

Title: Chancellor's Advisory Council Minutes
Place: Tamarind Room, `Ōhelo Building
Date: Tuesday, December 3, 2013
Time: 2:30 p.m. to 4:30 p.m.

CAC Members: Kevin Andreshak, Maria Bautista, Esben Borsting, Kelli Brandvold, Susan Dik, Leigh Dooley, Dave Evans, Regina Ewing, Bob Franco, Kalani Fujiwara, Brian Furuto, Kelli Goya, Frank Haas, Helen Hamada, Mary Hattori, Carl Hefner, Colette Higgins, Carol Hoshiko, Ann Ishida-Ho, Susan Jaworowski, Keith Kashiwada, Sheila Kitamura, Mark Kunimune, Salvatore Lanzilotti, Mona Lee, Gordon Man, Carol Masutani, Sharoh Moore, Susan Murata, Chris Nadamoto, Nawaa Napoleon, Conrad Nonaka, Estelle Ogawa, Patricia O'Hagan, Joe Overton, Louise Pagotto, Trude Pang, Leon Richards, Charles Sasaki, Ron Takahashi, Joanne Whitaker, Chi Kuen (Annie) Wong, Louise Yamamoto and Dawn Zoni.

Members Absent: Kevin Andreshak, Leigh Dooley, Helen Hamada, Susan Jaworowski, Keith Kashiwada, Mark Kunimune, Gordon Man, Carol Masutani, Chris Nadamoto and Conrad Nonaka.

Guests:

1. Call to Order

2. Information/Reports:

a. ACCJC Accreditation Report Update - Leon

An Accreditation Team came for a follow-up site visit on Saturday, November 16, 2013. 25 faculty, staff and a student were interviewed by the two-person team. The Chancellor thanked all those who came to campus on a Saturday for the interviews. The Team Chair was Dr. Jewel Laguerre, Superintendent/President of Solano Community College and Mark Snowwhite, retired English faculty from Crafton Hills Community College. The team emailed their Evaluation Team Report and the Chancellor sent a letter of response to Dr. Laguerre. We are waiting for the final word from the ACCJC Commission meeting in January.

b. Communications/Report from BOR/KCC Authorized Governance Orgs (AGOs)

1. ASKCC – Annie Wong/Kalani Fujiwara

ASKCC Student Congress held its last general meeting on November 30th. At the meeting the items that were discussed and passed were:

- The selection of members for the Spring at-large election committee
- The selection of members for the ASKCC Student Charter Reformation Committee to review the charter.
- A resolution to ask the Chancellor for additional tables in the Olapa rest foyer.

There will be a Chancellor's Student Forum on December 5th focusing on the smoke free campus guidelines (Brian Furuto and Mona Lee will work with Student Congress on this), proposed campus technology plan and a Q&A session with the students.

Student Chairperson Annie Wong was commended by the Chancellor and the members of the CAC for representing the students with poise and thorough knowledge of the college's initiatives during the ACCJC accreditation team site visit interviews on November 16th.

2. Faculty Senate – Susan Dik

The faculty senate met on December 2nd with a full agenda. A new ad hoc committee was created: the Student Success Center Committee with an April 2014 deadline. There are 30 faculty members involved and they have met several times. A student survey was taken with 500 responses. The Student Success Center Task Force was an outgrowth from the Foundation studies report. Veronica Ogata is leading the committee. The Curriculum Committee had a November 2013 deadline. Recommendations were forwarded to Louise Pagotto. Two Statway

math classes were examined for articulation purposes, which have been approved. A Senatorial Committee was formed to update the constitution.

3. Kalāualani – Nawaa Napoleon

The Kalāualani meeting was held on November 25th. Colette Higgins & Kahelelani Clark attended the Pūko`a Executive Council meeting. Similar to how Kalāualani advises the Chancellor on Native Hawaiian Affairs, the Pūko`a Executive Council advises the UH President. Kalāualani has two seats on the Pūko`a Executive Council. Kalāualani is sending in a budget proposal for two positions for Kapi`olani Community College. Kalāualani also suggested that one to two members of Kalāualani work with Bob Franco on the next Title III grant. Kalāualani would also like a member of student congress to be a member of Kalāualani.

