

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, January 13, 2014 5:11 PM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on January 17, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, January 17, 2014**

Time: **9:00am to 12:00pm**

Place: **Mokihana 105**

Below is the **meeting agenda** for the (January 17) Cluster Meeting:

1. [Debriefing on Student Affairs SLO Assessment Retreat on December 18, 2013 and Update on January 28, 2014 Retreat \(per Wes\)](#)
2. [Debriefing on Assessment Data for Health Science/Nursing Counseling Cluster](#)
3. Planning for **"Counselor Table/Booth"** for Health-E Fair on April 4, 2014
4. Update on Student Affairs Leadership Team **(SALT) for Progress and Completion** (per Russ)
5. Update on Student Affairs Leadership Team **(SALT) for Retention/Starfish** (per Crystalyn)
6. Update on Student Affairs Leadership Team **(SALT) for Graduation** (per Cheri)
7. Update on Proposal for **(On-Line) "Exploring Health Careers Information Session"** (per Wes)
8. Update on **MyPlan Chart for Health Sciences/EMS/Nursing Programs** (per Russ)
9. Updates on **KCC Native Hawaiian Career & Technical Project and Collaboration with CTE Programs** (per Michaelyn Nakoa)
10. Updates from **CAAC Task Force to Propose Changes for CAAC Structure** (per Russ)
11. Updates from **CAAC Counselor Connection Committee** (per Russ)
12. Updates from **CAAC Professional Development Committee** (per Wes)
13. Updates from **CAAC Professional Standards Committee** (per Cheri)
14. Updates from **Consultation & Referral Group** (per Cheri/Wes)
15. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
16. **Updates from Nursing Department** (per Crystalyn and Wes)
17. **Next Cluster Meeting** on Friday, February 21st at 9:00am to 12:00pm in Kōpiko 209A-B.

Time permitting, other topics of interest (not referenced above) can be discussed.

I've included Patricia O'Hagan in this e-mail to offer her a standing invitation to attend our meeting.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Tuesday, February 25, 2014 2:37 PM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on February 28, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, February 28, 2014**

Time: **12:00pm** to 3:00pm

Place: **Mokihana 105**

Note: The Mokihana Building is next door to the Māmane Building which is adjacent to Parking Lot "A."

Below is the **meeting agenda** for the (February 28) Cluster Meeting:

1. **Debriefing on Assessment Data and Reporting Cycle for Health Science/Nursing Counseling Cluster**
2. Planning for **"UHCC Day"** on March 18, 2014 at 8:00am to 11:30am (at the State Capitol Rotunda)
3. Planning for **"Counselor Table/Booth" for Health-E Fair** on April 4, 2014 at 9:00am to 2:00pm
4. Planning for **"LCC Career, College & Job Fair"** on April 9, 2014 at 9:00am to 1:00pm
5. Planning for **"Hawai'i P-20 Career Industry Fair"** on April 10, 2014 at 8:30am to 11:00am (at Hawai'i Convention Center)
6. Update on Student Affairs Leadership Team **(SALT) for Progress and Completion** (per Russ)
7. Update on Student Affairs Leadership Team **(SALT) for Retention/Starfish** (per Crystalyn)
8. Update on Student Affairs Leadership Team **(SALT) for Graduation** (per Cheri)
9. Update on "Standing Leadership Team" **for Student Health/Wellness Center** (per Wes)
10. Update on Proposal for **(On-Line) "Exploring Health Careers Information Session"** (per Wes)
11. Update on **MyPlan Chart for Health Sciences/EMS/Nursing Programs** (per Russ)
12. Debriefing on **WCC CNA Pathway to KCC Health Programs Proposal**
13. Updates from **CAAC Task Force to Propose Changes for CAAC Structure** (per Russ)
14. Advanced briefing on **(March 5) Meeting Between Mona Lee and CAAC Chairpersons**
15. Updates from **CAAC Counselor Connection Committee** (per Russ)
16. Updates from **CAAC Professional Development Committee** (per Wes)
17. Updates from **CAAC Professional Standards Committee** (per Cheri)
18. Updates from **Consultation & Referral Group** (per Cheri/Wes)
19. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
20. **Updates from Nursing Department** (per Crystalyn and Wes)
21. **Next Cluster Meeting** on Tuesday, March 18, 2014 st at 12:30pm to 3:30pm in 'Ilima 202-B.

