Call to Order

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

Spotlight – Tiffany Kawaguchi – Occupational Therapy Assistant Program's On-Site Teaching Clinic

- Prior to the clinic, unsuccessful Level II fieldwork experiences in physical dysfunction settings – 23% of students did not pass or had to extend Level II fieldwork placement.
- Received a Career and Technical Education Grant in 2015 for $28,198 to create a start-up clinic in spring 2016.

The clinic provides a different learning experience for students:
- An early opportunity for hands on experience
- A bridge between the classroom and clinic
- Mentorship by seasoned and currently practicing clinicians
- Exposure to challenging clients
- Opportunity to safely fail and learn the occupational therapy process.

Clinic Statistics since 2016
- 42 OTA students have had the opportunity to be occupational therapy practitioners.
- More than 34 clients
- Diagnoses include stroke, Moya Moya disease, spinal cord injury, Guillain Barre syndrome, Parkinson’s disease, and Alzheimer’s
- Numerous anecdotes of increased functional performance.
- They provide therapy for those who have run out of insurance.
- For 2017 and 2018, the fieldwork pass rate by cohort increased to 100% for both years
- For 2017 and 2018, certificate exam pass rate increased to 100% and 90%, respectively
Next Steps

- An official name is needed
- Off-site clinic at Hawaii Youth Correctional Facility for level IIB fieldwork in Summer 2020?
- Possible Mobile Clinic in summer 20__?

Approval of CAC Minutes from April 9, 2019

Joe Overton motioned to approve, Dave Evans seconded.

Action: The minutes were unanimously approved.

AGO Updates

Faculty Senate – Candy Branson, Chair

- For 2019-2020, Candy Branson will be the Faculty Senate Chair, Austin Anderson will be Vice Chair and Don Westover will be secretary. Carl Polley and Kawehi Sellers are at-large members and Mackenzie Manning and Richard Halverson are Curriculum Committee Co-chairs

Plans for spring were

- The formation of committee regarding faculty rights/protections
- Finalizing the Course Evaluation System (CES)
- DE course evaluation process
- Addressing ACCJC recommendations
- Syllabi: What should be in the course syllabus?

Highlights were

- Established that CTE as elective courses would apply to the A.A. degree in Hawaiian Studies
- Finalized CES Campus questions, based on faculty feedback
- Approved curriculum workflow deadlines for spring 2019 and fall 2019; reviewed curriculum
- Supported the adoption of the Distance Education course format definitions to establish clear and specific, shared language among campus stakeholders, including faculty, staff, administration and students.
- Supported phasing out Taskstream
- Supported DE review approval process
- Supported 5-year assessment cycle: to assess SLOs in 20% of courses each year, ultimately reaching the goal of 100% of all courses and SLOs being completely assessed at the end of the 5-year cycle.
- Decided on syllabus motion to include information presented in all syllabi and recommend that certain information precede all other content, e.g., course description, SLOs, course materials

Future Goals

- Put the GE committee to work: 1) to create new Gen. Ed. Learning Outcomes, 2) to have draft of the Gen. Ed. Learning Outcomes ready to be disseminated to the College by Fall 2022, 3) to approve Gen. Ed. Learning Outcomes by Spring 2024, 4) to implement newly approved Gen. Ed. Learning Outcomes, effective Fall 2024. Diversification?
- Continue Faculty Rights
● Standardize AA degree across the CC system (requirements are currently different)
● Repeat policy
● Renewal policy

Staff Council – Kevin Andreshak, Chair
● First two weeks in June, Staff Council will be collecting donations for the Hawaiian Humane Society. Barbara Carlos is coordinating.
● Birthday celebrations for June will be on Wednesday, June 12, as June 11th is a holiday.
● CPR first aid classes will be offered. Staff will be given priority – Lee Ann DeMello is coordinating.
● In June, elections for Staff Council will take place. Craig Spurrier will be Chair, starting July 1st.