4. Staff Council – Helen Hamada/Carol Masutani

There was no report from the Staff Council.

c. Reprioritization of Title III Carry-Over Funds - Leon

There are \$1.5 million of carry-over Title III funds. Originally, \$500,000 was allocated to the Student Success Center and \$600,000 for technology. There is a compliance issue with the computers at the college. CELTT has done an inventory of all the computers on campus. Computer purchasing was decentralized with the departments purchasing and maintaining their own hardware. Without a consistent source of funding, computers have not been regularly upgraded. In April 2014, Microsoft will no longer support Windows XP, which is the operating system for many of the computers. After April 2014, there will be no security support. Windows XP is being upgraded on some computers but many need new computers to support the operating system.

A proposal was made to reprioritize the Title III Student Success Center funds to technology. It will cost \$829,000 to upgrade all the computers. There is a three-tier priority list. Tier one will cost \$60,000 and will be for those at high risk of institutional programs being breached. Tier two will be the rest of the staff computers, which will cost \$96,000. Tier three will be the student labs and computer centers at \$674,000. Esben has been asked to request approval from the Federal Government to reallocate the funds. Funds for the Student Success Center will be requested during the next Title III proposal.

The faculty senate Student Success Center committee will assess the needs of the Student Success Center, which will develop into the Title III proposal. Bob Franco's team at OFIE will be writing the grant and there was a request for specific questions that the committee could use that would be specific to the requirements of the grant. The focus will be on institutional effectiveness measures. The Student Success Center will impact every program on the campus and is an institution-wide project.

As Title III funds are designated for Native Hawaiian-serving institutions, a suggestion was made to link the technology and Student Success Center proposals to NH student success. There is a great deal of data on the impact on NH students and it will be included in the grant proposal.

To maintain the computers going forward, there has been an ongoing discussion on the possibility of a student technology fee. There is also a discussion at the system level of all fees including a technology fee. Students have been supportive of a fee.

d. OFIE Update - Bob Franco

1. Fall and Spring AGO-sponsored Forums

There are two campus-wide forums planned for spring 2014: one on student learning assessment on January 23rd or February 20th and one on technology on March 20th. Bob asked if any of the AGOs would sponsor the forums.

2. Carnegie Foundation for the Advancement of Teaching: Community Engagement Classification

Bob Franco did a presentation on preparing for the 2015 elective Carnegie classification on community engagement. In 2006, KCC received the designation as a Carnegie Foundation institution based on our service-learning programs. Of the 311, only 30 community colleges were classified. The classification is important in grant writing and shows we are accountable to our mission. One focus is to strengthen the assessment from employers of our students. How do we know if employers are satisfied? Are students being prepared appropriately? What is the average salary of our graduates? There will be an assessment of the various forms of community based learning such as internships, clinicals and practicums. Do these opportunities lead to employment?

e. Community College Forum (The Education Advisory Board) - Leon

There will be a presentation on December 6th at 9:00 a.m. to cover topics such as:

- Seeking sustainable enrollments
- Creating programs for emerging workforce needs
- Reengineering Developmental Education

f. Convocation Theme Possibilities – January 9, 2014 - Leon

A possible theme for the convocation is “Looking Forward”. With the conclusion of the accreditation process, what are the overarching goals for the college going forward? There was a request to send ideas for a theme to Joanne.

g. Board of Regents Meeting Ideas – April 17, 2014 - Leon

15 minutes are reserved in the BOR agenda for KCC. There was a request for ideas on what the college should showcase. Send ideas to Joanne.

3. Action Items:

a. CAC Strategies for KCC 2013-2014 based on the Strategic Plan, ARPDs and CPRs - Leon

This is part one of the discussion about identifying strategies to meet the 2013-2014 performance measure goals as defined in the College’s Strategic Plan for 2008-2015. There are 6 strategic outcomes, 29 performance measures and 8 college-wide strategy categories. To successfully implement the strategies, the college will use communication, transparency and increased decision-making participation. Decisions will be made with strong data support. The 8 college-wide strategies cover the entire institution. The following are the 8 strategies - the conclusions from each breakout group are in italics:

Strategy 1: Manage and grow enrollment strategically. Currently, our enrollment is down 13%.

- *Invest people and resources in marketing and branding*
- *Invest people and resources in outreach, nationally and internationally*
- *Build capacity for online course offerings*

Strategy 2: Diversify, improve, and increase the college’s financial aid portfolio for students.

- *The highest priority is to continue to streamline and centralize the procedures, applications and processes for the awarding of scholarships and related aids.*

Strategy 3: Develop a new ecology of engaged learning and teaching for retention, persistence and success such as in the area of developmental writing, reading and math.

