

VCAA Academic Administrative Council Meeting  
September 6, 2005  
1:30 – 3:30

Present:

Brown, Dan	Michaud, Jene	Sakai, Bill
Golian-Lui, Linda	Miller, David	Sakai, Marcia
Hemmes, Don	Miser, Ann B.	Tamashiro, Corrine
Hora, Steve	Okinaka, Alton	

Agenda:

1. Review and accept minutes of August 2, 2005 meeting
2. Budget Deficit
3. Dean of the College of Virtual and Lifelong Learning
4. Fall 2005 Enrollment
5. Graduation Evaluations and Preliminary Graduation Evaluation Checklist
6. Transfer Policy

**Next meeting:**

**Tuesday, October 4, 2005, 1:30 – 3:30 Chancellor's Conference Room**

Item 1.

- August 2, 2005 minutes were amended to read that the PCR for Pharmacy was distributed as a separate attachment subsequent to the meeting. Minutes of August 2, 2005 meeting were approved as amended.

Item 2.

- To meet UH Hilo's academic financial obligations, Academic Affairs needs about \$500,000.
- One of several reasons we are in this state of financial affairs currently is payments UH Hilo has made over several years to support Hawaii Community College operations after the split of UH Hilo and HCC. As of 2003, these operations had cost UH Hilo 7.5 million. System President David McClain has committed to review ways to rectify this situation.
- Increased tuition from an enrollment increase this fall (+3.5%) will help defray some of the deficit in the budget.

Item 3.

- CCECS is undergoing a name change to reflect a new conceptual framework for the college. Selected name is College of Virtual and Lifelong Learning.
- Steve Hora will be putting together a Search Committee soon for the new dean of this college.

Item 4.

- Current enrollment figures for Fall, 2005 are 3431, a 3.5% increase over last year.

### Item 5.

- Graduation evaluations and audits are underway.
- STAR Graduation Audit has been initiated for Business Administration and Psychology. Hank Hennessey and April Komenaka are piloting the new system which seems to be working reasonably well.
- Marcel Tsang is working on CAFNRM evaluations.
- One initial problem has been identified: Sometimes Writing Intensive courses do not get identified early enough for students to correct the problem.
- Steve Hora has offered assistance by reassigning a person currently under contract to help out with graduation evaluations.
- A draft of a sample graduation evaluation checklist is nearly complete.

### Item 6.

- The Academic Policy Committee of the Congress will be considering the Transfer Policy (see previous Minutes) at its meeting in September.

### Miscellaneous Items:

- 3-peat rule has caused some concern since it could penalize students who repeat a class and fail it after passing it earlier. This issue will be brought up at the next Congress meeting.
- Monies to support graduate courses need to be budgeted in order to maintain the academic integrity of both undergraduate and graduate programs and to distribute funds equitably to support faculty who are doing additional work.
- Steve Hora will work on ways to unsnaggle interdisciplinary program issues and hopefully get some funding to support their oversight.