Chancellor’s Advisory Council Meeting Minutes

Date: Tuesday, March 12, 2019
Time: 2:30-4:30 p.m.
Place: Köpiko 127B/128

Chancellor’s Advisory Council Members: Lisa Aganon, Craig Spurrier for Kevin Andreshak, Karen Boyer, Kelli Brandvold, Candy Branson, Sarah Bremser, Laure Burke, Martin Chong, Christopher Edmonds, Jerilynn Enokawa, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Brenda Ivelisse, Lisa Kanae, Elaine Chang for Justin Kashiwaeda, Anne Matute for Deneen Kawamoto, Susan Kazama, No’eau Keopuhiwa, Sheila Kitamura, Kapulani Landgraf, Karl Naito, Nāwā’a Napoleon, Veronica Ogata, Joe Overton, Louise Pagotto, John Richards, Shannon Sakaue, Annie Thomas, Jan Thurman, Allyson Villanueva, Cathy Wehman, Don Westover, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Members Absent: Lisa Aganon, Bob Franco, Brian Furuto, Brenda Ivelisse, No’eau Keopuhiwa, Shannon Sakaue

Guests: Dessa Lyn Millon, Linh Hoang Poe and Pat Taylor

Call to Order

Chancellor Pagotto called the meeting to order at 2:30pm.

Spotlight – Nicole Otero

Spotlight celebrates the innovative initiatives that are happening across the campus.
The presentation was about applying the ‘āina-based approach in ESOL 94F.
  • There are 4 modules around the environment: 1) Ocean, 2) Fresh Water, 3) Food system, and 4) Sustainability
  • Each module includes writing assignments, a hands-on experience and other activities culminating in a persuasive essay.
  • The students had an overwhelming positive response to the class and the curriculum.
  • Reflections were that ‘āina-based curriculum benefits all faculty and non-Hawaiian students. It also provides a sense of personal responsibility for the place you live or call home. Students’ writing is more authentic and the collaboration is more meaningful and rich.

Approval of CAC Minutes from February 12, 2019

Laure Burke motioned to approve, Lisa Kanae seconded.

Action: The minutes were unanimously approved with amendments.

AGO Updates

Staff Council: Craig Spurrier, Chair Elect
• The birthday celebration was today, March 12th. Over 100 cupcakes were given away. The birthday celebrations are on the second Tuesday of each month.

• Staff Council, in collaboration with the Employment Prep Center, will be collecting men’s and women’s business clothes and aloha wear for Dress for Success. Unused cosmetics, handbags, and other items are also being collected. Drop off your items at Kalia 101 or ‘Iliahi 231 through March 15.

• April 2nd is the Staff General Membership meeting. Food will be served.

• April 10th is the Staff Council Ask Me Anything session with Chancellor.

‘Aha Kalāualani: Kapulani Landgraf, Pani
• March 8, Kāhili Kū workshop. The two kāhili will have 2,250 feather picks, 250 branches, and 25 rows each. Faculty, staff and administration are being invited to participate. Each pick has 7 rooster tail feathers.
  March 27, Kāhili Kū workshop at 9am-2pm in Lamakū
  March 28, Kāhili Kū workshop at 10am-3pm in Lama 207A
• March 8 was an ‘Aha Kalāualani meeting. A vote was taken to commission Brook Kapūkuniahi Parker to paint a portrait of Queen Kapiʻolani. The goal is to finish the portrait and the kāhili for Commencement.

• Oli Holo and Hawai‘i Ponoʻī workshops are open to all - Wednesdays at 12:15-1:15pm at the Great Lawn near the Kokiʻo building.
  For all: March 13, 27, April 3, 10, 17, 24, May 1
  For Faculty, Staff and Admin: March 29 and April 12

• Kīpaipai Career & Transfer Series – Kaleo Wong on March 28, 2019 at 12-1pm, Lamakū Study Hub
• Kīpaipai Career & Transfer Series – Kihei Nahale-ā on April 10, 2019 at 10:15-11:30am at Lamakū

Student Congress: Allyson Villanueva, President
• Spring survey and elections are underway. Dessa Lyn Millon is running for president of Student Congress
• A town hall was convened for students to discuss Mauna Kea and TMT. Students may take a stance depending on the town halls at the other campuses.

Faculty Senate: Candy Branson, Chair
• The Quality and Worklife survey results will be presented to a UH Board of Regents subcommittee
• At the last faculty senate meeting, a DE course review process to ensure federal compliance and alignment with ACCJC standards was passed.
• Also approved to phase out Taskstream and replace with CLRs and LASRs
  Approved 5-year SLO assessment cycle 2019-2024, and to submit 20% of the CLRs every year.
• Faculty Senate may form a faculty grievance committee, similar to student grievance.
**Question:** What is a faculty grievance committee? To address student behaviors in the classroom. The student conduct code should help faculty but it is more student focused. The faculty do not feel included in the process.

- Course Evaluation System – Department questions are needed by May 3rd. Assessment Coordinator Don Westover offered his assistance to create questions.

