Chancellor’s Advisory Council Meeting Minutes

Date: Thursday, September 11, 2018
Time: 2:30-4:30 p.m.
Place: Tamarind Room, ‘Ōhelo Building

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

Members Absent: Kelli Brandvold, Christopher Edmonds, Nawa’a Napoleon

Guests: Craig Spurrier, Sunny Pai, Russia Famorca (Student Congress), Don Westover

Call to Order

Chancellor Pagotto called the meeting to order at 2:30pm. The Chancellor introduced new CAC member Annie Thomas, Acting Head Librarian.

Approval of CAC Minutes from August 9, 2018

Kevin Andreshak moved to approve the minutes and Allyson Villanueva seconded. Action: The minutes were approved.

AGO Updates:

Faculty Senate – Candy Branson, Chair

- Faculty Worklife Survey results are available.
- Faculty Senate’s final report for AY 2017-2018 is available.
- The faculty requested more time to deliberate on resolutions that were sent to the Chancellor. One resolution was to change the institutional policy on 300-level courses. The other resolution was to consider allowing CTE courses to fulfill requirements for the liberal arts degree. The Senators were asked to review with their departments and send the feedback a week before the next Faculty Senate meeting.

- Course Evaluation System (CES) – Currently, the ecafé questions are being used in the CES. There is now a timeline for the CES to consider campus level, program level, department level and faculty level questions.

‘Aha Kalāualani – Kapulani Landgraf, Pani

- Upcoming events were announced:
  - Sept. 20 at 12-1pm at Lama Alcove – Mele Hawai‘i Kahiko Ku‘uipo Kamakahi
Staff Council, Kevin Andreshak, Chair

- Staff Council terms are July 1, 2018 to Jun. 30, 2019
- Executive Committee members are Kevin Andreshak, Chair; Craig Spurrier, Chair Elect; Raphael Lowe, Vice Chair of Communication; Faila Delong, Vice Chair of Membership, Governance and Finance; Barbara Carlos, Vice Chair of Mission & Advocacy; Lee Ann Demello, Vice Chair of Recognition and Community Building; and Jeri Ann Poti, Vice Chair of Professional Development.
- Staff Council members are Keomailani Eaton, Sydney Dickerson, Michelle Samson, David Apostol, Helen Hamada, Sherri Akeo and Jamie Miyashiro.
- The goal for the year is to get more involved in campus activities and governance. Other goals are to promote professional development, improve communication, support health and wellness and increase community engagement
- Promote professional development – staff development day, software training, emergency preparedness, Lynda.com accounts and increase funding
- Improve communication – all staff email, website (agendas and minutes), action request form
- Support Health and Wellness – education (exercise and nutrition), activities (walking, meditation and tai chi
- Increase community engagement – Toys for Tots, Hawai‘i Foodbank, Howls for Towels, Dress for Success/Career Gear, CPK fundraiser and Zippy’s fundraiser
- Meetings are the 1st Tuesday of the month for Staff Council (Oct. 2), 3rd Tuesday of the month for the executive team (Sept. 18) and standing committees are monthly
- The Staff General Membership meeting is on Oct. 31 at 10am-11:30am in Kopiko 127. Lunch will be provided and there will be a costume competition.
• Staff and faculty birthday celebrations will be monthly starting in Oct. at various locations around campus. Student Employees are welcome as well.

Cindy Melim is offering a whole series on wellness including tai chi and yoga.

Student Congress, Allyson Villanueva, President
• Allyson introduced Student Congress Vice President Russia Famorca
• They recently voted on a new secretary Dessa Millon. They are still looking for a treasurer.
• They attended a Student Caucus meeting (Student Congress representatives from the UH System)
  o They are working on a transportation fee and an O‘ahu U-Pass
  o Open Educational Resources (OER)
  o Mental health counselors across the system
  o Food security and emergency fund for students
• Snack and Chat to meet students is next week with Student Activities and Student Publications.
• Sept. 17 – Student Congress is having a Constitution Day to brush up on your constitution and your rights.
• They will be doing a U-Pass awareness campaign – The U-Pass and transportation fee starts fall 2019.
• Student Congress meetings are the first and third Wednesdays every month.

CAC Charter Review
• In AY 2016-2017, there were 253 faculty, 181 lecturers, 163 staff, 9 administrators and 7,000 students.
• A suggestion was to weigh the votes depending on the number of people in the department or their proximity to the mission. For instance, ‘Aha Kalāualani is important to the mission for Native Hawaiians.
• Another suggestion was to have voteless meetings.
• It is important for the Chancellor to not only receive the vote but also the qualitative information from the departments/units.
• After a vote is taken, the Chancellor makes the final decision. The decision can be against CAC’s recommendation. In that case, the Chancellor must send a memo explaining the decision.
• AGOs meet with Chancellor monthly.
• CAC is an advisory group. The votes are recommendations to the Chancellor. Everyone’s voice is equal as your voice represents areas of the campus.
• AGOs are the official voice of their constituents. Whatever relates to their constituencies solely is not for general discussion. Staff Council issues don’t come to the CAC; they go directly to the Chancellor. Chancellor still makes the decision but there is direct access to the Chancellor.
• CAC discusses topics that affect the campus broadly.
• For instance, the library has both faculty and staff. However, the Head Librarian represents library issues at CAC, not staff or faculty issues. As a department chair or unit head, you speak
for your department/unit on issues that affect your department or unit. If it is a staff issue, it goes through the Staff Council.

