

AGO Meeting Minutes

Tuesday, February 26, 2019
2:00-3:00 p.m.
'Ilima 202A

Attendees: Candy Branson (Faculty Senate Chair) Allyson Villanueva and Dessa Lyn Millon (Student Congress President and Secretary), Shannon Sakaue (Student Congress Advisor), Kapulani Landgraf ('Aha Kalāualani Pani), Kevin Andreshak and Craig Spurrier (Staff Council Chair and Chair Elect), Louise Pagotto (Chancellor) and Joanne Whitaker (notetaker)

Guests: Kara Plamann Wagoner and Jamie Sickel

Approval of AGO meeting minutes from the January 28, 2019 meeting

Candy Branson made a motion to approve the minutes, Kara Plamann Wagoner seconded. The Minutes were unanimously approved with one amendment.

ACCJC Recommendation – AGO Evaluations and Next Steps

A timeline for the evaluations was presented. **(Appendix A)**

At the previous meeting, 10 common questions were distributed to the AGOs Chairs/President. The AGOs were asked to choose 5 questions. Out of the 10 common questions, there were 7 questions that were chosen by at least two AGOs. After discussion, a decision was made to eliminate question 1. *Agenda and supporting materials were provided in sufficient advance of meetings.* However, it was determined that any omitted common question could be included as a custom question. Custom questions, unique to each AGO, could be added.

The questions will be used to gather data to inform goal setting in the fall. What will the answer help you to do? Refer to your mission. What is actionable, what will make an impact? OFIE offered to help with formulating questions, if necessary. In the fall, you will have full control over your goals. The surveys are a way to assist in defining the goals.

Custom questions for the internal and external surveys are due to Joanne on March 15, except for Student Congress and Faculty Senate. Student Congress' external survey will be administered on March 4-15 and Faculty Senate already conducted an external survey in fall 2018.

Comprehensive Program Review change to a 5-year cycle from a 3-year cycle

Is the Comprehensive Program Review (CPR) under the purview of Faculty Senate, just like the Course Learning Reports (CLRs)? CLRs are about the courses and are completed by instructional faculty. It is an academic matter. CPRs are completed by all programs, instructional and operational, across the College including departments such as HR and OFIE.

There was discussion on the voting procedure at the last CAC meeting. If a vote was to be taken, it should have been disclosed ahead of time. The vote was on an amendment to a policy to move forward on certain actions before the entire policy comes before the CAC for the formal voting process. The goal of the amendment was to make the process easier. The two changes will be embedded in the full policy. During the formal process, the policy can be reviewed again. The Chancellor agreed to clarify the process at the next CAC meeting. In the future, any endorsement or vote will be announced in the agenda and distributed before the meeting.

AGO Updates

Staff Council

- February 27 is the California Pizza Kitchen fundraiser
- March 12 is the next birthday celebration

'Aha Kalāualani

- March 9th is the kāhili workshop
- March 28 - Kaleo Wong will be coming to campus

Student Congress

- The concert to raise money for the food pantry was cancelled
- March 5-6 – the Chartered Student Organizations will sponsor an event for midterms called “Destress the Test”
- The U-Pass event was changed from March 7 to April 18
- The Student Congress Survey will run from March 4-15
- For next year’s executive team, there are candidates for 3 out of the 5 positions

Faculty Senate

- Action Requests for accreditation will be discussed in March

Chancellor Updates

The Chancellor was in Washington DC at a meeting of principal investigators and project directors for the UHCC alliance funded by Louis Stokes Alliance for Minority Participation in STEM, which is an NSF grant.

(Appendix A)

AGO Evaluation/Goal-Setting Timeline

Date	Activity
February 26	Decide on common questions and possible additional questions
March 15	Provide custom questions for survey
March 27	Internal survey link distributed to each AGO Chair/President
March 27	External survey distributed by the Chancellor's Office (except for Student Congress - March 15 and 'Aha Kalaulani)
April 10	Surveys are closed
April 22	OFIE sends out results to AGO Chairs/President
May 3	AGO Chairs/President to provide 1) What is effective about your governance organization? 2) What do you recommend to improve the effectiveness of your governance organization?
May 14	Panel discussion across AGOs and Councils?
Fall 2019	Guided discussion utilizing the data analysis (provided by OFIE) to inform plans for goals and aligned evaluation measures.