Time permitting, other topics of interest (not referenced above) can be discussed.

I've included Patricia O'Hagan in this e-mail to offer her a standing invitation to attend our meeting.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Thursday, March 13, 2014 10:50 AM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on March 18, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Tuesday, March 18, 2014**

Time: **12:30pm to 3:30pm**

Place: **'Ilima 202-B**

Below is the **meeting agenda** for the (March 18) Cluster Meeting:

1. Update on Proposal for **(On-Line) "Exploring Health Careers Information Session"** (per Kristy Yoshikawa)
2. Planning for **"Counselor Table/Booth" for Health-E Fair** on April 4, 2014 at 9:00am to 2:00pm (Interactive Activity)
3. Debriefing on **WCC CNA Pathway to KCC Health Programs Proposal**
4. Planning for **"LCC Career, College & Job Fair"** on April 9, 2014 at 9:00am to 1:00pm (Delivering Health Science Display Boards to LCC on March 21.)
5. Planning for **"Hawai'i P-20 Career Industry Fair"** on April 10, 2014 at 8:30am to 11:00am (at Hawai'i Convention Center)
6. Scheduling **SimJunior Manikin Training** Session (in Preparation for P-20 Career Industry Fair on April 10)
7. Debriefing on **"UHCC Day"** on March 18, 2014 at 8:00am to 11:30am (at the State Capitol Rotunda)
8. [Updates on Assessment Data Collection for Health Science/Nursing Counseling Cluster](#)
9. Input on New **KCC Website**
10. Update on Student Affairs Leadership Team **(SALT) for Progress and Completion** (per Russ)
11. Update on Student Affairs Leadership Team **(SALT) for Retention/Starfish** (per Crystalyn)
12. Update on Student Affairs Leadership Team **(SALT) for Graduation** (per Cheri)
13. Update on **MyPlan Chart for Health Sciences/EMS/Nursing Programs** (per Russ)
14. Updates from **CAAC Task Force for Proposed Changes for CAAC Structure** (per Russ/Wes)
15. Debriefing on **(March 5 and March 21) Meetings Between Mona Lee and CAAC Chairpersons**
16. Debriefing on **UH Common Scholarship Application Form** (per Crystalyn/Wes)
17. Updates from **CAAC Counselor Connection Committee** (per Russ)
18. Updates from **CAAC Professional Development Committee** (per Wes)
19. Updates from **CAAC Professional Standards Committee** (per Cheri)
20. Updates from **Consultation & Referral Group** (per Cheri/Wes)
21. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
22. **Updates from Nursing Department** (per Crystalyn and Wes)
23. **Next Cluster Meeting** on Friday, April 25, 2014 st at 9:00am to 12:00pm in Kōpiko 209A-B.

Time permitting, other topics of interest (not referenced above) can be discussed.

I've included Patricia O'Hagan in this e-mail to offer her a standing invitation to attend our meeting.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, April 21, 2014 1:57 PM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on April 24, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Thursday, April 24, 2014**

Time: **12:00pm to 3:00pm**

Place: **Kōpiko 209**

Below is the **meeting agenda** for the (March 18) Cluster Meeting:

