Committee on Enrollment Planning  
July 28, 2010  
Meeting Notes

Members Present:  Reed Dasenbrock, Susan Hippensteele, Amy Agbayani, Jodi Kuba, Alan Yang, Myrtle Yamada, Ron Cambra, Peter Garrod, Krystyna Aune, Joel Weaver, Francisco Hernandez, Mike Kaptik, Lei Wakayama

Proposed New Action Items:

Workgroup 1:  
Keeping more of Hawai‘i high school graduates here in-state, attending UH Mānoa  
(Alan Yang)

Recommendation:  Revise/strengthen the Early Admission Program
• UHM does not participate in the Running Start program primarily because admission decisions in the program are made by high school counselors
• UHM’s Early Admission Program is not well used. Since 2004, 14 students have participated; only 1 ultimately enrolled at UHM as a freshman.
• Want to work with high school counselors to reinvigorate the program
• Will explore the feasibility of allowing early admit students to apply a portion of their early admission tuition to any tuition that would be due as UHM freshmen.
• Need to examine current BOR policy on the Early Admission Program to see if revisions to the policy are warranted/needed.
• Should work with Outreach College’s Summer Scholars Program
• Should also work with the new Honors Program Director who will be reaching out to the honors programs in the high schools as part of an Honors recruitment plan

Action: The OVCS, Outreach College, and the Honors Program will work on a proposal which will be brought back to the CEP for endorsement.

Workgroup 4:  Improving retention and graduation rates here at UH Mānoa  
(Ron Cambra)

Recommendation: Implement a program to identify students, early in the semester, who are having academic difficulty and refer them to the LAC for tutoring services
• Program would focus on key freshmen courses
• Banner has the capability to record mid-semester grades; just need to work with the Banner staff to “turn on” this feature, maybe for selected courses
• Consider “pre-identification” of students by doing an analysis of high schools to determine which schools have high percentages of graduates who need remedial work in math or English (this data should be available from the UH System Office).
• Should work with other UHM programs providing services to “at-risk” students—TRIO, COP, Native Hawaiian Student Services, etc.—to co-identify and support students. Since these programs offer support services to students, LAC would be able to refer students who are participating in those programs to those programs for tutoring services.
Action: Recommendation endorsed by CEP.

Recommendation: Examine how UHM calculates grade point average.
- Currently, students who retake courses have the grades for the two courses averaged into their GPA.
- Other universities replace the “old” grade with the “new” one in calculating GPA.
Action: Hippensteele will bring this issue to the SEC for consideration.

Workgroup 2: Addressing the differential rates of educational attainment across Hawai‘i’s population (Amy Agbayani)
Recommendation/Action: Workgroup will continue to mine the data that is available to analyze the graduation and retention rates for underrepresented minorities. As the analysis is completed, the data will be shared with the CEP and with the UHM community.

Workgroup 3: Increasing mobility between two- and four-year sectors (Krystyna Aune)
Recommendation: Reduce minimum number of credits required for graduation from 124 to 120.
- UHH and UHWO both require 120.
- Check WASC requirements [note WASC requires minimum of 120 semester hours for BA/BS programs]
- Need to find out why the requirement was set at 124.
Action: Recommendation endorsed by CEP. Need to decide where to go with this idea.

Workgroup 5: International enrollment management (Joel Weaver)
Recommendation: Create a UHM template (Powerpoint, script) for faculty who are traveling to international locations to use so that they can assist in student recruitment
- Consider something similar to the Mānoa Experience Powerpoint currently used for recruiting students, adapted for international students.
- Willing/selected faculty would be provided one day of per diem so that they could add a day to their trip for recruitment activities.
- OIE would coordinate these efforts and will work with the Admissions Office to select areas outside of those normally visited by Admissions.
- Questions that need to be answered: (1) where (locations), (2) who will provide training for the faculty; (3) what will be the “application” and vetting process.
Action: (1) Cambra will run through the Mānoa Experience presentation for the Workgroup. (2) The Workgroup will work with Admissions and OIE to create the template and materials. (3) Per diem from different locations will be reviewed and a proposed budget will be submitted to VCAA for consideration.

Workgroup 4: Improving retention and graduation rates. (Ron Cambra)
Recommendation: Identify and contact students who have earned “excess credits” to find out why they haven’t graduated yet. Establish a procedure for enforcing the
policy that allows deans to graduate students who have earned 24 credits beyond the
minimum needed for graduation.
Action: (1) Hippensteele will ask Faculty Senate to review the existing policy to see
if changes are warranted. (2) The Workgroup will draft a procedure to present to
CEP.

Updates:

• A questionnaire has been sent to deans regarding events we can use for recruiting.
Responses are coming in; A&R will work with the deans to identify these events.

• Up to 250 lunches have been allocated for recruitment events that bring students and
parents on campus; still working out details on funding for refreshments for off-campus
events.

• Funding for lecturers for 6 courses will be provided for this academic year to provide
release time for up to six faculty members to assist with student recruitment for
underrepresented groups.

• Planning for the Come Home to Mānoa initiative, now called the Pathway Program, is
on track for a Spring 2011 launch.

• Background work has been done on creating a “One-stop Financial Assistance”
webpage for international students.

• International student exchange tuition waivers will be calculated using resident tuition
effective this academic year.

• The new Mānoa application form with self-reporting data will go live 9/1/10 for Fall
2011 admission.