Chancellor’s Advisory Council Meeting
Date: Thursday, August 9, 2018
Time: 2:30-4:30 p.m.
Place: Tamarind Room, ‘Ôhelo Building

Chancellor’s Advisory Council Members: Janice Ferguson for Lisa Aganon, Kevin Andreshak, Krystal Patterson for Kelli Brandvold, Candy Branson, Merrissa Brechtel, Sarah Bremser, Martin Chong, Kevin Dooley, Christopher Edmonds, Dave Evans, Bob Franco, Shirle Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Brenda Ivelisse, Lisa Kanae, Justin Kashiwaeda, Susan Kazama, Rona Kekauoha, No´eau Keopuhiwa, Aaron Koseki, Sheila Kitamura, Karl Naito, Nawa´a Napoleon, Keolani Noa, Veronica Ogata, Joe Overton, Louise Pagotto, Sunny Pai for Annie Thomas, John Richards, Shannon Sakaue, Jan Thurman, Allyson Villanueva, Cathy Wehman, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Members Absent: Christopher Edmonds, Bob Franco, Carl Hefner, Lisa Kanae, John Richards, and Jeff Zuckernick

Guests: Reid Sunahara, Gail Asada, Sara Ohashi, and Don Westover

Call to Order
Chancellor Pagotto called the meeting to order at 2:30pm. The Chancellor acknowledged the new CAC members: Kevin Andreshak, Staff Council Chair; Allyson Villanueva, Student Congress Chair; Lisa Aganon, Nursing Department Chair; Grant Itomitsu, Culinary Arts Department Chair; Amy Patz Yamashiro, Math and Science Department Chair; and Cathy Wehrman, CAAC Chair. Also introduced were Don Westover, Assessment Coordinator and Reid Sunahara, Faculty Senate Vice Chair.

Approval of CAC Minutes from June 21, 2018
Susan Kazama moved to approve the minutes and Vern Ogata seconded. Action: The minutes were approved with one abstention.

Enrollment Update – Brenda Ivelisse
- The Enrollment Management Strategic Plan is not just about enrollment, it’s about the student pathway, from student interest to completion.
- Daily enrollment numbers can be found here: https://www.hawaii.edu/institutionalresearch/openingEnrollment
- As of August 9, 2018, 6,341 students are enrolled, which is -.3% from the same time last year.
- The purge for non-payment is on Friday, Aug. 10. Students can re-enroll on Aug. 11th at 12:01 a.m. As of Aug. 6, 1,700 students were on the purge list. Student affairs personnel are reaching out to these students. After the purge, there is typically a jump in enrollment. Students can sign up for a payment plan. The fee to sign up is $30, but once
enrolled in the plan, they can pay as little as $1 towards their tuition. Financial aid disbursements are on Friday. Students with financial aid won’t be purged.

- Daily Enrollment Numbers without Early Admit number can be found here: https://www.hawaii.edu/institutionalresearch/openingEnrollment.action?reportId=OE&checkCred=Y
- Opening Enrollment by Student Type can be found here: https://www.hawaii.edu/institutionalresearch/openingEnrollmentStudentType
- High School Data can be found here: http://uhcc.hawaii.edu/highschool_data/
- The following are enrollment management subcommittees:
  - Returning Adult
  - Direct from High School Students
  - Student Focus Group
  - Prospective Students Landing Page
- Question: Why are our early college numbers lower than other CCs? We don’t have the staff to provide more early college and also provide the student services support.
- At the system enrollment management meeting on July 20, 2018, the focus was on returning adults defined as 25-45 years old. Our returning adult population tends to be 13% of the student population.
- For the College’s enrollment management plan, there are 30+ faculty and staff who have been working on this plan for a number of years.
- 900 students are expected at the New Student Orientation (NSO) III
- Question - What is the ongoing recruitment efforts for Native Hawaiian students through Title III? Title III funds cannot be used for recruitment. There are recruitment efforts for Native Hawaiian students through other entities.
- Question - What is the strategy for international students? We attend multiple EducationUSA events in Japan and China. EducationUSA is a U.S. Department of State network of over 425 international student advising centers in more than 175 countries. We do recruitments in Japan, China and Korea. We have short term contracts, articulation agreements, and dual programs. We have over 700 international students.
- Question - What is our strategy for non-traditional students? We are hiring a person who will focus on adult learners.