‘Aha Kalāualani – Kapulani Landgraf, Kipu
● April 18 - Dedication ceremony for Victoria Kinoiki Kekaulike portrait in the Kekaulike Center
● April 29 - VP John Morton’s Aloha Reception
● Papa ‘Ōlelo Hawai’i – Fall 2018 and spring 2019
● Lamalama – Kukui Torch preparation
● May 3 – Kāhili kū assembly. There are 250 branches with 2,250 feather picks
● May 6 – Kukui ‘Ā Mau I Ka Awakea - Torch that continue to burn in daylight at Queen Kapiolani park
● May 6 - Procession of the portrait of Queen Kapi’olani and kāhili from Olapa to Lama and dedication of the portrait.
● May 10 - Commencement with the portrait of Queen Kapi’olani and the kāhili
● Thursday, Jan. 9, 2020 - Ne’epapa Kalāhū, due to the construction at ‘Ōhi’a

Budget and Vacancy updates - Louise Pagotto and Brian Furuto
● Vacancies were frozen for spring semester. We created a process for looking at vacancies and determined on a case by case basis what should be filled.
● Question: What is the process? Submit an SF-1 and Request to Fill form. All the forms are on the Ohana website.
● Deadline to submit your budget is tomorrow, May 15. Brian and Shirl need time to review the documents before the meetings. Budgets need to be sent to your administrator before they are submitted to Brian and Shirl.
● We are working on our budgets early to accommodate requests to release tentative budgets in July instead of September.
● Budget meetings will be ongoing from May 15 to middle of June with every department and unit.
● Paperwork to renew unbudgeted and budgeted temporary positions must be submitted by June 30, 2019. For unbudgeted temporary positions, all paperwork should be dated from July 1, 2019 to July 31, 2019. If the decision is made to continue the unbudgeted temporary position, additional paperwork will need to be submitted, dated from August 1, 2019 to June 30, 2020.
Budget Committee Report – Lisa Kanae

Budget Committee’s responsibility
- In an advisory capacity, provide input for budget decisions and processes
- Discuss overall budget issues

Guiding principles
- KOP 1.111 - Planning and Assessment Integrated with Resource Allocation (PAIR Process)
- KOP 1.112 - Participation in Decision Making
- Inclusion, communication and transparency
- Committee Composition – Kapulani Landgraf - Kalāualani, Kelli Goya - Title III, Kauka de Silva - Faculty, Aaron Hanai - Faculty, Barbara Carlos - Staff, Craig Spurrier - Staff, Lisa Kanae - Dept. Chair, Grant Itomitsu - Dept. Chair, Jerilynn Enokawa - Unit Head, Shannon Sakaue - Student Services Faculty.

First meeting – April 23rd
- Budget Foundation - Brief overview of past FY16 to FY18, present FY19 and FY19 planned, future FY20 and beyond.
- Election of Convener – Shannon Sakaue
- Review the budget proposal exercise (revenue generating & budget reduction ideas) from the April 2nd Emergency Budget Meeting.
- Next meeting – May 21st. Budget reduction exercise: Each committee member will select 3 ideas from revenue generating and budget reduction ideas or 3 of their own ideas.

Construction Update - Brian Furuto
- Cafeteria – renovation projected to be completed by the middle of July
- Naio – possible move in before fall 2019
- Bookstore – also projected to be completed by mid-July.
- Manono – projected to be completed in December 2019 or January 2020.
- Renovating the 3 portables: Maile, Mamane and Mokihana. These are three $1-million projects to renovate the exterior and the roof. Maile will be shut down for a year. Work won’t start until Spring 2020.

Note: The funding source for renovations is different from the college’s operating budget.
- The Nursing Dept. requested the cafeteria tables and chairs, if they are not going to be used.
- A request was made to have an e-waste collection.

