Present:

Item 1. Minutes from October 16, 2004 meeting were approved as submitted on October 27, 2004.

Item 2. Academic Advising Report by Michael Bitter and Dianne Higgins
   • Three goals of the committee have been met:
     1. Faculty Development through consultancy workshop with Nancy King.
     2. Initiation of a new student resource link titled “Who Is My Advisor?”
     3. Cyber Advising piloted last July, 2004 for freshmen students with undeclared majors and students in the College of Agriculture, Forestry & Natural Resource Management or the College of Hawaiian Language. Approximately 60 students out of 300 eligible participated. A suggestion was made that faculty advisors might benefit from trying out the system to see what the experience is like for students.
   • Dianne Higgins will send cyber advising materials to members of the Academic Council.
   • Several in-progress items are still under review by the Academic Advising Committee.

Dean Hora’s Retention and Advising Proposal: Overall the Committee had a positive response to the proposal.
The Committee is discussing a recommendation to add more professional advisors to augment the efforts of faculty advisors. There is no intent to relinquish faculty of their advising roles, but rather to assist them by distributing these professional advisors across campus in division or college offices. The point was made that very few colleges or universities today rely solely on faculty advisors as a model. Point was made that it is not financially feasible, anyway, to go to an all-professional advisor system, and maybe not even desirable. The hybrid system seems to be a better option.
The Committee thinks the campus should keep faculty advisors in all the major areas of study and continue faculty development workshops for them.

Mandatory Advising: Common belief is that there would be fairly widespread support from faculty for mandatory advising. Committee has discussed putting registration holds at various points in a student’s life to force students to see their advisors. Currently holds are placed on students' registration if
they are on first-time probation or are a re-admit because of previous academic difficulty. The infrastructure needs to be in place before this can work, as well as a system to notify students in advance of this new policy. The College of Business and Economics possibly could serve as a pilot for the system to explore its efficacy.

Tenure and Promotion Document is still being discussed.

Assessment of advising still being discussed. Point was made that until we have viable quantitative measures of advising, it will be difficult to make advising a part of tenure and promotion.

- Question was asked: Does the Academic Advising Committee improve advising services to UHH students? It seems to have increased awareness, enhanced training for faculty, assisted students in need, and yet still has some ideas that are languishing for lack of resources of time and/or money.

**Item 3.** Retention Committee Report by Thomas Pinhey, Chair

Findings came from 12 Focus Groups led by trained moderators and a spring follow-up survey highlighting particular aspects of the initial Focus Groups results.

Brief summary of why students leave:
- Poor academic advising
- Degree audits are not up to date
- Lost transcripts
- Not enough sections of particular courses
- Classes are not offered often enough
- Need a wider variety of courses
- Antiquated technology

Brief summary of why students stay:
- Small classes
- Personal involvement with and attention from faculty
- University 101 class

Issues surrounding retention were as follows:
- Can students who are reasonably prepared for college graduate in four years? The answer seemed to be yes if they were not transfer students.
- Classroom efforts by faculty seem to have a big impact on students.
- In general, it is difficult to raise retention. UHH has accomplished much in the last four or five years.
- New housing on campus coming in the next few years will help to increase retention as it offers a better living environment than many students experience in Hilo now.
- Cultural differences can be a source of growth and strength if we learn how to utilize our diversity well.
• University 101 could be made more college or division specific and reach students other than those targeted currently.
• Specially targeted student populations seem to graduate in higher numbers than non-targeted students. We lose more transfer students and first time freshmen than other student populations.
• Banner eventually will be able to improve initial transcript evaluations for transfer students.
• The challenge is that transfer students need to know in the shortest possible time what courses they need to take to graduate.

What should we do with the Retention Report recommendations? Ask each unit to investigate what it can do to implement the strategies recommended in the report and ask the Committee to prioritize its strategies.

Item 4. Crosslisting Committee Report by April Komenaka.
Council accepts the five recommendations of the Committee (report sent to members previously). The recommendations will be sent to Congress by Christopher Lu.

Item 5. Task Force for Coordinating Services to Students by Linda Golian-Lui.
Report will be given at the next meeting of the Council.
Because of the Manoa flood, there will be no more ILL’s.
UH Hilo will undertake a one-week campus drive sometime after Thanksgiving to raise funds to support the efforts for flood clean up at UH Manoa.

Forms are approved. Cathy Zenz will send copies of the new forms to the Council members for distribution.

Meeting adjourned.
Next meeting: January 24, 2005 in Chancellor’s Conference Room.
Items for discussion will be
• Task Force for Coordinating Services to Students by Linda Golian-Lui
• Proposal for policy changes to accommodate unclassified (non-degree seeking) students (handout given at close of meeting).