 2 Program
 - d. Responsibility for Graduation Evaluations
3. Academic Calendar
4. China-U.S. Master's Program
5. Three-peat Rule
6. Fate of (previously) EPSCoR-funded faculty positions
7. Reminder: Night in the Stacks, Friday, November 18, 2005, 5:00-8:00 p.m.

Next Meeting: Tuesday, December 6, 2005, 1:30-3:30 Chancellor's Conference Room

Item 1. Corrections to October 4th, 2005 meeting.

Item 2c should read "Graduation evaluations were done by the Records Office in the past. The deans are responsible for admitting/graduating students. VCAA Steve Hora asked the deans to be responsible for the evaluations and has committed to pursuing additional resources for the evaluations."

Item 4 should read "STAR Correspondent supplements the MAPS system and allows access to data in real time as far back as when Banner started at UH Hilo. The data produced by STAR are dynamic. Only prepackaged reports, however, will be available. Anyone who has approved access to Banner can use the system by clicking on the Star Correspondent Web Site and requesting information for a particular report."

Item 2. Old Business

Item 2a. Proposal is as follows:

- If student wants graduation evaluation completed before the next semester's course schedule comes out, a student **must apply by 3rd week of semester BEFORE he or she is to graduate.**
- If student does not need an early graduation evaluation, a student **must apply by 3rd week of semester WITHIN which she or he is to graduate.**

- In order to attend graduation (**no guarantee of a grad evaluation completion**), a student **must apply by the 10th week of the semester within which she or he is to graduate.**

Discussion focused mainly on the last part of the proposal. Registrar's Office doubts that the 10th week timeline is feasible. Information that most people agreed on is as follows:

- Because the records are not up to date, a longer lead time is needed; when the records finally get updated, the lead time can be shorter.
- At a very minimum, no matter what the process eventually becomes, the graduating student must apply ahead of time and pay the appropriate fee.

Steve Hora, Interim VCAA, agreed to re-write the proposal to attempt to reflect the concerns and agreements of the discussion.

Item 2b. The Council discussed the possibility of admitting UH Hilo transfer students from any UH system community college based on the academic requirements in effect at UH Hilo when the student entered his or her community college. Discussion focused on problems of logistics, with some agreement that if we limited the number of years within which a student could utilize this policy, it might be feasible. Several UH Hilo programs already have well-articulated transfer agreements with the CC's. This policy, if revised, has the potential to increase UH Hilo's number of in-state students.

Item 2c. The 2+2 Program allows a student to be admitted to UH Hilo at the same time she or he is admitted to a UH system community college. Currently there are 8 programs in CAS that will participate in the 2+2 program, meaning that if a student completes an AA degree from a UH community college, he or she can attain a bachelor's degree from UH Hilo in two more years of successful full time study. Some discussion ensued on the idea of offering incentives to UH Hilo programs to participate in the 2+2 Program. This program, like the policy mentioned above, has potential to increase UH Hilo's number of in-state students.

Item 2d. In terms of responsibility for graduation evaluations, Steve Hora is working on resources to attain 3 advising positions to do the graduation evaluations, 2 for CAS, and 1 to be shared by the other colleges. In the meantime, deans/directors from all the colleges agreed to continue to do their own with the expectation that relief from this duty will be forthcoming ASAP.

Item 3. Academic Calendar

Five questions were discussed in relation to the Academic Calendar:

1. Should the drop/add date be the same? Could the add date be a couple of days beyond the drop date so that class spaces left vacant by last-minute drops could be filled?
2. Why is there a drop date where no "W" appears on the transcript? (Impact on financial aid qualification is one reason)
3. Should the last day to drop a class be the last class day? Could this shift help with retention? Is it academically sound? Would it be financially sound?
4. When should graduation applications be due (see item 2a)?

5. Should/Could we coordinate the UH Hilo summer school schedule with the other UH system campuses' schedules so that students can take courses at two different campuses?

Lively discussion occurred around all these items with no recommendations, but with the commitment to consider these questions in future reflections regarding the academic calendar and the ramification of calendar decisions.

Item 4. China-U.S. Master's Program

Problems identified follow:

1. We need to work out rules whereby colleges not housing master's programs get needed resources to continue teaching support for interdisciplinary programs like the China-U.S. program.
2. We are not necessarily offering suitable courses in this program to current students.
3. We are sometimes violating our own rules regarding what counts and does not count in terms of allowable courses.
4. There is some question about whether or not required papers actually are being written for the Chinese Culture experience in China.
5. We are sometimes violating our own admission rules.
6. Directed Studies courses need to be clearer and more academically rigorous.

Steve Hora will pursue conversations with the Chancellor and others to begin resolution to these issues.

Item 5. Three-peat Rule.

Question arose as to what governing body on campus is in charge of this policy. This question re-initiated conversation about the need for greater clarity regarding campus governance—i.e. who's in charge of what (and why and how?).

Item 6. EPSCoR-funded Faculty Positions

This question was raised in light of questions about what happens to faculty who were hired on the EPSCoR grant if UH Hilo does not get the EPSCoR grant refunded in the next round of funding.

Steve Hora, Interim VCAA, clarified that all tenure-track faculty were hired with an approved position number attached to their hire. These positions are secure as long as positions are funded. If UH Hilo is not funded in the next round of EPSCoR grants, positions other than tenure-track faculty would have to be funded with other system resources.

Meeting adjourned at 3:30 p.m.

Ann B. Miser, Ed.D.
AVCAA