**Enrollment Decline Effects on Budget: Brian Furuto**

- Lower enrollment has had an effect on our budget.
- Actuals for FY16, 17, and 18:

<table>
<thead>
<tr>
<th>TFSF and General Fund</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Cash Balance</td>
<td>$5,793,523</td>
<td>$5,558,350</td>
<td>$3,581,483</td>
</tr>
<tr>
<td>Unencumbered Cash Balance</td>
<td>$3,489,197</td>
<td>$2,917,548</td>
<td>$1,449,969</td>
</tr>
</tbody>
</table>

- In FY 2016, the cash balance was $5,793,523 with an unencumbered cash balance of $3,489,197.
- In FY 2017, the cash balance was $5,558,350, unencumbered cash balance of $2,917,548.
● In FY 2018, the cash balance is $3,581,483, unencumbered cash balance $1,449,969.
● There was a difference of $1.2 million between tuition revenue projections and actual tuition revenues. In addition, there was a loss of approximately $500 thousand because the campus did not earn all of its performance goal funding back from the system. This led to the large reduction in ending cash balance and unencumbered cash balance.
● This loss of revenue will have to be accounted for in 2019 program allocations.

CAC Charter Review: Louise Pagotto

The following were recommended revisions to the CAC Charter:

● Tim Kwock BLT Lecturer requested that lecturers also participate as a voting member in the Chancellor’s Advisory Council.
● The agenda and supporting materials - This section [of the Charter] should be amended to require that these materials also be posted on the Bulletin at the 10 day mark to reflect the current (much appreciated) practice.
● Staff are underrepresented on the CAC. There are only a few seats allocated to staff members. Staff heavy areas such as OFIE, CELTT, Cafeteria, Campus Security as units could use more of a staff voice. It also seems that clerical staff concerns are being lost. We would like to see more staff as voting members.
● The AGOs should have more representation or an increased vote weight. The AGOs represent large groups on campus, but their votes can be countered by even the smallest of departments.
● CAC committee membership and who they represent when serving on the committees should be clarified within this charter. We have been told the committee membership is limited to CAC members (a departure from the previous CAC practice). This is problematic for staff (and other smaller group) representation as it requires a few people to serve on a disproportionate number of committees or sacrifice representation/

Discussion on lecturer representation on CAC:

● The discussion of lecturer representation was also brought to the Faculty Senate in an action request. In the Faculty Senate constitution, lecturers are already part of the electorate and are eligible to be representatives for their departments.
● Department Chairs represent lecturers as well as full-time faculty.
● Communication on certain policies are not getting to the lecturers. Communication is important. Lecturers are not getting messages from CAC. It was suggested to add lecturers to the departments’ email lists.

Action: It was decided that lecturer representation would not be added to the CAC voting membership as the department chairs represent them at CAC. However, communicating information to lecturers is important.

Discussion on additional Staff representation on CAC:

● CAC voting members are based on a principle and are members by function: College leaders such as department chairs, unit heads, AGO leaders, and those with campuswide functions.
● One Staff Council vote represents many staff. They are looking for ways to increase their voice. The same can be said for students. The Student Congress President represents over 6,000 students.
Action: The Chancellor will ask the members to discuss this with their areas and bring it back for discussion at the September 11th CAC meeting.

Discussion on whether AGOs should have more representation or their vote should have more weight:

- What would be a fair proportion? AGOs have one vote in CAC. CAC discuss and vote on campus-wide issues. For matters that relate to the constituent group, AGOs send resolutions directly to the Chancellor, not through the CAC. Therefore, AGOs have more weight on issues that affect their constituents or in their areas of responsibility. In addition, the Chancellor meets with the AGO leaders monthly to discuss concerns and AGOs meet with the Administrative Staff Council at the beginning and end of the academic year.

Action: The Chancellor will ask the members to discuss whether there should be more AGO representation on the CAC or if the AGO’s vote should have more weight. If members agree to move in this direction, what principle should be used to determine the members of CAC?

Facilities Use Procedure: Brian Furuto

- New policy EP 8.200 has necessitated changes to some of the facility use agreements. New information will be sent to the CAC for discussion at the next CAC meeting.
- Labs will be allowed to be open on Sundays with a facilities use request.

Accreditation Update: Joanne Whitaker

- A second Accreditation Prep Event (using the same material) will be offered on Friday, September 28, 2018, at 1:30-3:30 p.m. in Kopiko 127B/128.

Assessment Plan: Louise Pagotto

- We need to talk collaboratively about assessment. We also need to show evidence that we are having these discussions.
- If you have done assessments that are not in Taskstream, please collect them. It is important to be able to provide documentation of the assessment. We are a teaching, learning institution. How do we know that our students are learning what we say they are learning? Are we discussing with our peers?
- SLOs and TE alignment for courses across the community colleges. Some courses have the same outcomes, but each faculty member has autonomy on how the curriculum is delivered.
- The Department Chairs are meeting with the SLO coaches and the assessment coordinator on Aug. 10th.

