VCAA Academic Council Meeting  
August 19, 2003, Tuesday  
8:30 AM  
Chancellor's Conference Room  

AGENDA  

1) Review of actions taken by the Council - Chris Lu  
2) Retention Issue - Bill Chen  
3) Transfer Students - Bill Chen  
4) Transfer Credit Evaluations - Chris Lu  

Present: Chris Lu, April Komenaka, Jim Juvik, Linda Golian-Lui, Bill Chen, Margaret Haig, Steve Hora, Michael Collier, Dan Brown  

1) Review of Actions Taken by the Council - Chris Lu  
   a) Deadline dates to apply for graduation have been changed as follows:  
      Fall 2004: April 1, 2004  
      Spring 2005: November 1, 2004  
      Summer 2005: April 1, 2005  
   b) The Graduate Council will discuss the grading scale. Following discussions, a letter will be sent to the UH Congress for review and consideration.  
   c) Graduation with honors for distance learning students will need to be discussed; members need to talk w/constituents  
   d) Accepted CHL budget proposal  

2) Retention Issue - Bill Chen  
   Giving students feedback for coursework before the final exam is a way to retain students. The VCAA Academic Council agreed that midterm grades should be provided to students. Banner will allow midterm grades to be issued; however, the University Registrar will need to inform the group as to whether or not the feature has been enabled in Banner. When enabled, this feature will be enabled for the entire System, not just for UH Hilo. VCAA Lu will write to the University Registrar and request that the midterm grade feature be enabled by Spring 2004. VCAA Lu will send a memo to the UHH Congress for consideration by the Retention Committee.  

3) Transfer Students - Bill Chen  
   There are two issues relative to transfer students: deans list; honors students. It was agreed that deans list and honors students should be kept separate. It was further agreed that the category for honors students should remain unchanged. It was agreed that the category for dean’s list should include the clause: “a minimum of six of the twelve or more credits must be taken with a grade from UH Hilo”. This will be allowed with the understanding that the dean has the authority to supersede. VCAA Lu will ask the University Registrar to work with Director Chen to implement the process for distance learning students. VCAA Lu will invite Dr. Brown to discuss the WUE situation with the Chancellor’s Cabinet.
4) Tranfer Credit Evaluations - Chris Lu
Office of Student Affairs performs routine transfer credit evaluations. Faculty are asked to provide evaluation of transfer credits for problematic and appeal cases. It was agreed that individual colleges should provide OSA staff with narrative guidelines.

5) Other - Chris Lu
VCAA Lu clarified that the VCAA Academic Council will operate as a decision-making group. Once a decision is agreed upon, the issue will be forwarded to the UHH Congress for consideration; however this group will make the final decision on any given matter. The VCAA Council agreed on this process.

The meeting adjourned at 9:55 am.

Submitted by:

BJ Saito