1. Update on **KCC Website** by Webmaster Raphael Lowe
2. [Completing Summary of Assessment \(and Closing the Loop Feedback\) for Health Science/Nursing Counseling Cluster \[see attached \(April 1\) e-mail from Ana Bravo\]](#)
3. In Preparation for **Student Affairs SLO Rubric Calibration Meeting** on April 25, 2014
4. **Update(s) by Health Academic Program Dean Patricia O'Hagan.**
5. In Preparation for (April 24) Meeting with Michaelyn Nakoa regarding **WCC CNA Pathway to KCC Health Programs Proposal**
6. Update on Student Affairs Leadership Team (**SALT**) for **Progress and Completion** (per Russ)
7. Update on Student Affairs Leadership Team (**SALT**) for **Retention/Starfish** (per Crystalyn)
8. Update on Student Affairs Leadership Team (**SALT**) for **Graduation** (per Cheri)
9. Updates from CAAC Chairpersons Meetings for **Proposed Changes for CAAC Structure** (per Wes)
10. Update on **UH Common Scholarship Application Form—Deadline Extension**
11. Updates from **CAAC Counselor Connection Committee** (per Russ)
12. Updates from **CAAC Professional Development Committee** (per Wes)
13. Updates from **CAAC Professional Standards Committee** (per Cheri)
14. Updates from **Consultation & Referral Group** (per Cheri/Wes)
15. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
16. **Updates from Nursing Department** (per Crystalyn and Wes)
17. Complete **video recording for May 2, 2014 reception** (with Brandon Chun at 2:30-3:00pm)
18. **Next Cluster Meeting** on Friday, May 16, 2014 at 9:00am to 12:00pm in Kōpiko 209A-B.

Time permitting, other topics of interest (not referenced above) can be discussed.

I've included Patricia O'Hagan in this e-mail as part of a standing invitation to attend our meeting and since she requested some time with us to provide updates.

Note: Crystalyn is scheduled to attend an off-campus meeting at UHM and will be joining our cluster meeting at around 2:00pm.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Tuesday, May 13, 2014 9:25 AM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russ Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on May 16, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, May 16, 2014**

Time: **9:00am to 12:00pm**

Place: **Kōpiko 209**

Below is the **meeting agenda** for the (May 16) Cluster Meeting:

1. **Summary of Assessment (and Closing the Loop Feedback)** for Health Science/Nursing Counseling Cluster [see attached (May 1) e-mail to Ana Bravo and Dawn Zoni]
2. Update on **WCC CNA Pathway to KCC Health Programs Proposal**
3. Review of **"STEM Counselor Toolkit"** as purchased by Patricia O'Hagan (per Wes)
4. Update on Student Affairs Leadership Team **(SALT) for Progress and Completion** (per Russ)
5. Update on Student Affairs Leadership Team **(SALT) for Retention/Starfish** (per Crystalyn)
6. Update on Student Affairs Leadership Team **(SALT) for Graduation** (per Cheri)
7. Updates from CAAC Chairpersons Meetings for **Proposed Changes for CAAC Structure** (per Wes)
8. Update on **UH Common Scholarship Application Form—Deadline Extension**
9. Updates from **CAAC Counselor Connection Committee** (per Russ)
10. Updates from **CAAC Professional Development Committee** (per Wes)
11. Updates from **CAAC Professional Standards Committee** (per Cheri)
12. Updates from **Consultation & Referral Group** (per Cheri/Wes)
13. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
14. **Updates from Nursing Department** (per Crystalyn and Wes)
15. **Proposed Cluster Meetings** in Summer 2014

Time permitting, other topics of interest (not referenced above) can be discussed.

I've included Patricia O'Hagan in this e-mail as part of a standing invitation to attend our meeting and since she requested some time with us to provide updates.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Thursday, June 19, 2014 8:17 AM

To: 'Crystalyn Hottenstein'; 'Russell Kinningham'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on June 20, 2014**

Aloha, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, June 20, 2014**

Time: **11:00am to 1:00pm**

Place: **Meet at Russ's Office (after which we can walk over to 'Ōhi'a Cafeteria for lunch/meeting)**

Below is the **meeting agenda** for the (June 20) Cluster Meeting:

1. **Update from Assessment Leaders Meeting on June 12, 2014.**
2. Debriefing on **Fall 2014 NSO- Part II Sessions.**
3. Update on **WCC CNA Pathway to KCC Health Programs Proposal.**
4. Review of **"STEM Counselor Toolkit"** as purchased by Patricia O'Hagan (per Wes)
5. Update on Student Affairs Leadership Team **(SALT) for Progress and Completion** (per Russ)
6. Update on Student Affairs Leadership Team **(SALT) for Retention/Starfish** (per Crystalyn)
7. Updates from **Consultation & Referral Group** (per Cheri/Wes)
8. **Updates from Health Science and EMS Departments** (per Russ)
9. **Updates from Nursing Department** (per Crystalyn and Wes)
10. **Next Cluster Meeting on Friday, July 25, 2014 at 11:00am to 1:00pm.**

Time permitting, other topics of interest (not referenced above) can be discussed.

