Chancellor’s Administrative Staff Council
Monday, January 28, 2019
2:30 p.m. – 4:30 p.m.
‘Ilima 202A
Facilitator: Louise Pagotto

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

Members Absent:

Guests: Melissa Nakamura (OCET)

Previous Meeting Notes

Approval of Minutes

The meeting notes for January 22, 2018 were approved with amendments.

New Business

Budget Update – Brian F.

- More research on the budget is needed before discussion.
- Admin to gather their budget sheets for the admin staff retreat in preparation for a budget update.

Micro-Credentials/Digital Badges – Carol H. and Melissa Nakamura

- Melissa presented information about micro-credentials and digital badges. (See Appendix A)
- Digital badges could possibly be applied to credit course modules, continuing education offerings, or prior learning assessment (PLA) credit and help increase student retention and enrollment.

Council of Community College Chancellors (CCCC) – Louise P.

- Highlights of the CCCC meeting on January 23, 2019:
  - Perkins V - Focuses on engagement with 9 groups of targeted special pops, an explicit focus on equity, and those completed 12 or more credits in a program of study. One-year Perkins transition plan is due April 2019 and the four-year state plan is due July 2020. Non-traditional also include people of color and gender. Perkins can be used for non-credit programs. State CTE is looking to define which non-credit programs would be supported.
  - Legislature - A change in the way the House approaches budget. A base budget will only move forward from the House. Anything not included in the base will be processed as a separate bill good for the duration of the session and will have to be re-approved every year.
  - UH Online Associates Degree – John Morton is very interested in encouraging CTE to deliver in this format (5-week online courses).
  - Employee Mobile Device Program – If the institution pays for an employee’s phone, it cannot be used for personal matters, or they can opt to receive a subsidy for $30/mo. instead.
  - Senior Visitor Program – Brought forth by LCC, that some of the seniors are becoming disorderly and taking courses multiple times. Maui College and HawCC do not have senior programs. KapCC has Louise Yamamoto to manage the senior program. Seniors are subject to the campus conduct code.
Faculty Rights Handling Disruptive Students – Brought forth by KauCC, that faculty can ask a disruptive student to leave the class and initiate conduct code.

PELP is being tasked to look into the repeat course policy.

Admin Updates

- KapCC received the ACCJC action letter and External Evaluation Report.
- Joanne will meet with Faculty Senate on February 4 to discuss the action requests submitted that covered some of the proposed strategies. Joanne will also meet with the AGO's tomorrow to discuss recommendation #1.
- The Dept. of Land and Natural Resources (DLNR) Diamond Head Citizens Advisory Committee meeting is on February 5 at 5:00 p.m. One of the topics for discussion is for KapCC to introduce its energy conservation efforts.
- Carol will attend Neighborhood Boards 3, 4, & 5 to speak about the energy conservation efforts, the upcoming environmental assessment, and to request to give a presentation in March.
- OCET has a campus council meeting this week, including an AMA session. The department is welcome to submit questions to Joanne or Janice Yamada prior to the meeting.
- Highlights of the Student Affairs Officers meeting on January 25:
  - Reviewing Mental Health MQ’s
  - Important Fall dates:
    - August 15 – payment deadline (without purge)
    - August 16 – financial aid distribution
    - August 26 – first day of school
    - September 3 – payment due by 4pm with purge
  - There was no consultation with Academic Affairs and impact on cancelling courses.
  - Payment plan for past due accounts
  - Fall 2019 - financial aid will only cover courses listed in the degree.
- The VCAA’s plan to have an informative retreat to bring everyone up to date.
- Nāwa’a requested for admin to create a data calendar at the admin staff retreat (i.e. meeting goals for performance based measures).
- As an effort to meet one of the performance-based measures, Nāwa’a and MKC reviewed a list of stopped-out students to identify those who have enough credits to earn a degree and may follow up with them to see if they want the degree.
- The Exploratory - Health Sciences (EX-HS) pathway was set up as a "shell" in the STAR GPS rules. This is on the online application but is not an approved credential/degree. The EX-HS pathway will default and mimic the requirements of the AA-Liberal Arts (AA-LBRT) degree so that students who do not move out of the pathway can continue on to meet the requirements of the AA-LBRT. The GPS team will reprogram the pathway. The FYE team will advise students who select EX-HS after the first two semesters, to encourage them to change their major aligned with a Health Sciences track. An email announcement was sent to employees about retrieving W-2s from the Hawai‘i Pay website, or picking up a hard copy at the business office at designated times.
- February 12 is the first annual kukui grove maintenance.
- The Native Hawaiian plant committee requested for a field day to clean and organize landscaping. Brian asked for admin's support as more details come in.
- There was a retreat of all Native Hawaiian student-serving programs last Friday, January 25 to launch the second semester of conversations and meetings. It was an opportunity to disseminate information about all the programs, and have a question and answer session. Louise shared strategic plan goals and the numbers to aim for. They have decided to do a collaborative project to map out the student flow across all the different programs. There are so far three meetings set for the semester.
Appendix A

Digital Badges

What are Digital Badges?
- Started in 2007 but gained momentum in 2011
- Digital form of a certificate, i.e. professional development, specific skills
- Provides evidence of student assessment
- Ideal audience are the Millennial generation who grew up with technology

Open Badges – There’s data inside!
- Badge name
- Badge URL (description)
- Badge criteria
- Badge image
- Issuer
- Issue date
- Recipient
- Tags
- Alignment (standards)
- Expiration date
- Evidence URL

Digital Badge Platforms
- P2PU
- Credly
- Open Badge Passport
- Badgr

Digital Badges in Higher Education
- Purdue University
- Oregon State University
- The University of Utah
- University of Illinois, Springfield
- University of Minnesota
- University of California, Irvine
- The University of Melbourne
- Arizona State University
- Auburn University
- Colorado State University

University Professional and Continuing Education Association (UPCEA)
- What is UPCEA?
  - Focus on both professional and continuing education and quality online programs
  - More than 6,000 members from North America, Mexico, Europe and Australia higher education institutions
  - Institutions represents Continuing Education units who offer both credit and non-credit courses and programs
• Membership Benefits
  o Discounted Conference Registration Fee
  o Online Forums
  o Webinars
  o Library of Resources
  o Benchmark Studies
  o Access to Past Conference Presentations
  o Consultation Services: Online Education and Marketing Analysis
  o Publications

• UPCEA Networks
  o International
  o Business and Operations
  o Marketing Enrollment and Student Services
  o Online Administration
  o Community and Economic Engagement
  o Program Planning & Implementation
  o eDesign Collaborative

• 2019 UPCEA Annual Conference
  o Bringing the Future University Closer to Employers and Learners: The Evolving Role of Continuing Education
  o Pathway from Noncredit to Credit: A Deep Dive
  o Internal and External Strategies for an Enterprise-wide, Industry-validated Badging Program
  o Building a Sustainable Business Model for Online Education
  o Challenges and Issues: A Conversation Regarding Micro Credentials
  o Community Engagement and Training in University Continuing and Professional Education Schools
  o International MOU's: Lessons Learned from Partnerships with International Universities