Administrative Staff Members: Brian Furuto, Carol Hoshiko, Brenda Ivelisse, Susan Kazama, No‘eau Keōpūhiwa, Aaron Koseki, Nāwa‘a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker

Members Absent: Brian Furuto

Guests:

Previous Meeting Notes

Approval of Minutes
The meeting notes for December 17, 2018 were approved with amendments.

New Business

Decision making purview – Louise P.
- Discussion on what the scope of authority is for a Dean.
  - This topic will be added to the agenda for the Admin Retreat on January 31.
- It was suggested to invite HR and Business Office to an admin staff meeting to discuss further.

RTRF – Louise P.
- Discussed how to use the $60K allocation campus-wide:
  - Classroom furniture for Kauila and Olonā buildings and furniture for Naio bldg.
  - To increase enrollment via online classrooms
  - Refer to the ARPDs for some ideas

Support for OCET – Carol H.
- Continuing Education (CE) is an integral component of the College’s Mission and Mission Statement..."Kapi‘olani Community College provides open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals to the diverse communities of Hawai‘i."
- The units currently offering CE and/or contract training are Culinary, GLAD (Global Learning and Development), Health, and the Honda International Center (Int'l contract training).
- CE’s enrollment is increasing. FY18 was 4,533.
- CE’s revenue generated in FY18 was $986,618 (does not include grants received).
- With expertise in recruiting and serving adult learners, CE can become a pathway into KapCC by offering flexible credit classes, hiring credit lecturers, offering PLA option, and offering micro-credentials and digital badges for specific skills training. Micro-credentials can be stackable to articulate into credit. Micro-credentials can be used by credit, continuing education, and PLA.
- Support is needed for CE:
  - To provide administrative support and advocate for CE
  - Level the playing field for continuing education
    - Allow CE to fill the permanent “S” funded Operations Manager position. It is critical for operations.
- Return CE time period for room scheduling
- Provide CE students access to student support services
- Foster business environment that allows for innovation and entrepreneurialism
- Support CE in piloting credit offerings, PLA, Micro-credentials

- See Appendix A (Office of Continuing Education & Training Functional Plan)

**Topics for Admin Retreat – Louise P.**
- Decision making, scope of authority
- Recap of the budget
- Kūpono session with Linda Colburn
- Discuss next steps following the Kūpono session

**CAC Preview – Joanne W.**
- Discussion on proposed strategies for Recommendation #2:
  - Faculty Senate to complete strategies #1, 3, 4, 5 & 7
  - CAC/AAC to complete strategies #2, 4 & 6
- Discussion on Recommendation #1:
  - Joanne is working with OFIE to determine how to evaluate policies, procedures, and processes; who will conduct these evaluations; how do we communicate and discuss; how to collect and store data; and the timeline for all evaluations.
- Proposed action for both recommendations for CAC is to create an accreditation work group to monitor the progress from now to May 2020.

**ARF Process – Louise P.**
Discussion tabled for a future meeting.

**Admin Updates**
- There will be an opt-in CAC email list to receive all CAC emails.
- As part of the civil rights audit, Admissions now offer interpreter services. If depts. other than Student Affairs is interested in this service, Brenda can assist in setting this up.
- Susan was in Shanghai on behalf of the Freeman Scholars program. The five students can now speak in Chinese and they presented in Chinese what they learned and their biggest accomplishments. Three students are in culinary. Two of the five students are returning for the spring semester.
- Arts & Sciences dept. has learned that in terms of max enrollment for classes, other colleges are about five less than KapCC. When other colleges’ enrollment went up, we increased seats available; but when their enrollment dropped, we did not readjust to the original seating count.
- Arts & Sciences dept. has an SLO committee and Nāwā’a would like to request that OFIE attend admin meetings to keep them informed on evaluations of the Colleges’ institutional plans and governance and decision-making policies, procedures, and processes.
Appendix A

Office of Continuing Education & Training Functional Plan

I. Deans Leadership Team: Carol Hoshiko, Aaron Koseki, John Richards
   a. Operations (programs or functional teams)
      i. Culinary
      ii. GLAD
      iii. Health Education & Nursing; Kupuna Education
      iv. Honda International Center (HIC)
   b. Program, curriculum, distance ed development (programs or functional teams)
      i. Culinary
      ii. GLAD
      iii. Health Education & Nursing; Kupuna Education
      iv. Honda International Center (HIC)
   c. Advancement; Marketing Outreach Fund Develop (programs or functional teams)
      i. Culinary
      ii. GLAD
      iii. Health Education & Nursing; Kupuna Education
      iv. Honda International Center (HIC)