AGO Meeting Notes

Date: Wednesday, March 21, 2018  
Time: 10:00-11:00 a.m.  
Place: Lama 111A

Attendees: Candy Branson and Robert Vega (Faculty Senate Chair and Vice Chair), Ismael Salameh and Raiyan Rafid (Student Congress President and Vice President), Shannon Sakamoto (Student Congress Advisor), Keolani Noa and Kapulani Landgraf (‘Aha Kalāualani Chair), Alissa Kashiwada (Staff Council Chair), Louise Pagotto (Interim Chancellor), and Joanne Whitaker (note taker)

Approval of AGO notes from the February 21, 2017  
The notes were approved.

AGO Updates

Student Congress

- Student Congress members will have breakfast with the Board of Regents tomorrow, March 22nd, before the Board meeting.
- The College now has one mental health counselor. One person cannot address all 6,000+ students. At the last Student Caucus meeting, the Counseling Center at UH Mānoa shared the services they provide. Psychology student interns assist in counseling. They are reaching out to the Counseling Center at UH Mānoa to see if psychology student interns could come to Kapi‘olani CC. They are working with the College’s new mental health counselor and the Vice Chancellor for Student Affairs. Student Congress has submitted an ARF for a second full-time mental health counselor position.

Staff Council

- One Staff Council member resigned. There are currently 15 members, instead of 16.
- Staff Council is coordinating this year’s food drive for the College. The campaign will run from April 2nd to April 20th. Food and monetary donations will be collected. There are collection sites in each building. The Staff Council Chair asked whether each AGO would like to join the campaign. Student Congress volunteered to be a collection site. Prizes will be given for the most pounds of food or monetary donations collected. Last year, the College collected over 2,000 pounds of food and $1,100. This year’s goal is 2,500 pounds and $1,500. Kapi‘olani CC was the highest donor for the system last year.
- Right after this campaign, they will be collecting “Howls for Towels”. This campaign will collect towels for dogs in the humane society.

Faculty Senate

- They are working on curriculum.
- Course Evaluation System work is ongoing.
- The issue of TEs for 9-month, 11-month and non-instructional faculty, Department Chairs and AGO TEs needs to be addressed. An open meeting will be convened to address concerns. This is to follow up on the revised policy on TEs, UHCCP 9.237. There was only one change in the policy, which only applies to 11-month faculty in health sciences, nursing and EMS. These faculty are impacted as their curriculum runs throughout the entire year. Courses in the summer are required to complete the
program. Students pay regular tuition in the summer, as the courses are required. Faculty's teaching assignment in the health programs covers all 3 semesters.

‘Aha Kalāualani

- At the general meeting, there was a presentation on what was accomplished in the last 4-5 months.
- They currently have 26 action requests. Action requests document who are requesting assistance and what the needs are.
- OFIE is now getting more involved with Native Hawaiian related grants.
- $13 million through Title III has been spent to support centers around the campus. Indigenous serving grants have contributed to the entire campus. The next step is to have a central place for Native Hawaiian engagement and learning.

ARF (Allocation Resource Form) Process

- The Town Hall will be on Friday, March 23rd, to provide an opportunity for the requesters to present. A representative from each AGO will be present. Each AGO must rank 39 proposals in order of priority.
- Comment: Since the inception of the ARF process, there are different opinions on the process. Can an open forum be convened to discuss the process and to provide feedback on how to improve the ARF process? There is nothing built into the process for the campus community to channel their thoughts.
- Another problem is that there are areas that don’t put in ARFs even though their areas have great needs. They may not know about the timeline. More communication on the process is needed and it needs to be disseminated earlier.
- A suggestion was to provide training to the campus on how to submit an ARF.

Facilitator to address campus issues

- In the fall, five members from the College attended a Community College Survey of Student Engagement (CCSSE) institute to look at survey data to see what the data is saying and how we can improve.
- The five members were specifically determined by CCSSE: CEO, chief academic officer, student success coordinator, student affairs officer and IR personnel.
- Two areas stood out as needing focused attention: part time students and Native Hawaiian students. These areas will also be addressed in the QFE.
- The College has administered several surveys: two climate surveys, the faculty senate worklife survey, and Administration Leadership Feedback (ALF) survey. There is no way to know what is behind the comments. We will convene focus groups next fall to ask what is happening, to hear the stories behind the comments.
- The facilitator should by someone who is unknown to the community. What characteristics are needed for the facilitator? Responses were:
  - A professional facilitator is needed.
  - A person from Hawai‘i as we are culturally unique. The conversation needs to be approached in a way that all voices can be heard.
  - The facilitator needs to know the Community College system.
  - Needs to be informed about our union context.
  - Sometimes you will get group thinking. How the groups are formed will be a key. We will mix faculty and staff.
  - If there are other thoughts, send to the Interim Chancellor and Executive Assistant.
• Each AGO will be asked to recommend two names for the facilitator.

ACCJC Accreditation Report
• The ACCJC Institutional Self Evaluation Report is almost finished.
• The Accreditation Liaison Officer asked the AGOs to review the penultimate draft on the website. Signing of the document will be done at the joint AGO/Administrative Staff Council meeting on April 30th.
• There was a comment that there was not an opportunity for the campus community to volunteer to write the document. The 2012 report included 125 writers. The large number of writers was difficult to manage. The Co-Chairs of the report decided to choose the leaders for the 10 teams and those leaders were able to create their own teams. In fall 2016 and spring 2017, 40 faculty and staff were involved in writing the first draft with input from multiple subject matter experts. In fall 2017 and spring 2018, six members were asked to edit the document for the second draft.
• The Evaluation Team from ACCJC will be coming to the campus on October 15-18, 2018.

Native Hawaiian Desired Qualification (DQ) in All Position Descriptions
On March 2, 2018, ‘Aha Kalāualani sent a memo to the Interim Chancellor with the following recommendation:

To include the following desirable qualification (DQ) in all new position descriptions:
Evidence of commitment to Kapi‘olani Community College’s mission of positioning the College as a leading Native Hawaiian/indigenous-serving higher education institution.

• One of the purposes of this DQ is to develop a mindset at the College that reflects the College’s vision statement.
• For a recent position, HOST took the phrase and added to it to relate it to their area.
• It addresses Hawaii Papa O Ke Ao goal no. 4, objective no. 1. This has been in discussion for a while especially with the Pūko’a Council. Our campus is taking the lead but all campuses have been asked to move this forward.
• How would it be implemented? It would be used for new hires. Would it be intimidating? If it’s not a MQ, it should be acceptable. If the applicant is not from the islands, he/she would need to show he/she understands underserved populations.
• Some Hispanic serving institutions include this type of wording as well.