CAC Meeting Minutes and Video
Tuesday, August 10, 2021
2:30-4:00 p.m.
Zoom


Absent: Lisa Aganon, Justin Kashiwaeda, No’eau Keopuhiwa, Kapulani Landgraf, Joe Overton, Juliet Owens, Louise Pagotto, Annie Thomas, Jeff Zuckernick

CAC Guest Attendance

Call to Order
Interim Vice Chancellor for Academic Affairs Maria Bautista called the meeting to order at 2:30 p.m. Susan Kazama, Richard Halverson, Jr., Jenny Brown, and Jeri Ann Poti were introduced.

Approval of the Minutes from the CAC meeting on June 8, 2021
Action: Angela Coloretti McGough moved to approve and John Richards seconded. The minutes were approved.

Return to Campus Updates
Vice Chancellor for Administrative Services Brian Furuto – Kapiʻolani CC’s Operational Announcements (PDF)

Academic Affairs - Maria Bautista
- Leigh Dooley - The DE class review process will begin in the fall. DE Peer Review in Fall 2021 Quick Facts (Google Doc)
  Please send questions to Leigh.
- After convocation, there will be an Academic Affairs cluster meeting. They will be meeting as one unit. More information is forthcoming.

Assessment Day during Duty Week - August 17 at 10am-12pm
Joanne Whitaker, Assessment Liaison Officer and Jamie Sickel presented options for assessment day, August 17th, during duty week.

  - Assessment Agenda (Google Doc)
  - Assessment Slides (Google Slides)
Questions and Comments:

- **Question** - Are these meetings departmental discussions? **Response** - Yes. Larger departments can coordinate smaller group discussions, as needed.
- **Comment** - To do the CLRs, we need data, and we only have two hours. Are faculty going to come to this? A lot of work went into it but what is expected as a department chair? **Response** - We framed this out as an option but you can do what you feel is best.
- **Question** - What about part-time faculty? How do we engage them? **Response** - Asking lecturers to engage in assessment can be touchy but there are other faculty who do involve lecturers in assessment. We can use this time to talk about these issues.
- Bob Franco - Aug. 17th is a duty day. This is a good systemic way to put learning assessment into our lives. This gives faculty time to focus on what is important in their work, which is student learning. The SSPs and ARPDs can be used to frame the discussion. This is part of the college’s continuous improvement processes. It is an opportunity for the department chairs to show that it is not only just about individual faculty efforts but how the college is meeting stated course and program learning outcomes.
- **Question** - Is there anything similar for Service Area Outcomes (SAOs)? **Joanne** - Several departments are working on SAOs. If you need help facilitating, email me. The counselors are working with Michaelyn Näkoa and Kristie Malterre on assessment.
- Nāwa’a Napoleon - On the instructional side, the SLOs are in the catalogue. Where are the other assessments? It would be good for both academic and student affairs to see each other’s goals. **Response** - An Outcomes and Assessment webpage is being created to show what we are doing in assessment and it will include SAOs and our Institutional Learning Outcomes (ILOs). The goal is for it to be ready by the end of fall.
- Veronica Ogata - We have to thank the Chancellor for designating a day for assessment. Faculty have been asking for time to assess. For the ACCJC Midterm Report, ACCJC is asking us to address questions around Student Learning Outcomes. These [Assessment Questions (Google Form)](https://example.com) are important to answer.
- Joanne - This will be our first time doing this. After August 17th, let’s discuss and improve it.
- Nāwaa - The department chairs are responsible for their faculty to do assessment. When it doesn’t happen and they don’t meet the deadline, what are we going to do? I know it’s COVID but we’ve had problems with assessment for many more years. It is a requirement.
- Bob - Doing assessment in the fall and in the spring and also providing a summer opportunity could become the rhythm of the campus. The campus has never figured out what to do when SLOs are not done. It’s a delicate dialogue but it’s good that we have scheduled it.
- **Question** - What is required on the assessment agenda? **Response** - If possible, do the CLRs and the critical [Assessment Questions (Google Form)](https://example.com).
- If courses are going to be in the curriculum review process, it may be a good time to do assessments.