Chancellor’s Administrative Staff Council  
Monday, March 25, 2019  
2:30 p.m. – 4:30 p.m.  
‘Ilima 202A  
Facilitator: Louise Pagotto

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

Members Absent: Brenda Ivelisse

Guests:

Previous Meeting Notes

Approval of Minutes
The meeting notes for March 18, 2019, were approved.

New Business

Kūpono Sessions – Linda Colburn
- Kūpono sessions findings, summary and solutions were provided and discussed.
- Linda gave admin an assignment, which is to review the book she provided titled, *Conflict Resolution Phrase Book*, choose a segment of the book and highlight the phrases that would apply to themselves, and email those phrases to her.

- Joanne, Susan, John, Nāwa’a, and Karen have discussed how to show SLO results leading to program improvements. Joanne invited them to an accreditation meeting on April 15 to talk about the ARPD portion of their discussion.
- The group is working on how to make it a more meaningful process to do ARPDs and leading them to program improvement, resource allocation and institutional planning.
- A suggestion was made to read each other’s ARPDs to get a better understanding of everyone’s goals.

RTRF – Louise P.
- Maria Bautista – Approved

Admin Updates
- Carol inquired about the delayed process of uploading class schedules into the Scheduler. The Cont. Ed. department still needs to reserve rooms for their upcoming classes. Nāwa’a offered to download a room schedule by classrooms from STAR for Carol to refer to.
- A suggestion was made to follow up on Linda Colburn’s next steps and have a plan set before the end of the semester.
- A paramedic program in Guam will start in June.
- The Rad Tech program had an accreditation approximately two weeks ago and there were some recommendations the department will be working on.
- The surgical tech program is working on a distance ed cohort that is set to be scheduled for the fall semester.
- There were three Perkins proposals that were submitted for BLTCH, Women’s Correctional Center, and New Media Arts.
- A discussion is needed between Academic Affairs and Student Affairs about Banner access.
- Louise will discuss with the deans the timeline of contract renewals.