

Title: Chancellor's Advisory Council Meeting Minutes
Place: Tamarind Room, `Ōhelo Building
Date: Tuesday, June 23, 2015
Time: 2:30 p.m. – 4:30 p.m.

CAC Members: William Arenivas, Maria Bautista, Karen Boyer, Kelli Brandvold, Merrissa Brechtel, Dave Evans, Bob Franco, Shirl Fujihara, Kalani Fujiwara, Brian Furuto, Kelli Goya, Helen Hamada, Carl Hefner, Colette Higgins, Krista Hiser, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, Susan Kazama, Sheila Kitamura, Salvatore Lanzilotti, Gordon Man, Carol Masutani, Teri Mitchell, Karl Naito, Michaelyn Nakoa, Nawa`a Napoleon, Conrad Nonaka, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Trude Pang, John Richards, Leon Richards, Charles Sasaki, LaVache Scanlan, Lori Maehara for Ron Takahashi, Sheldon Tawata, Joanne Whitaker, Dawn Zoni and Jeff Zuckernick.

Not Present: Maria Bautista, Bob Franco, Colette Higgins, Krista Hiser, Carol Hoshiko, Sheila Kitamura, Gordon Man, Carol Masutani, Michaelyn Nakoa, Conrad Nonaka, Veronica Ogata, Patricia O'Hagan, Joe Overton, Trude Pang, Leon Richards, Charles Sasaki and Dawn Zoni

Guests: Kevin Andreshak, Raphael Lowe and Craig Spurrier

Call to Order: Brian Furuto

Recognition of New Members:

Merrissa Brechtel, Shirl Fujihara, Michaelyn Nakoa, Shannon Sakamoto, LaVache Scanlan and Sheldon Tawata

BOR/KCC Authorized Governance Orgs (AGOs) Report

ASKCC: William Arenivas, Chair

The Student Congress office is switching temporarily with the Veterans Affairs Office in the 'Iliahi building to be more visible on campus. From the student survey, it showed that students were mostly unaware of the online paper. They are working with Student publications on improvements. Shannon Sakamoto has been officially appointed the new Student Congress advisor.

Kalāualani: Nawa`a Napoleon, Chair

Most of the faculty are on summer break. There will be a meeting on first week of August to plan out the calendar for the year.

Staff Council: Helen Hamada

Carol Masutani will be retiring and leaving the College. Shirl Fujihara will be replacing Carol on Staff Council.

CELTT - Information Security: Karl Naito

There are 2 major components to information security: securing electronic and paper documents. There is a new procedure for delivering documents effective immediately. If delivering paper files that include personally identifiable information (PII), the document(s) are required to be hand carried and passed to another person. It cannot be left on a person's tray or inbox. There have been four significant security incidents in the spring 2015 semester. It is important to report missing or lost files. It is also necessary to decrease the number of incidents. PII includes first name, last name or first initial last name, social security number, credit card number, bank account number with PIN, driver's license number or state ID. Please spread this information widely. It was also required to redact PII information on files that are kept for archival purposes.

Demo of KCC's App: Kevin Andreshak, Raphael Lowe & Craig Spurrier

See **Appendix A** – KCC app presentation.

Title III renovations update: Kelli Goya

See **Appendix B** – Title III presentation

There was a question on the renovations to the Kopiko building. The current project is to build a secured storage. The project is underway and is to be completed in November. The project to renovate 4 classrooms will take place next calendar year.

Curriculum Review, Program Review and Faculty 5-Year Review Updates: Louise Pagotto

See **Appendix C** – K5.201: Curriculum Review Guidelines and Timeline, K9.203: Faculty Five-Year Review Procedures, and F5.202: Review of Established Programs

K9. 203: 5-year Faculty Review Procedures or also referred to as the post-tenure review (the numbering system aligns this document with system policy). The dates for when faculty are eligible for review and deadline for submission have been changed. The deadlines to notify faculty on their 5-year review is by September 1st and the faculty must file the document to their department chair by December 1st. To provide more time for the faculty member to complete their review, Vice Chancellor Pagotto notifies them in May. Once the document is submitted to the department chair, the department chair is required to submit their report to their vice chancellor by February 15th. The vice chancellor then submits a report to Chancellor.

If a faculty member does not have a department chair, the DPC will conduct the review with the chair of the DPC and the faculty member and the DPC chair will submit the report. If the faculty member is a rank 5 and there is no one to review, they need to ask faculty members outside of their area.

After discussion, there were no objections to the changes in the Five-year review procedures.

K5.201: Curriculum Review Guidelines

All curriculum is reviewed every 5 years. All curriculum changes must be approved by January 20th to be published in the subsequent fall catalog. Deadlines are now firm as these are required by the UH system and are inputted in STAR for graduation requirements. In the guidelines, there will be disciplinary recourse for late documents.

It was recommended to put in a request in March to get it approved by January 20 of the next year.

K5.202: Review of Established Programs

There was a discussion on Section 6.d. The Vice Chancellor for Academic Affairs has proposed this paragraph to replace the current paragraph.

“a. The Chancellor’s Advisory Council (CAC) shall be responsible for oversight of the program review process, including reviewing comprehensive program review reports for alignment with the College mission, for alignment with the College’s strategic plan performance measures and resource allocation process, and for tactical action plans that lead to program improvement. The CAC will also monitor overall College compliance with systemwide program review policies and review and approve recommendations for improvement to these guidelines.”

Comments and approval for the change will be collected by email.

* For accompanying documents and/or access to all Chancellor’s Advisory Council minutes and documents, please go to the Ohana website, [https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/under Groups](https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/under%20Groups), Chancellor’s Advisory Council (CAC).

Submitted by: Joanne Whitaker
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