Continuous Improvement Reports - Kara Plamann-Wagoner and Louise Pagotto
- The Continuous Improvement Plan is about instituting cyclical evaluations of councils, plans, and AGOs, in order to promote continuous improvement.
- The Councils did internal surveys, while the AGOs did surveys for their external and internal constituents.
- Plans will be addressed in fall 2019.
Timeline
- March 15 – Survey items were established. Student Congress External survey was launched
- March 27 – AGOs and Councils surveys were distributed to leads
- April 10 - Surveys closed
- April 22 - OFIE reported results to leads
- May 3 - leads submitted Continuous Improvement Reports to the ALO

By the Numbers
- 13 surveys were distributed, 913 students took the external Student Congress survey, 191 participated in all other surveys, 236 comments provided feedback.
- Fall 2019 - specific and measurable goal setting will take place for all AGOs, Councils, and Plans

There were small group discussions on how to improve the Continuous Improvement process and also the CAC members were asked if there were any suggestions for possible synergy with the goals from the AGOs, Council and Plans. Results from the discussion are found in Appendix A.

- The AGOs can look at the surveys together. How do we get feedback from our constituencies?
- Communication - When information is shared to CAC, the members are supposed to share the information with their constituents. Is there a way to just send it out to the entire campus? We currently do both. We email information to CAC and then post it on the news bulletin. Anything that is sent to CAC is sharable. How do we communicate more effectively? Sometimes information is sent from multiple sources. A suggestion was made to use the groupings for faculty and staff:
  - Kapiolani-staff@lists.hawaii.edu
  - Kapiolani-faculty@lists.hawaii.edu
- Another suggestion was to create a centralized calendar for all the information.

Policy K 5.202 - Louise Pagotto
- This policy was first revised in Spring 2012, with subsequent revisions in Spring 2013 and Spring 2015.
- The reason for the current revision is to align with the newly revised UHCC policy 5.202. Program review is mandated by the BOR and ACCJC accreditation. The central question that is addressed by program review: are your programs effective?
- Annual Report of Program Data (ARPDs) are annual and cyclical. Almost all of the ARPD data are generated by the UHCC system for instructional programs. We do not control the ARPD data.
- Comprehensive Program Review (CPR) is a longer view, looking back 3 years, including an external context, curriculum review, and a plan going forward. The ARPD data are included in the CPR.
- The biggest change to K 5.202 is going from a 3-year cycle to a 5-year cycle to align with the UHCC policy and with the 5-year SLO assessment cycle.
- The second change was to create a simpler action plan to make it more succinct.

Commented [LP1]: Do you think admin is included in this listserv? If we are, then we can just send all CAC communication to these two lists. I’d still put it in the Bulletin, though.
● The templates in K 5.202 come directly from UHCC Policy. There are distinct reporting templates for each kind of unit: instructional, student support, academic support, administrative services, etc.
● Comments from the field: Faculty Senate had many questions, especially on the ARPD, and there was not enough time for consultation with the departments. The Chancellor will attend a Faculty Senate meeting, if invited, to answer questions. Staff Council also had concerns.
● The inaccurate numbers in the ARPD have a direct impact on the programs. Concerns are mostly about the ARPD data. However, we do not control the data in the ARPD. We do not address it in our policy. The UHCC currently has no mechanism to bring issues to the UHCC system. The Chancellor will bring the issues back to Peter Quigley.

**Action:** The Chancellor withdrew the vote to have consultation with the departments. The vote will be taken at the CAC October meeting.

**Shared Services – Brandon Marc Higa**

● What is shared services? Professional development (fellowships) and fiscal administration
● Services offered: Grants/proposal development (federal, state, private), review contracts with state and HR/personnel recruitment (RCUH)
● Grant support services: Pre-award – getting through the application process. Post-award - project implementation.
● FY 2019 - $5.8 million raised through 18 extramural projects.
● $3.7 million in additional funds have been requested through 18 submitted proposals.
● The potential impact is a total of $9.5 million.