- If CAC is not a decision making body, the term “poll” should be used instead of “vote”.
- No matter if CAC polls or votes, it is important that information that you receive through CAC is discussed with constituents for feedback.
- A list of possible amendments to the CAC charter will be sent to you. Discuss with your departments/units. A vote will be taken on each line item separately at the CAC meeting in November.

Preparing for the ACCJC Site Visit – Sunny Pai and Joanne Whitaker

- A document was sent with the photographs and bios of the 10-member accreditation team.
- The Team Chair is Dr. Willard Lewallen, Superintendent/President of Hartnell College.
- Before the team arrives at the College, they will review the 2018 self evaluation report and evidence, assign team members to sections of the report, identify problem areas, draft sections of the report, write out interview questions and identify individuals and groups to be interviewed.
- The team will be here from Oct. 14-18, 2018. They are staying at the New Otani Kaimana Beach Hotel. ‘Ilma 202A and 201 will be the location of the team meeting and break rooms. There are 2 open forums on Oct. 16 and 17. The Team Chair will meet with the Chancellor and there will be an open exit meeting on Oct. 18.
- Volunteers were requested to drive team members between the hotel and the College.
- Those who may be interviewed are administrators, AGOs, Chairs, Unit Heads, and those involved with the self evaluation process, assessment and planning and budget. A schedule will be sent but there may be last minute interview requests.
- Besides the interviews, the team may talk to people on campus, especially students, visit classes on campus or online, attend scheduled College meetings, log into Taskstream (Watermark), review syllabi and visit with UHCC, Board or Regents and the Culinary Institute of the Pacific.
- After the visit, the team report is given to the College for corrections of errors of fact, the team submits the report to the Commission and the commission makes a decision at its January 2019 meeting (in Hawai‘i). An action letter is sent to the College by February 2019.

Mock Interview Questions

The Chancellor asked that the members to the following question to interview each other. “Can you please explain the relationship between budgeting of resources and the college’s planning process? Is this done effectively?”

- Anyone submitting an Allocation Request Form (ARF) must related the request to an item in the Strategic Plan, ARPD and/or Student Success Pathway (SSP) Plans. The AGOs convene a Town Hall to hear details on the ARF. The AGOs rank the requests and the CAC makes the final recommendation. Items that are not funded can roll over to the next year or some are funded in other ways. Equipment requests were funded through the equipment allocation. Grants and possible funding from administrator accounts are possible.
• 9 questions were added to the 5-year budget plan to tie the requests to the Strategic Plan.
• The College’s planning processes. How do we tie our resources to our College plans?
• The SSP plans are tied to the strategic plan.

The Strategic Plan and Student Success Pathway – Kara Plamann Wagoner and Veronica Ogata

The following links were shared:
DRAFT: Strategic Plan Scorecard with Performance Funding Measures: www.go.hawaii.edu/fH7
Strategic Plan Comprehensive Scorecard: http://go.hawaii.edu/Qtf
Four Student Success Institutional Effectiveness Measures: http://go.hawaii.edu/fts

• Performance Funding Measures – OFIE is doing more risk assessment and analysis and integrating different systems.
• The KELA model can be found under the Institutional Effectiveness Measures (IEM). It tracks data on learning, engagement, and achievement.
• Other items that are tracked by OFIE are degrees and certificates, transfers, reenrollment, course success.
• The final numbers for the Performance Funding Measures will be at census on Sept. 24th. A report will be distributed on Oct. 5th in news and events and the website. These numbers are updated twice a year and include data on Filipino and Pacific Islander students.
• Information is in your ARPD. Your ARPD will show data on how your program is doing on the Performance Measures.
• Student Success Pathway (SSP) - How does the SSP affect the Strategic Plan outcomes? There are 53 SSP plans, 140 progress reports. The highlights are online at the OFIE website. The highlights include a comprehensive report on how the SSPs addressed the strategic plan outcomes.
• SSP 2.0 asked departments to focus on specific performance funding measures.
• How does each program help with student persistence?
• Students can be identified using 25 different variables such as full time, part time, Pell, single parents, and with dependents.
• How do we move the numbers? Vice President Morton has already adjusted the numbers to reflect the decline in enrollment. This is not just about getting performance funding; we need to help students to get to their goal, whether it is a degree, certificate, or transfer.

Job Fair – Angela Coloretti McGough.
• Thursday Sept. 13 is the Job Fair at 10am-2pm at the Great Lawn.
• May need to postpone the fair due to the storm.
• 50 employers and on-campus employers will be at the job fair.
• There is no theme. They invited a variety of employers that don’t fit into one specific major or area. In Spring, they will have mini fairs for specific fields.
• The Nursing department will have a mini job fair in a month or two.
Chancellor Updates

- Sept. 21st – Ways and Means Committee will be on campus
- Lead measures for all the administrators. We will do every day or weekly and it will be published on a website.
- Assessment update by Assessment Coordinator Don Westover - as of today, all courses in the catalog are in Taskstream. Half of the departments have attended PAPAYA sessions. Create a course log of your courses stating the course’s status. If the course is not being assessed, state why. It may be in course review or it’s not currently being offered. We need the Department Chairs and program/course coordinators to get this information. People are doing really great assessment work but need to do better at documentation. If you need help with assessment, please contact Don or the assessment coaches.
- A report is forthcoming from Linda Colburn, facilitator from Convocation.
- The Vice Chancellor for Administrative Services updated the members on Tropical Storm Olivia. The tropical storm will go directly over the islands. As of right now, the College will be open. Maui is closed. There are no plans for Honolulu County to close. As a precaution, unplug and close your windows and sign up for UH alert.