

**Title: Chancellor's Policy, Planning, and Assessment Council Agenda**

**Place: Tamarind**

**Time: 2:30 p.m. to 4:30 p.m.**

**Date: 2012/02/09**

Members and Guests: see \*Accompanying Signature Document

**1. Call to Order:**

- a. Attendance: Introduce: 'Iwalani Tasaka as new Chair of Kalāualani, Helen Hamada as new Chair of Staff Council, and Mimi Yen as new CAAC chair
- b. Review/Approval of the minutes of the previous meeting(s)
- c. Review/Approval of the Proposed Agenda

**2. Information/Reports (for Transmission):**

**a. Enrollment Management - Mona Lee**

- Changes in Financial Aid Guidelines – What does it mean for our students?

Financial Aid Changes– Title IV aid is changing for students without high school diploma or GED – they will no longer receive financial aid beginning fall 2012.

In addition, the government is reducing the number of FTE years a person can get a Pell Grant from 9 to 6 years beginning fall 2012.

25% of our students are on financial aid; and we want to get that up to 40%. Congress did not reduce amount of aid per student, per year, but did reduce amount of years eligible. One consequence is that it becomes increasingly important to figure out how to help students finish in time and to implement these new policies and actions, and to assess how well we are doing.

Our responsibility is to make students aware of the above issues, i.e., time is important.

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

1. ASKCC - Matt Davis/ Kalani Fujiwara
2. Faculty Senate - Dennis Vanairsdale
3. Kalaualani - Iwalani Tasaka
4. Staff Council - Helen Hamada

**ASKCC – Matt Davis**

ASKCC is working on projects, e.g., access doors for disabled – ASKCC will spend \$20,000 for a door upgrade.

This coming fall (2012) begins the smoking ban on campus. ASKCC will be part of the campaign to educate students; ASKCC is going to health businesses to try to obtain discounts for students, e.g., training and exercise. Our goal is to assist in creating a healthy campus .

ASKCC conducted a survey focused on whether the students want a coffee house and where it should be. Questions asked included: Do you want a high end coffee shop? Do you want food? What kind of food? Do you want smoothies? Do you want a brand name coffee house or a local based business? Where do you want the coffee house: Library, Student center, Olapa?

ASKCC is planning forum for students – one on one with chancellor and forums per departments.

The Chancellor stated that the Tobacco Products Policy Task Force recommended that smoking be banned from the campus, including within parking lots, except for designated areas adjacent to parking lots. This ban is part of an overall theme – a “Healthy Campus” concept. How do we move toward a healthy campus culture? Initially, in phase I of the Tobacco Products Policy, there will be designated areas to smoke. In phase II there will be an entire ban on campus.

Look at Healthy Campus: Patricia O’Hagan stated that our Health Programs already are looking toward how best help to create a healthy campus culture. Health faculty will focus on tobacco this fall. There will be activities for students around tobacco; activity tear sheets; students doing presentations; all this begins on October 16 with a campus-wide Health Fair. Ron Takahashi and the Culinary department are working on issues of nutrition and obesity. Will Jonen’s Exercise and Sports Sciences students are working with faculty and staff volunteers as trainers so that they can get actual practice and experience as a trainer while helping campus personnel get healthy.

Faculty Senate – Dennis Vanairsdale (absent)

Kalaualani Council – Iwalani Tasaka

Iwalani reported that she had her first meeting as Chair and the group reviewed the mission of the Council and had a brainstorming session focused on answering “who we are” and “where we are on campus.” Kalāualani wants to make sure there is clear representation of the Council for every program. Also, the Council is trying to restructure its website so that members and everyone else has access to meeting minutes.

Anyone interested on furthering the Native Hawaiian interests on campus can be a member of Kalaualani.

Bob stated that Pell Grant awards at the college and for Native Hawaiian students have risen.

Staff Council – Helen Hamada

Staff Council met with Chancellor Richards this morning for the Chancellor’s update on College issues. Staff Council is revising its bylaws and is looking to rejuvenate the Staff Council to get all staff involved. The Staff Council will meet next week.

### **c. Self Study Report Update - Ibrahim Dik & Sunny Pai**

Ibrahim reported that responses to Draft III were minimal; Sunny reported who had responded. Sunny also reported on a repository for self-evaluation related docs. An article will be placed in Kapiro after Draft IV concerning importance of input from the student body.

The take away message of this presentation was – *please read Draft III and send in comments.*

### **3. Action Items:**

#### **a. Strategic Plan, Tactical Plans and Program Reviews, Integrated Degree, Program and Course Learning Assessment (PCLA) and Five Year Review Updates (What was done last month; what is expected to be accomplished over the next month?)**

##### **a1. Planning to Finish**

VCAA and VCSA and deans and Bob Franco met with Sally Pestana and Tanya concerning what needs to be accomplished to get into compliance for assessment.