I am going to contact Michaelyn Nakoia to see if she wants to join us for lunch in order to discuss agenda item #3. If she is not able to join us for lunch, I will obtain an update from her and provide update during our cluster meeting.

(FYI: Patricia O'Hagan is on a well-deserved vacation and scheduled to return to campus on July 15.)

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Friday, July 25, 2014 7:35 AM

To: 'Crystalyn Hottenstein'; 'Russell Kinningham'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on July 25, 2014**

Aloha, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, July 25, 2014**

Time: **12:00pm to 2:00pm**

Place: **'Ōhi'a Cafeteria**

Below is the **meeting agenda** for the (July 25) Cluster Meeting:

1. Update on **WCC CNA Pathway to KCC Health Programs Proposal** (with Michaelyn Nakoa and Rona | Kekauoha).
2. **Update from Assessment Leaders Meeting on July 24, 2014.**
3. Debriefing on **Fall 2014 NSO- Part II Sessions.**
4. **Updates from Health Science and EMS Departments** (per Russ).
5. **Updates from Nursing Department** (per Crystalyn and Wes).
6. Scheduling **Cluster Meetings in Fall 2014.**
7. **Next Cluster Meeting on Thursday, August 14, 2014 at 11:30am to 1:30pm.**

Time permitting, other topics of interest (not referenced above) can be discussed.

(FYI: Patricia O'Hagan is currently on a field trip and will not be able to join us in our cluster meeting this afternoon.)

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Tuesday, August 12, 2014 6:54 PM

To: 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Cheri Souza'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on August 14, 2014**

Aloha, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Thursday, August 14, 2014**

Time: **11:30am to 1:30pm**

Place: **'Ōhi'a Cafeteria**

Below is the **meeting agenda** for the (August 14) Cluster Meeting:

1. **Updates from [Assessment Unit Leaders Meeting on July 24, 2014](#).**
2. **Debriefing on [Fall 2014 NSO- Part II Sessions](#).**
3. **Letter of Recommendation for Patricia O'Hagan.**
4. **Updates from Health Science and EMS Departments (per Russ).**
5. **Updates from Nursing Department (per Crystalyn and Wes).**
6. **Next Cluster Meeting on Friday, September 12, 2014 at 1:00pm to 3:00pm.**

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesley Maekawa [mailto:wesly@hawaii.edu]

Sent: Thursday, September 11, 2014 7:22 AM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on September 12, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, September 12, 2014**

Time: **11:30am to 1:00pm (new time)**

Place: **Kōpiko 209**

Below is the **meeting agenda** for the (September 12) Cluster Meeting:

1. **Updates from Assessment Unit Leaders Meeting on September 4, 2014.**
2. Update on (C3T Grant-Funded) **"Life Coaching" Program** (per iCan Counselor Todd Rentz)
3. Update on **Counselor Assessment via Dell Tablets** (per Patricia O'Hagan)
4. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
5. **Updates from Nursing Department** (per Crystalyn and Wes)
6. **Next Cluster Meeting on Friday, October 17, 2014 at 1:00pm to 3:00pm in Kōpiko 209.**

Although the agenda appears to be quite brief, we will have LOTS to discuss in regards to our cluster's assessment efforts.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Wednesday, October 15, 2014 5:47 PM

To: 'Cheri Honda Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on October 17, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, October 17, 2014**

Time: **2:00pm to 3:00pm** (new start time given Agenda Item #1 below)

Place: **Kōpiko 209**

Below is the **meeting agenda** for the (October 17) Cluster Meeting:

