VCAA Academic Council  
Minutes of Meeting  
October 19, 2004  
1:30-3:30 pm  
Chancellor’s Conference Room


- John Morton, director of Banner system, will be in Hilo on Wednesday, October 20. This is a chance to discuss with him issues with the Banner system.
- Banner issues raised:
  1. Generating reports (most reports now are done ad hoc by Bill Chen’s staff).
  2. New reporting system begins next month, so there will be new learning challenges.
  3. STAR program is being initiated and worked on.
  4. Added work load for users is an issue.
  5. Utilization of data to help with reports is difficult, if not impossible.
  6. Communication of new changes to end users is sometimes inefficient and ineffective.
  7. Question posed: Does it make sense to centralize Banner in Registrar’s Office when we make so many changes so frequently?
  8. Input system is too cumbersome and inefficient—we need a mechanism to upload batch products.
  9. Hilo needs to have cooperation from Banner staff to get codes quickly in order to upload a batch product.
  10. We need an end-user-friendly data retrieval system.
  11. Can Banner staff put together the graduation check (degree audit) process faster?

- Cross-listing of courses preliminary report:
  1. Of the 11 benchmark institutions researcher, only two do cross listing of courses.
  2. Stephen Hora sent an email clarifying class sizes of CAS courses for Fall 2004.
     - L (Lab sections) 15
     - LD Lecture 28.8
     - UD Lecture 20.3
     - WI (Writing Intensive) 15.9
     - Grand Total 23.0 (reflects combining cross lists and removing directed studies and internships)
  3. The above data differ from the MAPS report.
  4. Process for making a cross-listing change is as follows: Change is sent to the Congress, and Congress chair will send the change to the college senates.
Next Meeting: November 16, 2004 in Chancellor’s Conference Room
2. Invitation to Student Affairs staff and Congress retention chair to attend meeting to discuss retention issues.

Submitted by:
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