##### **a2. Institutional Improvement Matrix – Bob Franco**

Aside from our own sense of professionalism, there are expectations and mandates from all external stakeholders to document the quality of the college's work. The Institutional Improvement Matrix assists in tracking the college's efforts to codify those efforts and assess outcomes. The matrix aligns all planning and assessment so that we understand the integrated planning on the campus and keep track of data.

Bob reported we have hit most of the outcomes on the 29 performance measures of the Strategic Plan.

**Responsibility:** *PPAC members* are asked to make one last final review and send comments to Bob – does the schedule and interaction of activities make sense. **(see accompanying document: 2012-2-9 Institutional Improvement Matrix\_PPAC)**

##### **b. Student Focus Groups**

Community College Survey of Student Engagement is used to capture a student voice in assessing the college. OfIE is meeting with students to do a qualitative study of student views. There will be an audio taping of the sessions. The questions focus on understanding the students' academic experience at the college, the importance of various college services in helping students reach their academic goals, financial support, facility and technology. **(see accompanying document: 2012-2-9 focus\_group\_questions\_draft)**

Request – can data be broken down by department? This would help for departmental accreditation. Nursing, EMT, OTA Legal Ed – departments coming up for accreditation

### **c. Vacant Positions – Leon Richards**

The College has a total of 49 vacant positions. The goal is to hire into positions that have been vacant prior to 2010 by 3/31/12. The vacancies have been divided into four groups, according to urgency to hire: Red, Orange, Yellow, and Green. The coding is based on how long a position has been vacant.

As of January 17, 2012 all vacancies had to be submitted to the HR Office so that they could be processed for hire. The HR Office reported the status of vacancies on 01/30/12, i.e., of the 49 total vacancies, which includes recent vacancies occurring after 2010, 30 vacancy actions were at the department level (screening, position descriptions), 16 of the vacancy actions are at the HR level (position descriptions, etc.) and 3 were being reviewed by external departments.

The Legislature is asking for reports at will. We had to report status of each vacancy. There were 7 on Red list (most urgent) and 17 on Yellow. We have made significant progress on these moving them forward for hire.

Question: If the College takes action for hiring but the paperwork is held up externally and the College therefore misses the deadline, what would happen?

Response: If legislature takes control, there is not much the university can do. The Vice President's office will not act on a position where the College did its work correctly and submitted a position for hire on time to the VP UHCC office.

Especially for faculty positions, Eileen suggested that departments should put together the committee and prepare the questions; be ready to move as soon as closing date to receive applications.

Eileen will have another training session for committee chairs for hiring – faculty, civil service, and APT.

### **d. Record of Outside Employment (Lecturers not included) – Leon Richards**

Leon asked the PPAC members to remind all faculty and staff that Administrative Procedure A9.240, Record of Outside Employment, requires employees to complete UH Form 50, Record of Outside Employment. (The text of the policy is also contained in BU 07 collective bargaining agreement). The procedure, which applies to all BOR appointees, requires UH Form 50 to be submitted by the employee before an individual starts the outside employment or compensated activity other than University employment. (see accompanying document 2012-2-9 Record\_OutsideEmployment, which contains the policy and the Form 50)

### **e. Recruitment - Applicants for Casual Appointments– Eileen Torigoe**

Any position for hire for three days or more must be posted. The College intends to batch the postings together. Will have a template ad for all to see.

The law has been in place since 2007. Part of an effort to hire veterans and the disabled has resulted in pushing these regulations. The goal is to have 7% of the workforce as veterans and disabled.

The College must show how it did outreach and tried to meet the 7% goal. Therefore, we have to track our workforce. Currently, we are sending out administrative rules to cover this provision.

Overload is not subject to this hiring provision.

Please note that Summer lectures must be posted. Existing lecturers must apply for teaching summer school.

Eileen has sent a schedule for when positions have to be submitted to HR for posting. **(see accompanying documents: 2012-2-9Casual\_Appt and 2012-2-9 Internal Guidelines)**

## 5. Announcements

Honolulu District Science Fair at KCC (Elementary School) on Saturday, e.g., potato power, cleaning camels.

Feb 17, Friday evening - Myrtle Lee Celebration of Life – 5: 00 p.m.

\*PPAC Accompanying Documents can be found by going on Quill ( <http://quill.kcc.hawaii.edu/page/home> ), through the “Governance: Shared and Participatory” site ( <http://quill.kcc.hawaii.edu/page/committees> ), and logging-in to the “Policy, Planning, & Assessment Council (PPAC)” site ( <http://quill.kcc.hawaii.edu/page/ppac.html> ).