1. Attend **TUGS Training Class at 1:00pm to 1:45pm** (in Kauila 123);
2. Updates from **Assessment Unit Leaders Meeting on October 2, 2014** (per Wes and Russ);
3. Updates from **LiveText "Kick Off" Demonstration on October 10, 2014** (per Crystalyn and Wes);
4. Discussion on **Spring 2015 STAR Academic Planning Workshops** (per October 9 e-mail from Robert Yamashita);
5. Updates from **STAR Academic Planner meeting** with Merrissa Brechtel (per Crystalyn and Wes);
6. Updates from **Starfish Planning Team** (per Crystalyn);
7. Updates from **CAAC Forum on Counseling Structure** (per Cheri, Crystalyn and Wes);
8. Debriefing on **Learning Outcomes for Health Programs' NSO Sessions** (per October 13 e-mail from Dawn Zoni);
9. Updates on **ACCJC/WASC Accreditation Follow-Up Report** (per October 9 e-mail from Dawn Zoni);
10. Debriefing on **UHCC Workforce Training Grant** for "Sustaining Health and Strengthening Security" (per September 29 News at UH);
11. **Updates from Health Science and EMS Departments** (per Cheri and Russ)
12. **Updates from Nursing Department** (per Crystalyn and Wes)
13. **Next Cluster Meeting on Friday, November 21, 2014 at 1:00pm to 3:00pm in Kōpiko 209.**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule. If she is able to attend, I am hoping that she might be able to provide an update on Agenda Item #10.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Wednesday, November 19, 2014 6:19 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on November 21, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Friday, November 21, 2014**

Time: **1:00pm to 3:00pm**

Place: **Kōpiko 209**

Below is the **meeting agenda** for the (October 17) Cluster Meeting:

1. Updates from **Cluster Assessment Meeting on November 13, 2014**;
2. Discussion on **Spring 2015 KCC New Student Orientation Sessions** (per November 13 e-mail from Robert Yamashita);
3. Debriefing on **Spring 2015 STAR Academic Planning Sessions** for First Year Students;
4. Discussion on **STAR Academic Planner** (per AATN Conference on November 14 and CAAC PD Workshop on November 20)
5. Updates from **Starfish Planning Team** (per Crystalyn);
6. Updates on **Nursing Program Webpages** relative to Health Sciences Program Webpages (per Wes);
7. Updates from **CAAC Professional Standard Committee** (per Cheri);
8. Updates from **CAAC Professional Development Committee** (per Wes);
9. Updates from **CAAC Counselor Connection Committee** (per Russ);
10. Updates from **CAAC STAR Academic Planner Task Force** (per Cheri);
11. Updates from **Consultation and Referral Group** (per Cheri/Wes);
12. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
13. Updates from **Nursing Department** (per Crystalyn and Wes);
14. Next Cluster Meeting on **Friday, December 19, 2014 at 1:00pm to 3:00pm in Manono 104 (new meeting place)**.

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Tuesday, December 16, 2014 5:17 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'; 'Lorraine Imade'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on December 18, 2014**

Aloha, Cheri, Crystalyn and Russ!

I am contacting you in regards to our **Health Science/Nursing Counselor Cluster meeting** scheduled as follows:

Date: **Thursday, December 18, 2014 (new date)**

Time: **1:00pm to 2:30pm (new time)**

Place: **Kōpiko 240 (new place)**

Note: The cluster meeting was changed from December 19 at 1:00-3:00pm in Kōpiko 209 to the aforementioned date, time and place to accommodate the Health Science/EMS holiday gathering scheduled on December 19th.