UHCC Initiatives: Louise Pagotto

A list of initiatives originating from the UHCC system were projected (See Appendix A)

Discussion of some of the initiatives:
• 5-week courses online. By 2019, each campus will teach 5-week courses online. Leeward has piloted it and found students did much better in 5 weeks vs. 16 weeks. Because of visa and financial aid, this will not apply to international students or military/veterans. It is mainly for returning adults.

• Exploratory majors. We are offering one exploratory major in Health. We have concentrations in Arts and Sciences. Students enroll in Liberal Arts before being accepted into a Health program. There needs to be a pivot point when students can change their major. Counselors will need to help student with this. There are 900 students in the exploratory major.

• In August, there will be a preview for Banner 9.

• WICHE Interstate Passport. This is a way for our general education courses to be articulated to other institutions. We will need to determine the criteria for receiving transfer credits. It is based on the completion of outcomes instead of completion of courses. This is not a course-by-course articulation.

• Tutor.com, which will be implemented systemwide, is completely different from Brainfuse. We are trying to extend Brainfuse to December for a smooth transition to tutor.com.

Chancellor Updates: Louise Pagotto
At the CAC meeting in June, 8 groups discussed wildly important goals. One of the goals was to get back to teaching and learning.

The College’s wildly important goal is to win the Aspen prize by 2021. The Aspen prize is a $1 million prize given to Community College excellence in student success. To win the Aspen Prize, we all need to commit.

• All of your units have a Student Success Plan. Pick one goal related to our performance-based funding measures. We are all committing to do something to lead us to those outcomes. We need to do something every day or week to help us get to the goal. Those are our lead measures. Commitment to the lead measure and tracking it will be essential. Administrators are making that commitment.

• The Chancellor is committing to take the “Ask Me Anything” sessions on the road. She will go to every department/unit one time during the academic year. Contact Janice Yamada to schedule a date. She also commits to going to the cafeteria to talk to at least five students every week. Engagement happens in many places, not only in the classroom.

Chancellor Updates

• No smoking on the campuses is now a state law. We will not be confronting people to enforce the law. Ask smokers to go to the perimeter of the campus to smoke. “No smoking” signs will come from the system.

• Another wildly important goal from one of the eight groups was moving from a culture of “no” to a culture of “yes”. The College has engaged a facilitator, Linda Colburn, who will be introduced at Convocation.
In November, the recruitment for the permanent Vice Chancellor for Academic Affairs will begin. AGOs will be asked to provide names for the search committee. The ad will be posted in January and recruitment will take place in the spring.

Announcements

- Continuing education won one of the top three excellence awards from the Honolulu Star Advertiser. Continuing education revenue increased by 15% and enrollment increased by 45%.
- Eunice Yamada, Culinary student, will spend 6 weeks each in Paris, Berlin and Copenhagen. She won a study abroad grant from the Council on International Educational Exchange (CIEE) with assistance from the Honda International Center (HIC).
- Faculty Senate day is August 24th.
- Student Congress is partnering with the Board of Student Activities (BOSA) to sponsor Welcome Week from August 20-23 from 12-3pm. If you would like a table, contact Allyson Villanueva.
- August 16 is Ne'epapa Kalāhū. Tickets are $20, see Jeri Poti. There will be magic, prizes and awards.
- RECHARGE ’18 Tech Day for Staff & Faculty will be on Aug. 24, offered by CELTT and Library Staff.
- New Employee Orientation is August 16. There are 47 new employees who signed up.
- Kūlia ma Kapi‘olani is closing on Aug. 31st. However, they have applied for a new grant.
UHCC Initiatives

- Culinary Institute of the Pacific (CIP)
- Perkins subrecipient monitoring report
- Systems
  - STAR GPS
  - System Destiny (position and/or assessment)
  - KSCM
  - Banner 9
  - Tutor.com (instead of Brainfuse)
- Marketing – New UHCC brochure
- Aligning TEs/Curriculum/SLO
- Discipline MQs to reflect changing needs
- Student Success Initiative
  - Integrated Student Support
    - Onboarding
    - Purpose First
    - Transfer
    - Professional Development by Faculty Guild on Teaching and Learning
- Returning Adults
  - Recruiting/graduating
  - Working age adults
  - Adult learner recruitment
- 5-week courses online
- Distance Education alignment
- Math and English Redesign, Best practices
- New International MOU template
- WICHE Interstate Passport
- Academic Master Plan, 6-year
- Achieving the Dream
- Performance-based Funding Measures
- Exploratory Majors
- Long Range Development Plan
- Course Evaluation System
- ADA accessible websites