Chancellor’s Advisory Council Meeting

Date: Tuesday, April 3, 2018  
Time: 2:30-4:30 p.m.  
Place: Naio 203

Chancellor’s Advisory Council Members: Joyce Riley for Karen Boyer, Kelli Brandvold, Candy Branson, Merrissa Brechtel, Sarah Bremser, Martin Chong, Kevin Dooley, Christopher Edmonds, Dave Evans, Brandon Marc Higa for Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Brenda Ivelisse, Lisa Kanae, Craig Spurrier for Alissa Kashiwada, Justin Kashiwaeda, Susan Kazama, Rona Kekauoha, No’eau Keopuhiwa, Aaron Koseki, Sheila Kitamura, Hervé Collin for Charles Matsuda, Karl Naito, Michaelyn Nakoa, Nawa’a Napoleon, Lisa Kanae for Keolani Noa, Veronica Ogata, Joe Overton, Louise Pagotto, Sunny Pai for LLR, John Richards, Shannon Sakaue, Ismael Salameh, Ron Takahashi, Jan Thurman, Joanne Whitaker and Jeff Zuckernick.

Members Absent: Kevin Dooley, Brian Furuto, Carl Hefner, Brenda Ivelisse, Justin Kashiwaeda, Susan Kazama, Sheila Kitamura, Joe Overton, Shannon Sakaue, and Ron Takahashi.

Guests: Tony Silva, Grant Itomitsu, Sara Ohashi, Shaun Kiyabu, Lisa Yamamoto, Roger Reed, and Deneen Kawamoto.

Call to Order  
Interim Chancellor Louise Pagotto called the meeting to order at 2:30pm.

Approval of CAC Minutes from March 6, 2018  
Karl Naito moved to approve the minutes, Sunny Pai seconded.  
ACTION: The minutes were approved unanimously.

AGO Reports  
Faculty Senate – Candy Branson, Chair
- Actions from the April Faculty Senate meeting:
  - Approved the ARF ratings submitted by the Faculty Senate Budget Committee.
  - Approved the student grievance policy for continuing education.
  - Approved the governance policy
- Course Evaluation System (CES):
  - Each department will be able to determine their own protocol.
  - The Faculty Senate Chair requested that the departments decide how the survey results are shared. The information will be sent to the CES administrator. The CES must be approved by the May meeting.
  - There are a lot of questions on the survey. Too many? Are all the tiers needed?

Staff Council – reported by Craig Spurrier
- A written report was distributed. (Appendix A)

Student Congress – Ismael Salameh, President
• Student Congress amended its Charter, including procedures, policies, values, and mission.
• Student Congress is accepting candidates for the five-member executive team. A request was made to encourage students to be candidates. Nominations are due April 6.
• Mental health – They are working with the Mental Health and Wellness Counselor and the Vice Chancellor for Student Affairs to consider resources and services for students to meet mental health needs.

**ACTION:** Workshops will be offered to help faculty and staff to learn NaBITA’s (National Behavioral Intervention Team Association) threat assessment to determine the level of concern on student behavior.

The Interim Chancellor acknowledged the insightful comments presented by the Student Congress President who served as a student panelist at HSSI.

‘Aha Kalāualani – reported by Lisa Kanae
• The deadline to submit nominations for the 2018 Ne’epapa Kalāhū awards is Friday, June 1st. The nomination must address the six values. Submit nominations to Kapulani Landgraf. Question: Is continuing education able to receive an award?

**Governance policy**
Candy Branson moved to approve the governance policy, Brandon Marc Higa seconded. **ACTION:** 22 votes to approve, 1 abstention and no disapproval votes. The Governance Policy was approved.

**Vacancy procedures (Appendix B)**
Kelli Brandvold summarized the recommended changes to the vacancy procedure.
• To enforce the UHCC long-term vacancy policy 9.495.
• To improve communication between program administrators and their programs and departments. The department chair/unit head shall submit a Request to Fill a Critical Position Form to the respective program administrator within 1 month from the date the vacancy occurs. The program administrator shall approve/disapprove, within 2 months of receipt of the Request to Fill a Critical Position Form.

Comments:
• There is a concern about new positions going through the ARF process. The ARF process may not be the best vehicle for new positions.
• Other communication problems. If a vacancy occurs in a department or a unit, notification must be made to the appropriate administrator(s), HR and CELTT. It is important to notify HR when lecturers drop a section or there may be an overpayment to the lecturer. See Exit Checklist - https://ohana.kapiolani.hawaii.edu/docs/employment-checklist/
• A request was made for the administrator to share the vacancy report with department chairs/unit heads.
• The endorsement of the vacancy procedures will be addressed at the CAC meeting on May 3rd.
Animals on Campus Policy (Appendix C)

- Member of the Animals on Campus Task Force were Deneen Kawamoto, Joy Oehlers, Amy Shiroma, and Pam Webb.
- UH Legal Services provided a written opinion.
- Under II. Related Policies – a request was to add text about pets.
- Under the definition of “Comfort (therapy) Animal” delete the word “therapy.”
- The Policy needs to be clearer about defining comfort animals. Is it possible to have a comfort animal as an accommodation? An animal that is not a service animal can be covered under a Section 504 accommodation. This is an emerging topic on campuses throughout the nation.
- More discussion is needed for the procedure for comfort animals. Employees under Title I can ask for a non-service animal accommodation.
- If an animal is not a service animal, it is not allowed in the classroom. If students go through DSSO for an accommodation, DSSO will inform the instructors about a service animal. Animals have to be under the control of the owner. If not, the person can remain but the animal needs to be removed.
- What if other students are allergic to the animal? A service animal must be accommodated.
- Some people are trying to pass a non-service animal as a service animal. If the dog is barking or aggressive, the animal can be removed.
- Legal Counsel requested that the policy be taken off our Policy page as the UH is working on a policy system-wide.
- Employees should go through HR to request a comfort animal.

