Meeting Minutes


Meeting brought to order at 11:30 am.

1. Approval of minutes for November 30, 2010.
   a. Posted online
      i. Public minutes (approved)
   b. Corrections/clarification
      i. Diagram: admissions should be moved above
      ii. 1 year/7 year should be moved below program review
      iii. Need to clarify that provisional programs once recommended is reviewed with
           in 1 year, then again 7 years after 1st cycle (i.e., 1st graduates) of achieving
           permanent status.
      iv. Need completion of:
           1. Program guidelines and assessment tools for what is submitted
           2. Program model not yet available electronically
   c. Faculty workload: not yet discussed
      i. Workload spreadsheet: missing enrollment size and total credit hours required
         per program
   d. Meeting schedule for next semester: doodle poll to be launched
   e. Motion to approve minutes: Yes-8, No-0, Abstention- 0

2. Discussion on the ATP: M.A. Heritage Management
   a. Bryan Kim: rationale very strong and excellent
      i. Suggestion: include tuition per credit on revenue template
         1. 10% projection increase until 2017 – not accurate.
            a. Should be 9% max
      ii. Make changes and resubmit to Dr. Morris
   b. Ken Morris: include any impact on current courses and programs
      i. Peter Mills: advantage for cultural impact assessment
         1. More interchange between Anthropology and Ka Haka 'Ula O Ke'elikōlani College of Hawaiian Language
         2. The program is to begin fiscal year 2012
         3. Anthropology has approval for new faculty needed
   c. Kathy Zenz: Impact on student services
      a. Income based on adding programs rather than 1st time freshmen
      b. Need more resources from institution
   d. Ken Morris: include transmittal page to the Chancellor once it is approved
ii. Charles Langlas: it should encourage growth in double majors
   1. So there should be no added burden on Ka Haka 'Ula O Ke'elikōlani
      College of Hawaiian Language
   2. No pre-requisites – encourage more retention

c. Charles Langlas: APT position needed in library
   i. Impact on library resources
      1. Donald Price: library needs should be general rather than specific during
         planning stage
      2. Peter Mills: agreed that eventually we’ll need an APT to handle archival
      3. Charles Langals: consider needs of other programs besides MA Heritage
         Management
         a. Ka Haka 'Ula O Ke'elikōlani College of Hawaiian Language needs
            more coverage
   ii. Funding of APT
      1. Nothing in fiscal year 2012, 50% time in fiscal year 2013, 50% time in
         fiscal year 2014, 1 FTE in fiscal year 2015
   d. Assuming ambitious growth rate of need for the graduates
      i. 9 students a year
      ii. 26 consolidating archaeological firms will double nationally
      iii. 90% of current graduate hires with degree come from outside of Hawaii
   e. Donald Price: Thesis/dissertation requiement should be included in planning document
   f. Michael Shintaku: where does the $500 lab fee per semester go?
   g. Motion: Chuck Langles moved to approve ATP. Donald Price seconded.
      Yes-8, No-0, Abstention-0, the motion carried and the ATP will be
      recommended to the CCRC once the revised document is received from Peter
      Mills

3. Discussion about CHUS
   a. Jerry Calton: The committee response was to recommend the approval of permanent
      status.
      i. Indicate if committee decision is based on clear assessment plan
   b. Bryan Kim: check with Joanne Itano to determine whether a revised self-study or old
      self-study is preferred.
   c. Yoshiko Fukushima: hold off until 1st meeting next semester
   d. To be discussed in next year in January

4. Discussion about Program Guidelines
   a. Email comments on program guidelines to Ken for next week

5. Discussion about Website
   a. Use transitioning to Googlemail – UHH no longer runs own server
      i. Advantages
         1. Security
         2. Minutes can be uploaded and edited all in one document
3. Private side in the GC section of the UHH website provides a repository for large documents to be downloaded
4. Initial submission and revisions made to the GC chair via filedrop
5. Paperless
   ii. Disadvantages
       1. Debugging

6. **Next Meeting: 11:30 am 12/14/10**
   a. Discuss workload proposal
   b. Discuss program guidelines

Meeting adjourned at 12:30 pm