Below is the **meeting agenda** for the (December 18) Cluster Meeting:

1. Updates from **Starfish Planning Team** (per Cynthia Kimura);
(*Note: Please bring the Starfish handout distributed during the CAAC meeting on December 12.*)
2. Updates from **Assessment Unit Leaders Meeting on October 4, 2014** (per Wes and Russ) and
Cluster Assessment on December 11, 2014 (per Cheri and Wes);
3. Updates on **Spring 2015 NSO Sessions**(per Wes);
4. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Cheri);
5. Updates from **CAAC Professional Standard Committee** (per Cheri);
6. Updates from **CAAC Professional Development Committee** (per Wes);
7. Updates from **CAAC Counselor Connection Committee** (per Russ);
8. Updates from **Consultation and Referral Group** (per Cheri/Wes);
9. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
10. Updates from **Nursing Department** (per Crystalyn and Wes);
11. **Scheduling Cluster Meetings in Spring 2015.**

I am including Patricia O'Hagan (and Lorraine Imade) in this e-mail message so as inform them of the new date, time and place for our cluster meeting with the hope that Patricia O'Hagan's schedule will permit her to join us on December 18th.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Friday, January 16, 2015 2:34 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on January 20, 2015**

Aloha, Cheri, Crystalyn and Russ!

Sorry, this e-mail is so late. This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, January 20, 2015**

Time: **1:00pm to 4:00pm**

Place: **Off-Campus/ Kōpiko 241-242**

Note: Russ has graciously agreed to chauffeur us in his "new" (but used) Sienna SVU to one of his favorite Thai restaurants. Upon our return to campus, I did want to spend some time reviewing a binder of information relative to Agenda Item #2.

Below is the **meeting agenda** for the (January 20) Cluster Meeting:

1. In Preparation for **Starfish Training Session on January 23, 2015** [*Per (January 14) e-mail from Cynthia Kimura*]
2. [In Preparation for **Assessment Unit Leaders Meeting on January 21, 2015**](#) (per Wes and Russ)
3. [Update on **Cluster Assessment Data Collection**](#)
4. Debriefing on **Spring 2015 NSO Sessions**
5. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Cheri);
6. Updates from **CAAC Professional Standard Committee** (per Cheri);
7. Updates from **CAAC Professional Development Committee** (per Wes);
8. Updates from **CAAC Counselor Connection Committee** (per Russ);
9. Updates from **Consultation and Referral Group** (per Cheri/Wes);
10. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
12. Updates from **Nursing Department** (per Crystalyn and Wes);
13. **Next Cluster Meeting on February 17, 2015 at 1:00-4:00pm in Kopiko 128**

I will be including Patricia O'Hagan (and Lorraine Imade) in a subsequent e-mail message to inform them of the dates, time and place for our cluster meetings in February/March/April/May with the hope that Patricia O'Hagan's schedule will permit her to join us.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Thursday, February 12, 2015 6:47 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on February 17, 2015**

Aloha, Cheri, Crystalyn and Russ!

This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, February 17, 2015**

Time: **1:00pm to 4:00pm**

Place: **Kōpiko 128**

Below is the **meeting agenda** for the (February 17) Cluster Meeting:

1. Update from **Assessment Unit Leaders Meeting on February 5, 2015** (per Meeting Notes from Ana Bravo)
2. Update on **Cluster Assessment Data Collection** (in consultation with Ana Bravo)
3. Debriefing from **CAAC Meeting on February 13, 2015**
4. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Cheri);
5. Updates from **CAAC Professional Standard Committee** (per Cheri);
6. Updates from **CAAC Professional Development Committee** (per Wes);
7. Updates from **CAAC Counselor Connection Committee** (per Russ);
8. Updates from **Consultation and Referral Group** (per Cheri/Wes);
9. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
10. Updates from **Nursing Department** (per Crystalyn and Wes);
11. **Next Cluster Meeting on March 10, 2015 at 1:00-4:00pm in Kopiko 128**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

On a related note, Ana Bravo will also be attending our (February 17) cluster meeting to enable us to consult with her on matters relating to assessment.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Wednesday, March 04, 2015 3:50 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on March 10, 2015**

Aloha, Cheri, Crystalyn and Russ!

This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, March 10, 2015**

Time: **1:30pm to 4:00pm**

Place: **Kōpiko 128**

Please note the **new start time (at 1:30pm)** for our cluster meeting, since the four of us will be participating in the KCC Career Exploration/Transfer Fair scheduled on the same day (March 10) between 10:00am and 1:00pm.