Facilities Use Policy (Appendix D)

- The Facilities Use Policy will be emailed to the CAC in preparation for a vote on the Policy at the CAC meeting in June.
- Saturday to Monday are considered off hours. Labs or events must fill out the Facilities Use form to schedule events during off hours.

Assessment update – Tony Silva and Grant Itomitsu

- 95% of the Standing Requirements are in Taskstream, 38% are complete.
- 48% of the Assessment Plans are in Taskstream, 18% are complete.
- Those who were piloters and early adopters of Taskstream or those who did the work 2 years ago may need to resubmit.
- 123 faculty went through Taskstream training.
- A request was made to the department chairs to let faculty members know that the SLO coaches are available to help faculty upload information to Taskstream.
- The SLO coaches were acknowledged for all their work.

Student Success Pathway Report – Veronica Ogata

- For SSP 1.0 - 100% completion of plans and reports.
- A survey was sent after 1.0 to improve the process.
  - How do we incorporate this with ARPD and CPRs?
  - There are too many columns.
  - Why do we have to submit 3 separate progress reports?
• For SSP 2.0 – the focus is on performance funding measures, which connects directly to ARPD and CPRs. Now, there are 4 columns and the other columns are for the progress reports. The same document will be submitted throughout the year.
• SSP 2.0 – 80% of the reports were completed and submitted. Focus on one performance measure and one goal but no more than 3 goals.
• Highlights from the 159 progress reports and 53 plans were shared. 99% of the programs saw improvement.
  o Connect phase – Auxiliary services focused on increasing drainage and tree debris. 40% has been completed. They are continuing the efforts this year.
  o Prepare phase – Testing Center focused on providing higher quality proxying services. An ARF was submitted for video surveillance cameras to lower the cheating rates. The VC for Academic Affairs provided funding for the cameras when ARF funding was not provided.
  o Engage phase – HOST’s goal was to increase fall to spring retention to 75%. They increased from 68% to 77% using 12 different strategies.
  o Learn phase – the Library purchased textbooks for every course for students to borrow to help them complete their degrees. Circulation for the textbooks nearly doubled.
  o Achieve phase – How do we help student with only a few credits left to graduate? The VC for Student Affairs provided $50,000 to pay for the credits.
  o Thrive phase – Health education non-credit increased community partnerships. An Optometry Assistant Program was requested and they created one in a year.
• ‘Aha Kalāualani and Title III are partnering to increase professional development for ʻāina-based learning. 30 faculty in all disciplines have participated.
• Course success is important. We can’t graduate students if they don’t pass the class.

JCI Part 2 (Appendix E)
• This is Johnson Controls’ system level energy savings performance project.
• The College will be using 74% renewable energy once the project is completed by 2019. We are currently at 15%.
• 4 primary projects – dry transformer replacement, LED lighting retrofits, window tinting and solar panels.

Long Range Development Plan (LRDP) (Appendix E)
• The previous LRDP was done in 2010. LRDPs are done about every 10 years. Facilities projects cannot be requested from the legislature if they are not mentioned in the LRDP.
• These are facility plans to identify places on campus and connect them with programmatic directions.
• Contracted with PBR Hawaii. The process has begun and will extend into the summer. PBR will do research to look at the current state of the campus.
• In the fall 2018 convocation, we will begin the dialogue. Charrettes are a process for people to come together to discuss what they want to see in the plan. The community such as Diamond Head Theater, Leahi Hospital, neighborhood boards, and local legislature will be invited.
• Programs need to think about what is needed in the next 10 years.

**ARF Process (Appendix E)**

• AGOs are just about finished ranking the ARFs.
• The CAC Budget subcommittee will meet on April 12th and 23rd to discuss recommendations to the CAC. A final recommendation to the CAC will be presented at the CAC meeting on May 3rd.
• The Interim Chancellor requested written feedback on the ARF process.

**Updates**

• The Accreditation team has been selected. They will be asking for access to Taskstream and KSCM. A series of information sessions on the 4 Standards are scheduled every Thursday in April.
• CTE Civil rights audit
  o Programs who use face-to-face interviews as a selection process must be addressed.
  o There are numerous facilities recommendations
  o Website compliance issues. All PDF documents after August 1, 2015 need to be ADA compliant. ADA compliance is complex. Our webmaster is on the UH System committee looking at ADA compliance for the system.
• April 17 is VP for Community Colleges John Morton’s visit to the campus.
• April 6 is the open forum for the 3 candidates for Chancellor.
• May 11 is Commencement at the Hawai’i Convention Center. Ceremony starts at 6:30.
• Faculty Worklife survey came out today.
• 360 evaluations are due April 13th.