**Policy K 5.202 – Louise Pagotto**

- K 5.202 is our process and we need to do Comprehensive Program Reviews (CPRs) a minimum of every 5 years. The UHCC Policy was revised and therefore we need to revise our campus policy.
- The first part of program review is the Annual Report of Program Data (ARPD). The ARPD template is set by the system. Data from the System are given to the campuses in August. We need to complete them by December. Our ARPDs go live at our request.
- The programs that complete ARPDs are all instructional, student affairs and academic support.
- We are asking ARPD writers to add more information. After the health indicator section is a section for program learning outcomes. Which program outcomes were evaluated? State what you are going to do to improve the program and what resources you need to improve it. We need to show how learning outcome assessment results lead to program improvement and decisions on resource allocations.
- The second part of 5.202 is the CPRs. All the programs do a CPR including Administrative Services, OFIE, HIC, and HR.
- Previously, CPRs were done every 3 years. At the last CAC meeting, the Chancellor asked to amend the policy to a 5-year review cycle. This aligns with the cycle of SLO assessment, which is required by the policy.
- The second amendment addressed the last section of the CPR. Instead of a tactical action plan, write an action plan that outlines the steps that will be taken to improve or modify the program based on the analysis of the program’s health and the attainment of program learning outcomes.
- The format for the reports was determined by UHCC. Templates were created for every program.
- The CPRs are due on May 1st, with the revised last section.
- Programs undergoing external accreditation within the 2 prior years do not need to do a CPR. When the cycle changes to five years, you won’t need to do a CPR if you had an external accreditation within 3 years prior to the CPR due date.
- **Share the proposed revisions to K 5.202 with your constituents. There will be a vote to approve the revised K 5.202 at the May meeting of CAC.**
ACCJC Recommendations – Joanne Whitaker

- The Draft Continuous Improvement Plan to address recommendation 1 was shared with the CAC members. Refer to the Ohana website.
- An update on recommendation 2 was also presented. Refer to the Ohana website.
- The ACCJC Follow-Up Report is due March 2, 2020.
- Ultimately, beyond meeting ACCJC Recommendation 2, we hope that when all the moving pieces are in place, we have created clear processes that build and strengthen our culture of assessment and support faculty, staff, students, and administration to continually improve.

Technology Plan Update – Karl Naito

In the past, some people used the ARF process to identify technology needs for the next fiscal year. As there is no ARF process this year, if you have technology needs for the next fiscal year, send them to your Dean. The ARF form or ARPD can be used to submit technology needs for FY 2020.

The budget is limited. 20% reduction across the board affected CELTT as well. Requests need to be reasonable based on programmatic needs. There are 1,500 computers across the campus. In the past, computers were replaced every 5 years (some even 4 years). Today, cycle of replacement may be every 7 years but the computers will be upgraded to run programs.

Technology was also requested on the 5-year budget plans. The requests were pulled out and transmitted to CELTT. Departments and units are asked to submit their budget in May. However, CELTT wants to prepare the faculty for the budget impact before they leave for the summer. So send your requests to your Dean through your program administrator by March 31, 2019. CELTT will prepare a report for the May meeting.

One of the challenges the college faces is there is always more demand than available resources. How do we prioritize? There needs to be a consensus on priorities. By the April CAC meeting, CELTT will report on the prioritization of technology. A request was made for departments and units to prioritize their technology needs before sending to the Deans. The Deans will prioritize the needs as well. CELTT will send out the ARF form and a list of identified computer labs with the age of the computers. There are 30+ computer labs, which includes carts with laptop computers and computer labs in classrooms. We don’t have the funding to replace all the computers on campus.

Chancellor Updates

- The UH Board of Regents (BOR) will be meeting at Kapiʻolani CC on March 28, 2019.
- The campus is allotted 10 minutes to do a presentation for the Regents. The Chancellor went through the draft presentation at the meeting.
  - The priorities for the campus are to recruit, retain and focus on engagement. We will be recruiting returning adults and International students. For returning
students, 95,000 people in the state have some college credits but no credential. There is an all-day UHCC System meeting to discuss returning adults.

- We will be focusing on fall-to-fall retention. We need to help students pass their courses. Are there any plans to investigate or ask the students why they leave? Are other campuses doing an intervention? The students need to feel they belong here. We need to ask the students if they are coming back next semester. Our fall-to-fall retention is 53%, which means we are losing half of the students. In a previous look at the data, 60% of the students who left had a GPA of 2.0 and above. Use achievement grants in your departments for those who are close to graduating. Don’t lower the standards or be less rigorous. Give the students extra help when they need it.

- Focus areas are distance education, undergraduate research and sustainability.

Announcements

- This is International Festival Week.
- Linh Hoang Poe, UH Foundation Senior Development for Kapi'olani CC, congratulated Culinary on receiving $250,000 in scholarships. The library also a $100,000 endowment for scholarships. Use the scholarships to retain students.