VCAA Academic Administrative Council  
Tuesday, August 2, 2005  
Meeting Minutes

Agenda:
1. Supplemental Budget Program Change Requests
2. Course Curriculum and Laboratory Improvement Program (CCLI)
3. Enrollment Update
4. Committees
5. Program Reviews
6. Campus-wide On Course Training
7. Transfer Draft Policy
8. Office Space
9. Graduation Application Deadlines
10. CCECS Dean Announcement

Members Present:
Hora, Steve (VCAA)  Hirokawa, Randy (CAS))  Silva, Kalena (HAW LANG)
Brown, Dan (Grad Council)  Miller, David (Humanities)  Simmons, Kenith (AVCAA)
Calton, Jerry (COBE)  Miser, Ann B. (VCAAO)  Zenz, Cathy (Registrar)
Haig, Margaret (CCECS)  Okinaka, Alton (Social Sciences)

Item #1. Supplemental Budget Cycle - Program Change Requests
Copies were distributed of the following FY 06/07 Supplemental Budget Program Change Requests:
- Master of Science Program in Tropical Conservation Biology and Environmental Science
- Master’s Degree in Counseling Psychology
- Entrepreneurship Training & Technology Management
- Native Hawaiian Initiative
- Increase in Recruitment of Native Hawaiian Students
- Office of Research and Graduate Studies
- Operation of Educational Astronomical Observatory
- Strengthen College of Agriculture, Forestry, and Natural Resource Management to Complement USDA Initiative

All of these Program Change Requests will be resubmitted for funding. These are Program Change Requests that were approved by the Board of Regents but were not funded by the Legislature. There was a reminder to include input from the faculty Budget Committee in funding deliberations and prioritizing.

Item #2. Course Curriculum and Laboratory Improvement Program (CCLI)
Copies of an email message from Dina Igoe relating to grant opportunities from NSF for course development and improvement in the STEM disciplines were distributed. Steve Hora will follow up on these opportunities with Sonja Juvik, Don Hemmes, and Don Price.

Item #3. Enrollment Update
Summary of data on UH Hilo student applications and acceptances as of July 26, 2005 was distributed. Enrollment and admissions/acceptance numbers are up. Currently admissions and acceptance rates are up 6.6%, so it is possible we could expect about a 5% increase for the Fall, 2005 semester.
Also, a summary of percentages of available seats filled with students enrolled as of July 28, 2005 was distributed so everyone could see where enrollment was high and low. In terms of numbers of small classes, UH Hilo and Manoa campuses are about the same now, whereas in the past UH Hilo had a greater number of small classes. Everyone was encouraged to pay attention to high and low enrollment figures to know where potential problems might exist.
To determine a break even number of 27 for class size in an undergraduate course, the average cost of a 3-credit course taught by a Lecturer, Rate B ($4058) is divided by the amount of tuition dollars being passed through to Academic Affairs from Administrative Affairs (50% of $100 X 3 cr.).

Item #4. Committees
A plan is in place to examine all the campus committees this coming year to see which are still viable and which need to be replaced or dissolved. Committees that are clearly active and essential, Steve will go ahead and re-appoint and then continue to re-appoint as the need arises during the year for the work of a particular committee. At the end of the year we should have a clearer picture of which committees are essential to the governance and operation of the university. Steve also plans to bring in an external consultant to look at UH Hilo’s faculty governance structure in order to make recommendations for a structure appropriate to the campus.

Some of the issues raised related to committees and the structure of campus governance are as follows:
- Every committee needs a clear mission and a clear conduit whereby recommendations can reach the people they need to reach in an efficient manner.
- Commitment of all faculty to serve on committees—commitment of faculty ranges from strong to absent. Many of the same people seem to serve on several committees and do the major work involved. These differences raise issues of fairness and professionalism especially when there seems to be little or no accountability for faculty to take on this important responsibility.
- Why are so many committees filled with non-tenure-track faculty? Why are so few tenured faculty agreeing to serve on committees?
- The campus needs to look at all committees to see which committee fits under which governance structure.

Item #5. Program Reviews
Schedule of Program Reviews was distributed. Steve Hora will meet with the Assessment Coordinator to review the schedule to see if any shifts need to be made.

David Miller will head up a Task Force to look into the formation of an Interdisciplinary Department under which programs without designated departments could be placed.

Item #6. On Course Training
An On Course Training Workshop on Kauai was attended by Randy Hirokawa, April Komenaka, Elizabeth Stacy, Raina Ivanova, Cecilia Mukai, Carmen Perez-Frayne, and Kamaka Mahi Grunderson. The workshop is designed to train higher education professionals in a course in academic and life management for college students, particularly at-risk students, for the purpose of increasing students’ academic success and increasing student retention. The course seemed to be quite good particularly in its dual emphasis on academic and personal management skills. The question raised by Dean Hirokawa was, “Is this something UH Hilo wants to invest in?”

Generally there was agreement that it is not a course we would be interested in requiring of all students, but possibly of students who were admitted to UH Hilo with marginal qualifications.

After much discussion, the decision was to postpone a decision while we investigate the overlap between this program and other programs currently available on campus and to get more data regarding the success of this model compared to other models available. The possibility of offering the course through College of Continuing Education and Community Service was discussed.

Item #7. Transfer of Credits Draft Policy
The objective of this draft was to clarify policy on the transfer of credits.

Summary of major points of proposed policy:
- UH Hilo will accept for transfer all courses completed at a regionally accredited U.S. university or college or at a college or university approved by the Ministry of Education in another country provided that the courses satisfy the following criteria:
• The course is at a baccalaureate level in a field that is typically part of a baccalaureate program.
• The student has earned a C- (1.70) or higher in a course from outside the UH system.
• The student has earned a D (1.0) or higher in a course within the UH system.
• The course is not developmental or remedial.
• The course is not a part of a vocational or technical program.
• The course is not a “credit for life experience” course.

Courses that neither carry a UHH discipline designation nor appear to fulfill a general education requirement will be designated as “elective.”

Initial transfer evaluations will not be subject to change unless the student requests a review and a modification is approved by the appropriate official (department chair or dean).

Procedures on how and where to assign transfer credits are delineated in the full policy draft distributed at the meeting (contact Kenith Simmons).

Item #8. Office Space
There still is an absence of needed office space for new faculty. Division directors needing space for new faculty should send a written proposal to the dean requesting a particular space for each new faculty member.

Item #9. Graduation Application Deadlines
These were determined at the last meeting.

Miscellaneous Item
Steve Hora will be setting aside monies to purchase ETS Major Field Exams as a way of assessing student learning goals. ETS has exams available in the following areas:

<table>
<thead>
<tr>
<th>Biology</th>
<th>Education</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>History</td>
<td>Physics</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Literature in English</td>
<td>Political Science</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Mathematics II</td>
<td>Psychology</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>MBA</td>
<td>Sociology</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Item #10. CCECS Dean Announcement
Dean Margaret Haig announced her resignation from UH Hilo effective September 1, 2005 to assume new duties as vice chancellor of the Peralta Community College District, East Bay, Oakland. The Council members offered her their congratulations.