- *A high priority is to review best and high-impact educational practices with a focus on improving the completion of foundational courses in math and English*
 - *Library: implement tutoring and promote information literacy collaboration*
 - *CELTT: support with technology*
- *Another priority is to design, develop, implement and assess New NH Student Success Program and Center and fill the 2 FTE positions – a NH Student Success Center Coordinator and a NH APT Outreach staff member.*

Strategy 4: Develop a new ecology of engaged learning and teaching for degree and certificate completion and transfer such as in STEM fields of study.

- *Priorities are completing the accreditation for business schools and programs (ACBSP) process.*
- *Continue to develop and implement a follow-up Action Plan to address program weaknesses and deficiencies for full accreditation of our EMS programs. Both of these need support and leadership.*
- *Continue to pioneer and evaluate “credit when it’s due” awarding practices and programs such as auto-admit, reverse transfer, etc. Focus on student support services.*
- *Develop, centralize and offer a comprehensive Job Placement Services model by 2015. There is a need for a job placement coordinator and data system.*
- *Based on best practices, review, define and refine KCC STEM Enterprise. Suggestions are cross-program interaction and a marketing program and support for needs assessment leading to course development.*

Strategy 5: Diversify, sustain and increase the college’s funding portfolio and revenue streams.

- *Increase tuition & fee and special funds through targeted marketing. HOST enrollment management – look where students are coming from. Implement a college-wide enrollment program. With Perkins funds, develop data, create a marketing plan, target certain populations, e.g. international, high schools, DOE pathways. For CE, training for hospitality and tourism, and interpret Hawaiian.*
- *Increase KCC-UH foundation partnerships/fundraising totals 2%-5%. STEM: working with Kamehameha School.*
- *Increase extramural grants by 3%. STEM: plan of applying for new grants to support STEM initiatives and performance measures.*

Strategy 6: Increase financial, technological, and physical resources and faculty/staff expertise.

- *Work with VP office for UHCC and the Hawai‘i Health System Corporation (HHSC) to obtain full and complete use of the Sinclair building and codify a partnership with Lē‘ahi Hospital as a teaching hospital and for the joint use of the hospital cafeteria for the establishment of a Food Innovation Center.*
- *Continue to develop, improve and test the College’s Emergency Preparedness Plans and Procedures following NIMS.*

Strategy 7: Strengthen community outreach and partnerships

No report for this strategy.

Strategy 8: Improve ongoing cycles of integrated research, planning, assessment, evaluation, and budgeting.

- *Review, define, and refine the current Institutional Improvement Matrix to include both academic and non-academic core effectiveness measures.*
- *Achieve ACCJC-WASC required benchmarks for program review, planning, student learning outcomes (SLOs) and five-year curriculum review of courses. Both of these strategies will be for OFIE and CAC to collaborate and to innovate.*

KCC will operate under the assumption that the communication of information and shared participatory governance are pivotal to the success of the college through monthly meetings with the AGOs, the Chancellor’s Standing Advisory Councils (Administrative Staff Council and CAC), forums, and other means of communication.

The Administrative Staff Council and the CAC have been restructured and repurposed. All changes will be implemented starting January 2014. The administrative staff members will include the VCs, deans, OCET and Community & College Relations. The meetings will be the first, third and fifth Monday of each month at 1:30 p.m. Their function will be to focus on communication, problem-solving and decision-making especially in the general academic and non-academic

programs, and service areas. It will focus on operations from an institutional perspective, identifying problems and determining potential solutions.

The CAC members will be the VCs, deans, department chairs, unit heads, Title III, CAAC, AGOs, Executive and Special Assistants, HR, Business Office and Auxiliary Services heads. There will be five meetings per year, 2 per semester and 1 during the summer. The CAC is an advisory board to the Chancellor, considering and taking action from the working groups:

- Budget and Planning
- Accreditation and Assessment
- Technology
- Professional, Faculty and Staff Development
- Enrollment Management and Marketing
- Curriculum and Instruction
- Student Support Services and Learning Support

Within the next two weeks, the Chancellor will develop a mission/function statement on each of the working groups. Subsequently, the members of the CAC will be asked to list the top three working groups on which they would like to serve.

CAC Accompanying Documents can be found on Quill (<http://quill.kcc.hawaii.edu/page/hom>), through the "Governance: Shared and Participatory" site (<http://quill.kcc.hawaii.edu/page/committees>), and logging-in to the "[Chancellor's Advisory Council \(CAC\) formerly known as Policy, Planning and Assessment Council \(PPAC\)](http://quill.kcc.hawaii.edu/page/ppac.html)" site (<http://quill.kcc.hawaii.edu/page/ppac.html>).

Submitted by Joanne Whitaker
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