Below is the **meeting agenda** for the (March 10) Cluster Meeting:

1. Update from **Assessment Unit Leaders Meeting on March 5, 2015** (per Russ);
2. Update on **Cluster Assessment Data Collection** (in consultation with Ana Bravo);
3. Update on **Transfer Year Experience (TYE) Program** (per Cory Ando);
4. In Preparation for **CAAC Forum** on March 13, 2015 at 9:00am to 11:00am in 'Iliahi 123A-C;
5. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Cheri);
6. Updates from **CAAC Professional Standard Committee** (per Cheri);
7. Updates from **CAAC Professional Development Committee** (per Wes);
8. Updates from **CAAC Counselor Connection Committee** (per Russ);
9. Updates from **Consultation and Referral Group** (per Cheri/Wes);
10. In Preparation for **College & Career Fairs**: Nanakuli HS (March 24); LCC (April 8); Kaimuki HS (April 10); WCC (April 14);
11. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
12. Updates from **Nursing Department** (per Crystalyn and Wes);
13. **Nursing Department Meeting on April 1st** with KISC Staff, Dean, VCSA and VCAA to discuss nursing application process;
14. **Next Cluster Meeting on April 21, 2015 at 1:00-4:00pm in Kōpiko 128**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

On a related note, Ana Bravo will also be attending our (March 10) cluster meeting to enable us to consult with her on matters relating to assessment. In addition, Cory Ando will be attending our cluster meeting to provide an update on the support services for transfer students.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,
Wes.
Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, April 20, 2015 9:24 AM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on April 21, 2015**

Aloha, Cheri, Crystalyn and Russ!

This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, April 21, 2015**

Time: **1:00pm to 4:00pm**

Place: **Kōpiko 128**

Below is the **meeting agenda** for the (April 21) Cluster Meeting:

1. Update from **Assessment Unit Leaders Meeting in April 2015** (per Russ);
2. Preparing for **Counseling Assessment Share Out Meeting on May 8, 2015**;
3. Preparing for **CTE Counselor Cluster Meeting** on April 24, 2015;
4. Updates from **Fall 2015 FYE/NSO** (per Wes);
5. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Cheri);
6. Updates from **CAAC Professional Standard Committee** (per Cheri);
7. Updates from **CAAC Professional Development Committee** (per Wes);
8. Updates from **CAAC Counselor Connection Committee** (per Russ);
9. Updates from **Consultation and Referral Group** (per Cheri/Wes);
10. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
11. Updates from **Nursing Department** (per Crystalyn and Wes);
12. **Next Cluster Meeting on May 19, 2015 at 1:00-4:00pm in Kōpiko 128**

According to an (April 14) e-mail from Brenda Lee-Ha, who is serving as a temporary secretary within the Health Academic Program Dean's office, Patricia O'Hagan will not be able to attend our (April 21) cluster meeting.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, May 18, 2015 4:35 PM

To: 'Cheri Souza'; 'Crystalyn Hottenstein'; 'Russell Kinningham'

Cc: 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on May 19, 2015**

Aloha, Cheri, Crystalyn and Russ!

Sorry for the very late notice! This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, May 19, 2015**

Time: **1:00pm to 4:00pm**

Place: **Kōpiko 128**

Below is the **meeting agenda** for the (May 19) Cluster Meeting:

1. [Debriefing from Student Affairs Assessment Café Meeting on May 8, 2015;](#)
2. [Update on TaskStream Training Session on May 18, 2015 \(per Cheri\);](#)
3. Updates from **Fall 2015 FYE/NSO-Parts II/III** (per Wes);
4. Updates from **CAAC STAR Academic Planner Task Force meeting** (per Wes for Cheri);
5. Updates from SALT on **Starfish**;
6. Debriefing on **KCC Spring 2015 Commencement Ceremony** (per Wes);
7. Updates from **CAAC Professional Standard Committee** (per Cheri);
8. Updates from **CAAC Professional Development Committee** (per Wes);
9. Updates from **CAAC Counselor Connection Committee** (per Russ);
10. Updates from **Consultation and Referral Group** (per Cheri/Wes);
11. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
12. Updates from **Nursing Department** (per Crystalyn and Wes);
13. **Next Cluster Meeting on June 16, 2015 at 1:00-4:00pm in Meeting Place TBA.**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, June 15, 2015 11:20 AM

To: Cheri Souza; Crystalyn Hottenstein; Russell Kinningham

Cc: Patricia O'Hagan

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on June 16, 2015**

Aloha, Cheri, Crystalyn and Russ!

