



**WASC EER Steering Committee
October 11, 2013, 1:00 – 2:00pm, Room D104**

Present: Linda Nishigaya, Jim Cromwell, Sreang Heak, Julie Funasaki-Yuen, Sharla Hanaoka, Elaine Lee, Sarah Gilman, Alan Rosenfeld, Leslie Opulauoho, Margy Ledward, Rick Jones, Reed Young, Eun Ahn, Mark Hanson, Garyn Tsuru, Terri Ota (notes)

- I. Resolution on Syllabi Repository passed Faculty Senate
 - A. Email Syllabi to uhwovcaa@hawaii.edu
A UHWO resolution has been passed, to support request for syllabi to be submitted. To date, about 75% have been collected
- II. Update on Concentration Assessment Plans and Schedules
 - A. Due Date of October 31st
Reminder for divisions about the deadline to submit Assessment Plans is October 31. Eun will be checking with Mark Hanson after the deadline regarding concentration Assessment Plans and schedules.
 - B. Strategy for Uncooperative Divisions
- III. Updates on Co-Curricular Areas (and lead persons)
 - A. No'eau Center (Loke Kenolio, Alan Rosenfeld)
 - B. Freshmen Year Experience (Margy Ledward, Sarah Juran)
 - C. Kealaikahiki (Margy Ledward)
 - D. Admissions (Craig Morimoto)
 - E. Advising (Leslie Opulauoho)
 - F. Student Activities (Leslie Opulauoho, Rouel Velasco)
 - G. Career Services (Leslie Opulauoho)
 - H. Registrar (Robyn Oshiro)
 - I. Enrollment (Jim Cromwell)
 - J. Financial Aid (Jim Cromwell)

Student affairs timeline----student learning outcomes by December?

- IV. Other Areas
 - A. Communications (Julie Funasaki Yuen)
 - B. Library (Sarah Gilman)
 - C. CTLE (Brenda Machosky)
 - D. Disabilities (Leslie Opulauoho and Rick Jones)
 - E. Testing Center
 - F. IT
 - G. Veterans', ADA, Career Services (Rick)
 - H. Fiscal: there is a part in the communications plan for fiscal---past present and future; Eun will check with Donna; some of the questions are: what do we need if we don't have enough money; how many students do we need to have?

V. HGI/Retention Update
Retention:

We have a copy of a survey from Manoa to try to identify why students are leaving; but they also gave students an incentive to take the survey (\$15 gift card). What incentives can we provide?

Jim also mentioned that if a student leaves, but then returns, they should still be counted as a part of the cohort. There was some discussion whether there was a way to identify if the student transferred within the system, it should still count as retention.

Last fall we were not well prepared; there were issues with the bookstore and not much student activities. The bookstore problem has been resolved, and the first step of the student activities has been taken with the hiring of the Student Life Coordinator, Rouel Velasco.

A. EDI workshop on Oct. 22nd

Previously, a message was sent out to UHWO faculty/instructors prior to the withdrawal deadline, asking them to identify those students who might be failing; then Student Services would send a notice to those students to check in with their instructors and also to remind them of the final withdrawal deadlines.

The EDI Workshop October 22, 9-12 will be discussing a retention intervention tool which UHWO has purchased, called GradesFirst. It currently is not live, but will be soon.

VI. Data Support and Analysis

Elane presented at the HGI this morning. On average, for freshmen retention, there were 60.33% of students who continued from fa12 to f13; previously this was 67%.

50% of the students who took the freshman survey, said they were going to transfer elsewhere

A. Data Requests, Survey Design, Analysis

There was discussion about surveys---who is conducting them, what information they're collecting, who is being asked

There was agreement that surveys should be run through Julie Funasaki-Yuen so that the same people aren't asked the same questions all the time.

B. Email IRO work requests to me and cc Elaine: Eun will be instituting an information request form to submit for any data requests. It is good to consult with Elaine before formulating the request; prior consultation is appreciated. A copy of the tentative format was shared.

VII. Other

Next meeting: November 8th @ 1pm in room D104