Chancellor’s Advisory Council Meeting

Date: Tuesday, February 6, 2018
Time: 2:30-4:30 p.m.
Place: Tamarind Room, ‘Ōhelo Building


Members Absent: Brian Furuto, Brenda Ivelisse, Veronica Ogata, Louise Pagotto

Guests: Raiyan Rafid, Stanford Fichtman, David Apostol and Roger Reed

Meeting Facilitator: Interim Vice Chancellor for Academic Affairs Susan Kazama

Call to Order
Susan Kazama called the meeting to order at 2:31 p.m. Acting Dean for Health Academic Programs Aaron Koseki was introduced.

Approval of CAC minutes from January 16, 2018
Karl Naito moved to approve the minutes, Alissa Kashiwada seconded.
ACTION: The minutes were approved unanimously.

Announcement - ARF Deadline has been extended to February 9, 2018.

AGO reports
Faculty Senate
- There are workload issues regarding TEs for Chairs, 11-month faculty, non-instructional faculty and others.
- Course Evaluation System
  - There is one more forum on February 7th at 1:45-4pm, Manele 103.
  - A suggestion was to keep the Likert scale and also have a non-scoring option.
  - There are three tiers of questions: Instruction/Course Tier can have no more than 7 questions, Student Tier can have no more than 3 questions and the Campus Tier can have no more than 3 questions.
  - Who receives the results? Department Chairs? There is a possibility that the faculty will vote to keep it the same as e-cafes where only faculty see the results but they can share the results with their department chairs.
  - This will be discussed at the Faculty Senate meeting next month.

Staff Council
Stan Fichtman – Vice Chair of Community Outreach, David Apostol and Roger Reed are staff that attended the CAC meeting.

At last month’s meeting, the Staff Council voted to endorse the original Governance policy including the compensation text. They also endorsed the original vacancy policy.

March 2\textsuperscript{nd} is the UHCC APT/Civil service Professional Development Institute. The theme is “Student success is everyone’s responsibility”. All staff are encouraged to attend. There will be ten breakout sessions. Mahalo to Acting Chair Lee Ann DeMello. Many Kapi‘olani CC staff and faculty are involved. 42 are attending from our College, including RCUH employees. However, no casual hire staff may attend.

\textbf{Student Congress}

- U-pass – Student Congress voted to approve having a transportation fee of $40 for 6,000 students minimum. A survey, administered by OFIE, has been sent to students over a 2-week period to give feedback on the transportation fee. If passed, it will be a mandatory student fee. The next step is to go to the Board of Regents for approval.

- Student Congress has a new PR person but they need a secretary. Many will be continuing next year, which is good for succession.

- The Student Congress advisor issued a memo to Student Congress. Her three-year term was ending as student advisor. It was decided to renew her for another three-years as she has been important to Student Congress.

- In addition to the survey on the transportation fee, the annual survey will be administered through OFIE. Encourage students who have complaints to talk to Student Congress. They are asking students to bring questions forward.

- The new Mental Health Counselor is Cindy Melim. Student Congress is submitting an ARF to ask for an additional mental health position. The national standard is for every 1,000 students, there should be one mental health professional.

\textbf{‘Aha Kalāualani}

- Mahalo to those who participated at Makahiki.

- February 12 at 7:00 am, 20 kukui will be planted to create a hālau. At last year’s Ne‘epapa Kalāhū, individuals pledged to take care of the kukui.

- In March, nominations for Ne‘epapa Kalāhū Awards will be open. The criteria for the nominations must be described through the 6 values: Kūpono, Kuleana, Mālama, Kūloa’a, Kūlia and Ha‘aha‘a. The 4\textsuperscript{th} Annual Ne‘epapa Kalāhū will be on August 16, 2018. A question was can continuing education be part of the awards?

\textbf{Governance Policy Vote}

- There was a presentation of a timeline of when the policies were discussed.

- On Nov. 29\textsuperscript{th}, the AGOs received the draft policies. The policies were sent to Faculty Senate before the holidays. Faculty Senate did not meet until January 6\textsuperscript{th}. The Senators had concerns and felt their feedback was not addressed. At the February meeting, the Senators requested that the policies be more specific and not so general.