2012-2-9 PPAC Meeting Minutes  
Submitted by: SSLanzilotti

**Institutional Improvement Matrix:**

**Learning Outcomes Scorecards, Program Review, Tactical Planning, Accreditation, Budgeting, and Strategic Planning, 2012-2021**

**Program Review involves two processes:**

- 1) **Annual Review of Program Data (ARPD): Assessment and Evaluation**
- 2) **3-year Comprehensive Program Review of Data over past three years**

**Tactical Planning involves two processes:**

- 1) **Annual planning and identification of strategies to improve program data, assessing impact of strategies**
- 2) **3-year planning and identification of strategies to improve program data and support institutional performance and effectiveness measures over the next three years.**

<b>Program &amp; Course Learning Reports</b>	<b>ARPD: Assessment</b>	<b>ARPD: Evaluation</b>	<b>Comprehensive Program Review</b>	<b>Tactical Planning for Improvement</b>	<b>Accreditation</b>	<b>Budgeting</b>	<b>Strategic Planning</b>
	August 2011	December 2011		Annual March 2012	Comprehensive Visit 10/ 2012	January 2012 Supplemental	2012 Scorecard
June 2012	August 2012	December 2012	3-year* March 2013	3-year* March 2013		January 2013 Biennium	
June 2013	August 2013	December 2013		Annual March 2014		January 2014 Supplemental	January 2014 To
June 2014	August 2014	December 2014		Annual March 2015	Midterm Report 10/2015	January 2015 Biennium	2015 Scorecard January 2015 & Long Range Development Plan (2020)
June 2015	August 2015	December 2015	3-year* March 2016	3-year* March 2016		January 2016 Supplemental	
June 2016	August 2016	December 2016		Annual March 2017		January 2017 Biennium	
June 2017	August 2017	December 2017		Annual March 2018	Comprehensive Visit 10/ 2018	January 2018 Supplemental	
June 2018	August 2018	December 2018	3-year* March 2019	3-year* March 2019		January 2019 Biennium	
June 2019	August 2019	December 2019		Annual March 2020		January 2020 Supplemental	Strategic Planning – next cycle
June 2020	August 2020	December 2020		Annual March 2021	Midterm Report 10/ 2021	January 2021 Biennium	

**\*These will become one document.**

[

<b>Process</b>	<b>Responsible Persons</b>
<b>Annual Review of Program Data (ARPD) Assessment</b>	<b>Institutional Research (IR) Analyst in conjunction with UHCC IR</b>
<b>ARPD Evaluation</b>	<b>Vice Chancellor for Academic Affairs Vice Chancellor for Student Services Deans, Department Chairs, Unit Heads</b>
<b>ARPD – Submit to UHCC</b>	<b>Vice Chancellor for Academic Affairs Vice Chancellor for Student Services Direct to UHCC <a href="http://www.hawaii.edu/offices/cc/arpd/index.php">http://www.hawaii.edu/offices/cc/arpd/index.php</a></b>
<b>3 year Comprehensive Program Review</b>	<b>Vice Chancellor for Academic Affairs Vice Chancellor for Student Services Program Coordinators, Department <b>Chairs, Unit Heads, Deans</b></b>
<b>3 year Tactical Plans for Improvement</b>	<b>Vice Chancellors, Deans, Academic Program Chairs and Educational and Administrative Support Unit Heads</b>
<b>Tactical Plan Refinements as Needed</b>	<b>Vice Chancellors, Deans, Academic Program Chairs and Educational and Administrative Support Unit Heads</b>
<b>Tactical Plan Cycle Completed</b>	<b>Vice Chancellors, Deans, Academic Program Chairs and Educational and Administrative Support Unit Heads</b>
<b>Strategic Plan 2008-2015 AGO Review</b>	<b>OFIE</b>
<b>Strategic Plan 2008-2015 Submit to VP UHCC</b>	<b>OFIE</b>
<b>Strategic Plan 2008-2015 Submit to BOR</b>	<b>Chancellor and VP UHCC</b>
<b>Mission Statement</b>	<b>Chancellor and OFIE Director</b>

<b>Approved by Board of Regents</b>	<a href="http://www.hawaii.edu/offices/bor/regular/minute/20100520.regular.pdf">http://www.hawaii.edu/offices/bor/regular/minute/20100520.regular.pdf</a>
<b>Biennium Budget Request Submitted for: 2009-2011 2011-2013 2013-2015</b>	<b>Administration Through UHCC</b>
<b>Supplemental Budget Request Submitted for: 2010-2011 2012-2013 2014-2015</b>	<b>Administration Through UHCC</b>
<b>Accreditation Annual Reports</b>	<b>Vice Chancellor for Administrative Services - Financial Vice Chancellors for Academic Affairs and Student Services Accreditation Liaison Officer-OFIE Director and IR Lead</b>
<b>Accreditation Midterm Reports</b>	<b>Accreditation Liaison Officer</b>
<b>Self Evaluation of Educational Quality and Institutional Effectiveness</b>	<b>Self Evaluation Steering Committee</b>
<b>Strategic Plan 2015-2021 (end year is tentative)</b>	<b>Chancellor, OFIE</b>
<b>Long Range Development Plan</b>	<b>Chancellor, Vice Chancellor for Administrative Services PPAC, OFIE, PBR Consultants</b>
<b>Long Range Development Plan Approved in Principle by UH BOR</b>	<b>Chancellor, Vice Chancellor for Administrative Services, OFIE, PBR Consultants</b>