

Executive Leadership Team (ELT)

Monday, August 5, 2019

2:30 p.m. – 4:30 p.m.

'Ilima 202A

Facilitator: Louise Pagotto

Administrative Staff Members: Maria Bautista, Karen Boyer, Brian Furuto, Carol Hoshiko, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, Lisa Radak, John Richards, Joanne Whitaker

Members Absent:

Guests: Accreditation Work Group

Previous Meeting Notes

Approval of Minutes

The meeting notes for July 29, 2019, were approved with amendments.

New Business

Integrated Planning

Presented the Integrated Planning for Student Success (Grounded in Inclusivity, Transparency and Accountability) model.

- The focus is on Values and Student Success via the cycle of Continuous Improvement (Plan, Execute, Analyze, Reflect).
- To make clear the cycle of improvement, set measurable goals, collect relevant data, and ensure subsequent decisions are made based on that data.
- The model is campus driven but also comes from the system level.
- As we collect more data and our goals change, revisions can be made.
- The goal was to create one reporting mechanism that combines the Student Success Pathway (SSP) with the Continuous Improvement plan.
- **Action:** ELT reviewed and revised the model.

Presented the Course Learning Report (CLR) spreadsheet that tracks student learning outcomes for courses and aligns each course with the program learning outcomes, general ed outcomes, and institutional learning outcomes.

- Shared the same spreadsheet that David Uedoi created, but coded by the accreditation work group.
- Looked into how to make the continuous improvement process visible in all review policies and plans that we do; and to improve at closing the loop.
- ELT will have direct access to this sheet and will be able to fill out their SSPs. There will be a dashboard reflecting all the data across departments, programs, and units. There will be automatic live updates on the dashboard.
- One template can be used for CLR and SSP.
- ELT to discuss further about how to make it more applicable to the campus, how to incorporate the external community and faculty, and the value of sharing information to the campus.

Distance Ed (DE) Review Process – Maria B.

- There are concerns about the DE Review process. It will take six years to be able to evaluate all online courses. After the first initial evaluation, it will then go through the five-year cycle. After the six-year mark, there will be no final review. It will go back into the five-year cycle.
- Proposing the review process will be done by one instructional designer and two faculty members.
- Suggestion: If allowing teaching equivalencies (TE) to support the review process, we could maybe reduce course sections (courses that are not required for our programs and degrees).
- **Action:** Louise P. will provide a response memo addressing concerns about the DE Review process.

Plans for the Fall – Louise P.

- There will be future discussions about other potential budget adjustments.

Admin Retreat – Louise P.

- Discussed the agenda for the admin retreat.

Admin Updates

- Nursing requested to fill a part-time clinical faculty position that has been vacant for some time. There were three vacancies earlier this year, but only requested to fill one of those vacancies with a half-time position. This position has been approved by ELT, but there is a concern whether the department will be returning later this year to request to fill the other two vacancies.
- The Health Sciences department inquired about what the cap is for the lecturer budget.
- Today is the last ELT meeting for Karen B. as she assists Lisa Radak with her transition as the new Dean for Health Academic Programs.
- Concerns were addressed regarding the issues happening on Mauna Kea and faculty/staff/students returning in the fall. Louise P. will work with 'Aha Kalāualani in putting together a letter for the campus to help those affected by the protest and to ensure there is an opportunity for people to express themselves on campus.
- ELT to sign off paperwork for the recently obtained HiNet position.
- UH Communications will be sending out an announcement regarding Mauna Kea and the courses that are being offered there.
- The Chancellor's message to the campus about the budget was sent to selected media. Any phone calls are to be redirected to public relations.