- At the AGO meeting, the AGOs agreed upon a 2-step process. At one CAC meeting, the drafts would be disseminated.

1. CAC members would disseminate the drafts to their constituents. An opportunity for feedback would be given and revisions would be made.
2. At the second CAC meeting, the CAC members would receive a revised version to take back to their constituents for a vote. The vote would be taken at the third CAC meeting.

- Senators want more clarification. It was decided that when there are documents like this, the Chancellor or other administrator would attend a Faculty Senate meeting to answer questions.
- Faculty Senate asked to defer the vote until the next meeting.
- A request was made to put all the feedback on a Google doc that can be shared with an executive summary of the changes.

**ACTION:** A motion was made by Lisa Aganon and seconded by Bob Franco to defer the vote on the Governance Policy to the CAC meeting on March 6th. A request was made to make this a hard deadline for the vote. By a show of hands, the members voted yes, except for one abstention.

**Vacancy Policy Vote**

**ACTION:** A motion was made by Karl Naito and seconded by Merrissa Brechtel to approve the Vacancy Policy.

**Discussion:**
- The policy states that a vacant position is swept after two years. However, the sweep is at the end of the fiscal year, June 30th. If the vacancy occurred in the middle of the fiscal year, the time for recruitment is unclear. Could there be more than two years from the time of the vacancy to the sweep date?
- It takes about 6 months to fill a position.
- What if there is difficulty in recruiting? It is difficult to hire people when we offer lower salaries than industry.
- This is a UHCC policy and they make no exceptions.
- The way the UHCC looks at it, if a position hasn’t been filled in two years, it shows them that the campus may not need the position.
- We had 80+ vacancies several years ago and now we have 40+ vacancies. Unemployment is low, people can get better pay in industry.
- Some positions such as in the Nursing department have continuous recruitment, which is a different structure.

**ACTION:** A vote to approve the vacancy policy was voted down.

**ACTION:** Another vote to defer the Vacancy Policy vote was taken. By a show of hands, the members voted yes, but there were two abstentions.

**ACTION:** Task forces for both the Governance and Vacancy Policies were created.

**Quality Focus Essay (QFE)**

An overview of the Assessment and Engagement Quality Focus Essays was presented.

**Discussion:**
- For the Assessment QFE, after SLO assessments are done, there needs to be closing of the loop. What changes were made to the instruction to address the outcomes?
• For the Engagement QFE, Kapi‘olani is at the bottom 4% on student effort, according to CCSSE. Tie the Engagement QFE to CCSSE.
• Use the word, “persistence” instead of “retention” as you cannot measure retention.
• A question was asked, is there room for individual work in the Engagement QFE? The QFE was written broadly enough to include departments, collaboration between departments, and also individual effort.

**Technology Plan**
• There are dates missing in the action plans.
• The Technology Plan does not define everything that CELTT does or what CELTT will do but these are the bigger projects.

**Discussion:**
• There was a question about the 5-week online courses for the fall. This initiative came from the UHCC office for all community colleges to be in the pilot program in the fall. Leeward CC has 5-week online courses piloting this semester. The goal is to develop courses over the summer. John Morton’s vision is that all CCs work together on 5-week courses so students can complete a degree online. Issues are financial aid, faculty workload, benefits, admissions - STAR, and Veterans.
• Math has been doing a similar program for two years. Math 103, 135, 140 is offered in one semester. Students have a 47% success rate vs. 25% success rate when taken over multiple semesters.
• There is an area in Kopiko where the wireless is slow. CELTT has identified the areas were wireless is weak. They will increase the wireless in those areas.
• Is there funding to reengineer the pipeline across the campus? It would be too expensive. Instead, CELTT installed fiber between buildings. Within the buildings, it would be good to upgrade all the switches and to upgrade the cabling to Cat 6 from the switches. It would be expensive so they may need to prioritize to high use programs such as STEM, Kopiko, BLT and New Media Arts. Work will be done gradually.

**Updates**
• ARPD meta-assessment will be on Saturday, February 10th.
• Volunteers are needed for the CCSSE survey.
• Animal on Campus task force will be making recommendations to the CAC on comfort animals at the CAC meeting in April.