COMMITTEE ON ENROLLMENT PLANNING  
MEETING NOTES  
February 23, 2011  

Present: Krystyna Aune, Tom Bingham, Ron Cambra, Pat Cooper, Peter Crouch, Reed Dasenbrock, Francisco Hernandez, Susan Hippensteele, Mike Kaptik, Jodi Kuba, Lei Wakayama, Joel Weaver, Myrtle Yamada  

Updates/General Reports:  
• Report on actions taken by CAPP/MFS:  
  • Pending: (1) Calculation of GPA/Repeat Courses; (2) Graduation with Distinction (to be considered soon)  
  • Common Course Numbering: Core foundation courses should be articulated with the same course number and content. MFS and CCAO agree to work on how to move this forward.  
  • Administrative graduation of students with “excess” credits: MFS voted to abolish policy of administrative graduation.  
  • Mid-term grades: Banner cannot accommodate issuing of mid-term grades. Laulima already allows for mid-term grades but individual faculty members must choose to participate and to allow mid-term grades to be sent to A&R (or the identified lead unit).  

• Results of online application process: Applications for Fall 2011 down 4%; accepts are up 11%; students who are coming are up 16%.  

Subcommittee Reports/Updates:  
Workgroup 1: Keeping more of Hawaii's high school graduates attending UHM  
• In January, deans called students who had been accepted to UHM but had not indicated that they would be coming. Parents seemed to be more impressed with the calls than the students.  

Workgroup 2: Addressing differential rates of educational attainment  
• Dean Maenette Benham will be co-chairing the Workgroup with Amy Agbayani.  

Workgroup 3: Increasing mobility between the two- and four-year sectors  
• See attached sheet.  

Workgroup 4: Improving retention and graduation rates here at UHM  
• See attached sheet.  

Workgroup 5: International enrollment management  
• Database being developed on faculty travel to identify locations that are visited by faculty.  
• Powerpoint for faculty who are traveling to foreign countries will be piloted by Weaver when he travels to Indonesia and Vietnam this Spring.
Chancellor's Advising Exchange:

- Brainstorming session to iron out topics to be addressed: March 11th 11 - 1 via polycom/HITS
- Advising Exchange held on May 10th 9 a.m. till 4 p.m. in Campus Center, focused on addressing transfer to Manoa issues
- Memo was sent from VH to the system chancellors last week informing them of the events

Transfer Student Website:

- Admissions and Records begins individual transfer credit evaluations at the point that a transfer student submits their statement of intent form and tuition deposit. For system transfer students, course articulation has already been worked out and is fairly clear, so they do not run into some of the issues that non-system transfer students face.
- Since many non-system students' decisions about whether to attend Manoa depend upon how the courses they have already taken will transfer, advisors tend to receive numerous inquiries from prospective students as well as students whose transfer credit evaluations are not yet completed about how the courses they have taken count.
- The Admissions Office already provides an extremely helpful direct equivalency database [http://www.hawaii.edu/odstc/](http://www.hawaii.edu/odstc/) that allows students to be able to look up how individual courses taken elsewhere have transferred into Manoa in the past. Many schools do not offer this type of website, so students have a good tool at their disposal. However, some students do not know about the database or how to use it.
- The current proposal is for the Council of Academic Advisors (CAA) to create a webpage on the CAA website with a link to the database and step-by-step instructions (generic enough to be helpful to all majors) on how to use the database in conjunction with other resources (catalog, program sheets). This would enable students to better interpret what they see and what steps they may want to take. This will promote student responsibility in using on-line resources and provide students with a more complete working understanding of where they stand prior to transfer. It will also provide a resource for all Manoa advisors to utilize in responding to students.
TOP 10 RECOMMENDATIONS: COMMITTEE ON RETENTION AND GRADUATION
DATE: 2/23/11

1. Come Home to Manoa, renamed Pathway Back to Manoa

2. Request to make attendance at New Student Orientation mandatory.

3. Identify students mid semester in academic difficulty and invite to Student Success Center for Learning Assistance Tutoring.

4. Development of flexible teaching assignments to encourage interdisciplinary course offerings

5. Expand Warrior Week activities to include Freshmen Convocation as a culminating event.

6. Develop discussion workshops to focus on deans, department chairs and undergraduate advisers to identify effort to improve retention rates in units.

7. Aggressively identify students who have accumulated credits beyond a reasonable number of credits toward graduation, and enforce existing policy, or develop new policy to address issue.

8. Assist schools and colleges to periodically evaluate their graduation requirements by reviewing the Credits at Graduation Report to address any changes, any barriers in structure or attitude that have unnecessarily increased credit counts.

9. Investigate courses that consistently have higher failure rates than others, focus on courses required in General Education and majors. Have deans discuss pedagogical issues and building campus support tutoring systems.

10. Developing procedures for Pre-Registration of all incoming classified Freshmen.

NEW RECOMMENDATIONS:

11. Developing policy for separation of academic and fiscal withdraws.

12. Academic Actions suspension.

13. Establishment of a Sophomore Year Project.

14. Establishment of a Financial Literacy Program

15. Campus participation in Leading Indicators study from Education Trust. Focus on freshmen success, proposed UHM also do a transfer study.