VCAA Academic Administrative Council Meeting
January 3, 2006
1:30 – 3:30 p.m.
Minutes

Present:
Brown, Dan—Grad Programs  Miser, Ann B.—AVCAA
Golian-Lui, Linda--Library  Sakai, Marcia—CoBE
Hemmes, Don—Nat. Sciences Div.  Steiner, Bill—CAFNRNM
Hirokawa, Randy—CAS  Takahashi, Robin--guest
Hora, Steve—Interim VCAA  Tamashiro, Corinne—CCECS
Michaud, Jene—Congress  Zenz, Cathy—Univ Registrar
Miller, David—Humanities Div

Agenda:
1. Review and accept or revise minutes of November 1 and December 6, 2005 meetings.
2. Academic Advising (R. Takahashi)
3. Readmission Process for academically dismissed students (C. Zenz)
4. Recommendations from UH Hilo Congress (S. Hora)
   • Modification of Repeated Course Rule
     1. All courses may be repeated regardless of grades received on earlier attempts.
     2. Last grade counts in computing GPA.
     3. Three-attempt limitation remains in place.
   • Modification of “Major Requirements” definition
     1. Major requirements will include all courses specifically required.
     2. Intent is for major grade calculation.
     3. Has an impact on double major/double degree overlap rule.
5. Graduate Council (D. Brown and S. Hora)
   • Recommendation: “Courses which are part of an approved interdisciplinary graduate degree program may be offered in the alpha of the instructor’s department even if that department does not have a graduate program.”
   • Academic workload policy.
     1. One credit as thesis supervisor.
     2. One-third credit as academic advisor.
     3. One and one-half credits for each graduate credit taught.
6. Catalog description revision of majors (A. Miser)
7. Library Updates (L. Golian-Lui)
   • Night in the Stacks 2005 and special donation
   • Library Renovation
   • Electrical problems

Next Meeting: Tuesday, February 7, 2006
Item 1. Minutes of November and December meetings were approved except that Don Hemmes’ name needs to be added to those present at both meetings.

Item 2. Issue is that some students who transfer to UH Hilo come with A.S. degrees, not A.A. degrees. Students with an A.A. degree are exempt from General Education Requirements, but those with an A.S. degree are not. Since that designation is not indicated on the UH System Admission Evaluation form, no advisor knows this information and therefore might not check on credits. Preliminary evaluations are not accompanied by copies of the student’s transcripts. Advisors must track those down on their own. Needs to be some structural changes in the way preliminary transcript evaluations are carried out and future checks done in order to better serve students. Keith Miser will be invited to attend the next VCAA Council meeting to discuss these issues and to be informed of the urgency of this problem in order to help resolve the issue.

Item 3. Following the discussion of readmission of students, there was general agreement that each college will assume responsibility for

• meeting with any of the college’s students who appeal an academic dismissal;
• determining the recommendations to those students and corresponding such to those students;
• monitoring and following up on a student’s progress toward these recommendations whenever a dismissed student requests to be readmitted;
• entering the re-admit status from the Dean’s office.

Students who are undeclared majors will need to go through the University Advising Center for the same process.

Item 4. Steve Hora approved the Congress’ recommendation to revise the “Repeating Courses” policy (see Agenda Item #4). Modification of the “Major Requirements” still needs more discussion and examination.

Item 5. There was general agreement on the need for the Graduate Council’s recommendation on courses taught in an interdisciplinary graduate program (see Agenda Item #5). Discussion of academic workload was begun but will continue at the next meeting on February 7, 2006. Dan Brown presented information garnered from interviews with other universities; Steve Hora handed out the Texas Tech University guidelines.

Item 6. Ann Miser distributed for discussion a new format for presentation of each major in the University catalog. Pros and cons were discussed. Revisions will continue based on comments at the meeting.
Item 7. Linda Golian-Lui reported that the grand total of funds raised at Night in the Stacks was $28,083.60, which included a gift of $10,000 from Gordon Moore, formerly of Intel. Linda asked everyone to squelch any rumors that journals which the Library owns in digital format will be cancelled because of library renovations. This information is NOT true. Linda reported that the Library has had several electrical problems including smoking from 21 surge protectors. Safety is not an issue. Steve Hora and Bill Chen are aware of the problems.

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Ann B. Miser
Office of the Vice Chancellor for Academic Affairs