Sorry for the very late notice! This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, June 16, 2015**

Time: **1:00pm to 4:00pm**

Place: During our (May 19) meeting, a decision was made to **go off-campus somewhere for our (June 16) cluster meeting**. If so, let's meet at the Nursing Department office (in Kopiko 201); after which, we can proceed from there. I am scheduled to attend a meeting with Patricia O'Hagan at 11:00am, so I will ask her if she planning to attend all or parts of our (June 16) cluster meeting and will also inform her of our off-campus meeting plans.

Below is the **meeting agenda** for the (June 16) Cluster Meeting:

1. [Update on Student Affairs Assessment \(per Russ/Wes\)](#).
2. Updates from **Fall 2015 FYE/NSO-Parts II and III** (per Wes);
3. Updates on **Title IX campus initiative** (per Cheri);
4. Updates from **CAAC Professional Standard Committee** (per Cheri);
5. Updates from **CAAC Professional Development Committee** (per Wes);
6. Updates from **CAAC Counselor Connection Committee** (per Russ);
7. Updates from **Consultation and Referral Group** (per Cheri/Wes);
8. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
9. Updates from **Nursing Department** (per Crystalyn and Wes);
10. **Next Cluster Meeting on July 21, 2015 at 1:00-4:00pm in Meeting Place (To Be Determined)**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

Time permitting, other topics of interest (not referenced above) can be discussed.

Mahalo,

Wes.

Ext.9274

-----Original E-Mail-----

From: Wesly Maekawa [mailto:wesly@hawaii.edu]

Sent: Monday, August 10, 2015 4:54 PM

To: 'Cheri Souza'; 'Russell Kinningham'

Cc: 'Crystalyn Hottenstein'; 'Patricia O'Hagan'

Subject: **Agenda for Health Science/Nursing Counselor Cluster Meeting on August 11, 2015**

Aloha, Cheri and Russ!

Sorry for this extremely late notice! This is to confirm that our next **Health Science/Nursing Counselor Cluster meeting** is scheduled as follows:

Date: **Tuesday, August 11, 2015**

Time: **1:00pm to 4:00pm**

Place: **Kōpiko 231 (Wes's Office)**

Below is the **meeting agenda** for the (August 11) Cluster Meeting:

1. [Update on Student Affairs Assessment \(per Russ/Wes\)](#).
2. Update on **Fall 2015 FYE/NSO-Parts II and III Sessions** (per Cheri/Wes);
3. Review of **General Education Courses for Health Science, EMS and Nursing** for STAR Registration Initiative (per Cheri/Wes)
4. Updates on **Title IX campus initiative** (per Cheri);
5. Updates from **CAAC Professional Standard Committee** (per Cheri);
6. Updates from **CAAC Professional Development Committee** (per Wes);
7. Updates from **CAAC Counselor Connection Committee** (per Russ);
8. Updates from **Consultation and Referral Group** (per Cheri/Wes);
9. Updates from **Health Science and EMS Departments** (per Cheri and Russ);
10. Updates from **Nursing Department** (per Crystalyn and Wes);
11. Scheduling **Next Cluster Meetings in Fall 2015**

I am including Patricia O'Hagan in this e-mail message so as to continue to offer her a standing invitation to attend our cluster meeting depending on her schedule.

Time permitting, other topics of interest (not referenced above) can be discussed.

Note: Crystalyn won't be able to attend our (August 11) cluster meeting, since she is on personal leave and will be back on campus on August 12th.

Mahalo,
Wes.
Ext.9274