Hawaii Graduation Initiative  
May 3, 2013  
Meeting Notes

**Present** – Eun Ahn, Jim Cromwell, Amy Nishimura, Terri Ota, Sherry Proper

**Mapping**

Amy and Eun reported that humanities and business faculty members are reviewing the draft mapping plans that Jan created for their respective concentrations. Amy and Eun will suggest to their colleagues that people share their comments with their division chair, and that the division chairs then pass all comments and recommendations on to Jan.

**Block Scheduling for Freshmen**

Jim explained the block scheduling process has been participatory and inclusive, and at the course scheduling meetings we have had we continue to make progress in finding the right balance between focusing on freshmen and returning students' needs. While there have been some complications for returning students recently with our reserving certain fall courses for freshmen blocks, generally speaking, things are going well. Specific course scheduling concerns that have been voiced by faculty will be discussed at the next course scheduling meeting to be held Wednesday, May 8th, at 10:00 a.m. One of the goals of the ongoing discussions is to develop efficient communication structures so everyone stays informed and has an avenue to contribute to the ongoing discussions.

Terri brought up some issues with office and classroom space. In particular, lecturers do not have an office or suitable space to meet with students. Also, all available classroom space is completely booked for Monday through Thursday from 9:00 a.m. - 3:00 p.m. Any new in-person courses added will have to be at other times/days. The team discussed possible solutions to suggest to the new VCAA for consideration for both office and classroom space efficiencies.

**Retention Committee and Recruiting New HGI Team Members**

Sherry suggested that the HGI team expand its charge to include retention of all students at UHWO (not just the FR to SO retention focus specified through the HGI) and establish a retention committee that is a sub-committee of the HGI team. This approach would enable us to avoid duplicate work by the two committees and should provide an effective way to proceed.

We discussed reaching out to additional people to serve as HGI team members in an effort to ensure sufficient representation from student affairs and academic affairs areas, especially given the HGI’s expanded role in looking at all-student retention issues. Eun will approach the designated people the HGI team suggested as potential members and invite them to participate.
Embedded Remedial Courses

Amy told the group the selection of students for the embedded remedial courses is taking place. (Amy confirmed with Margy Ledward after our meeting that Student Services advisors do have an idea of how to place students into said courses. Amy asked Jan to let her know if he needs any input from her in this process.)

Advising

Jim gave an overview of the new GradesFirst program for advising. This program will make intrusive advising at UHWO possible. Student affairs staff will have training on this program this summer. Eventually, faculty will have the opportunity to use the system also to assist in alerting staff regarding cases where students may need academic or other types of intervention. Campus collaboration through the GradesFirst system will help provide effective advising that we hope will increase student success and retention.

Delivery 101: Delivering Success for all Students

Eun informed the team of a 1 ½ day workshop June 6-7 with EDI experts. We can send 8 people from our campus to the workshop. HGI team members who can attend will let Eun know, and available spots will be offered to the new HGI team members.

Retention Data

Eun shared that our fall to spring Freshman retention was 87%, using data captured on our institutional census dates. We want to begin to establish benchmarks for measuring retention, so this is the first report we will use for that purpose.

Future Meetings

The group decided the non-faculty members will continue to meet over the summer, but the meetings will now be moved to the second Friday of every month at 8:00 a.m.