

# **CHANCELLOR'S ADVISORY COUNCIL**

## **CHARTER**

### **STATEMENT OF GOALS AND PURPOSE:**

The goals of the Chancellor's Advisory Council (CAC) are to ensure that the College is best positioned to:

1. Utilize and/or leverage the College's strengths;
2. Fortify the College's areas of weakness;
3. Take advantage of new opportunities; and,
4. Monitor and respond to external complexities.

The primary purpose of the CAC is to serve as Kapi'olani Community College's major mid-to-long-term planning committee. The CAC will also serve as a primary communication point that links the work of existing College Authorized Governance Organizations (i.e., AGO's).

With the above mentioned goals in mind the purpose of this group can be summarized by seven C's: Coordinating, Centralizing, Communicating, Clarifying, Consensus building, Convening, and providing advice and Counsel to the Chancellor.

The Council shall formulate recommendations and submit them to the Chancellor for approval and implementation. All recommendations stemming from the CAC shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or refuse the Council's recommendations.

- If the Chancellor does not implement or follow the Council's recommendation, the Chancellor will provide a written explanation to the CAC.

### **SCOPE OF WORK OF THE COMMITTEE:**

The CAC will provide advice and counsel to the Chancellor regarding the external (uncontrollable) and internal (controllable) forces (i.e., economic, political, industry, programmatic, etc.) that are currently or will have impact on the college's operations, plans, and programs. Optimally, the CAC will be forward thinking to ensure that it is properly situated to benefit from external forces as they take place.

For the purposes of the CAC, strategic planning can be defined as the process of determining and defining Kapi'olani Community College's strategic outcomes and performance measures and the best approaches to reaching these goals. In this context, strategy will be defined as the College's mid (3-5 years) to long (5-8 years) term plan of action that is designed to accomplish specific goals. Initiatives to achieve these goals should be justified by assessment and evaluation of community needs. A major outcome of the CAC's work will be the regular review and updating of the College's Mission Statement and Strategic Plan.

The Chancellor's Advisory Council has the following responsibilities:

- **Mission and Goals Statement:**
  - Coordinating periodic review and, if necessary, update of the College Mission and Vision statements.
- **Planning and Budgeting Process:**
  - Coordinating annual review and update of the College Strategic Plan, including ensuring the integration of results of Annual Outcomes Assessments and Annual Reports of Program Data into the College Strategic Plan, and decision-making processes.

- Ensuring integration of results of Annual Assessments and Program Reviews into the College Strategic Plan, and decision-making processes.
- Coordinating and consolidating recommendations from AGO's on proposed planning initiatives, including specific budget requests and resource allocations, in accordance with system guidelines and in line with College strategic planning needs and institutional assessment processes.
- Developing, communicating and utilizing criteria to prioritize strategic planning and budgeting initiatives.
- Aiding in the implementation of strategic planning initiatives and budgetary issues.
- Developing, publicizing and utilizing criteria to prioritize planning and budgeting initiatives.
- Receiving and reviewing recommendations based on these criteria
- Making recommendations to the Chancellor on proposed planning initiatives, and budget and resource allocations, in relation to system guidelines, and based on College strategic planning needs and institutional assessment processes.
- **Communicating with the Campus:**
  - Serving as the coordinating entity for communication with and between governance bodies.
  - Monitoring College processes and outcomes related to institutional research and institutional effectiveness.
  - Discussing, and convening forums for campus-wide discussion, of key College issues.
- **Accreditation and Institutional Effectiveness:**
  - Monitoring the accreditation process.
  - Monitoring College processes and outcomes related to institutional research and institutional effectiveness
- **Advising the Administration:**
  - Advising the Administration, in particular the Chancellor, and presenting formal recommendations for decision-making.
  - Maintaining records of decisions made and the bases for these decisions.
- **Technology:**
  - Reviewing current IT resource capacities and identifying future IT needs.
  - Ensuring that the College's technology plans are in sync with the University of Hawaii Community College (UHCC) and University of Hawaii System (UHS) technology plans.

**MEMBERSHIP:** (12 non-voting and 23 voting members)

1. Chancellor (ex officio, non-voting)
2. Executive Assistant to the Chancellor (ex officio, non-voting)
3. Vice Chancellor for Academic Affairs (ex officio, non-voting)
4. Vice Chancellor for Student Affairs (ex officio, non-voting)
5. Vice Chancellor for Administrative Services (ex officio, non-voting)
6. Dean – Arts and Sciences (ex-officio, non-voting)
7. Dean – Health Academic Programs (ex-officio, non-voting)
8. Dean – Hospitality, Business, Legal & Technology (ex-officio, non-voting)
9. Dean – Office of College and Community Relations (ex-officio, non-voting)
10. Accreditation Liaison Officer(s) (ex-officio, non-voting)
11. Director – Office for Institutional Effectiveness (ex-officio, non-voting)
12. Director – Office of Continuing Education
13. Director – Office of International Affairs
14. Unit Head - CELLT
15. Unit Head - Library
16. Department Chairs
  1. Business, Legal, Technology
  2. Hospitality & Tourism
  3. Culinary Arts
  4. Nursing
  5. Health Sciences
  6. Math & Sciences
  7. Arts & Humanities
  8. Social Sciences
  9. Kahikolumea
  10. Emergency Medical Services
  11. Languages, Linguistics, and Literature
17. Human Resources Director
18. Chief Fiscal Administrator
19. Auxiliary Services Director
20. Faculty Senate Chair (or designee)

21. Staff Council Chair (or designee)
22. Kalāualani Council Chair (or designee)
23. Counseling and Academic Advising Council Chair (or designee)
24. Associated Students of Kapi'olani Community College (Student Congress) Chair (or designee)
25. Student Congress Advisor (non-voting role to assist Student Congress Chair)

**INDIVIDUAL MEMBERS' RESPONSIBILITIES:**

- Maintaining an open dialogue with the member's respective constituency.
- Communicating general college issues to the member's constituency.
- Sharing their perspective on issues that are impacting or will impact the CAC's and the College's goals.

Last Revised: 3/5/14

**APPROVED:**

 4/17/14

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Leon Richards, Chancellor

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Date