**Chancellor Updates - Louise Pagotto**

● Comprehensive Program Reviews (CPRs) have been submitted and ARPDs are almost completed. We will be doing meta-assessments of the ARPDs and CPRs. Dean John Richards is creating a template for the ARPD assessment with OFIE and Assessment Coordinator Don Westover.
● For the CPRs, we will form a working group in the fall to review the CPRs. Each CPR has action steps, which can be used to inform an institutional academic master plan. The information can also be used as a springboard for our next strategic plan. We can use the CPR information to focus our efforts.
● Devon Peterson was welcomed as a new member of CAC. The members of CAC are Department Chairs, Unit Heads, or those with campuswide function.
● Maria Bautista will be the Interim Vice Chancellor for Academic Affairs. This is Susan Kazama’s last CAC meeting. Susan will be the Interim Vice Chancellor for Academic Affairs at Honolulu Community College.
● No’eau Keopuhiwa is the Interim Vice Chancellor for Student Affairs and Angela Coloretti-McGough is the Interim Student Affairs Coordinator and is also a new member of CAC.
● Congratulations to the Nursing Department on a new endowed scholarship.
Appendix A

1. It’s early to say what we think of the process. We do like the concerns that were collected. We mainly looked at the AAC feedback and goals. We liked the goal of having the VCAA & VCAS give reports at least once a semester. We also think combining the AAC and CAC meetings will be a more efficient use of time and discussions, since they often overlap. Issues can be prioritized and common themes can be identified to come up with campus-wide initiatives.

It’s time to look at things collectively. Louise has done Ask-me-anything, We have done Kūpono sessions, is there a way to aggregate the feedback that came out and create a summary and identify those things that are common across the campus.

Lot of CAC info that is supposed to be disseminated by the DC members can be done as a blast or in bulletin.

2. Random notes from CAC brainstorm: We were discussing a common goal among councils and AGOs. We like the idea of a common goal. Book: The One Thing. Focuses everyone on major things. Please be cautious of creating another layer of meetings to try to come up with the common goals. The goal should be purposeful meetings, not more meetings. Use technology, strive for efficiency. Optional for passionate participants.

3. This was mostly me, however, as a general comment - the surveys often normalize the campus. This can create challenges in decisions are made on a normalized response when each program is unique. Not sure that I am making sense or providing feedback without all the info.

4. Questions/Comments:
   A. How does this impact department operations, does it add an additional layer? There’s already lots to do and am trying to understand the differences between ARF, continuous improvement, etc.
   B. Not all goals are measurable, how do you know you have attained the goal?
   C. Where do we find information - such as TEs for Faculty Senate, who is assigned TEs.
   D. Budget committee has evolved - not sure that the Budget committee has any bargaining power. It is hard to support a plan when we don’t have clear guidance. Don’t feel it is a part of the process.
   E. New CI report is a good assessment tool, it will be another way to collect data.

5. All AGO and committee goals should lead to the institutional goals and follow an implementation plan. It is also good for the groups to see how they can be more efficient in their meetings.

Monthly meeting with AGO group could serve to align goals, identify commonalities, and plan.

6. Synergy Idea:
   Since a common thing for improvement is communication, perhaps we could all come up with a common plan to analyze and reflect on how we are communicating internally and externally, choose a goal/plan, assess and back round again. Solutions may include cross-meetings, technology, Internet.
   Simply the process -- too many steps not good.
THE CI Process - The process works.
Our voices are heard because we contribute.
There is a concrete outcomes and goals
There is follow-up.

Takes more time, but worth it.
We hope we can sustain these efforts.

7. I do not think that the purpose of the survey was made clear to our group (student affairs). I don't think how the survey would relate to larger things/processes going on campus was articulated well. I think that affected participation and the value of the exercise. "Because we got dinged for it in accreditation," doesn't motivate otherwise busy individuals to provide thoughtful responses.

In our experience, there is a great deal of desire for greater collaboration with other Academic Affairs and other groups on campus. I think in our silos we do not know how to start forming those bridges, especially people who don't serve in a "leadership" capacity.

8. The various goals of the campus (i.e. mission statement, Chancellors goals, etc.) are loosely defined and lack clarity. To better guide these organizations, we need a set of expectations from campus leaders or an action plan that each of us carry in this big picture.

POSITIVE
We are beginning this journey of assessing these groups and have a set of expectations to follow
A website to help keep accountability and consistency amongst all groups.