

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

**Place: Ka Ikena**

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

**Date: 2012/3/6**

Members and Guests: see \*Accompanying Signature Document

**1. Call to Order:**

- a. Attendance:
- b. Review/Approval of the minutes of the previous meeting(s) - Yes
- c. Review/Approval of the Proposed Agenda - Yes

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

**a. Enrollment Management - Mona Lee**

Summer sessions will charge for *remedial and developmental* classes the same as fall and spring semester so as to support these students in obtaining the skills they need to continue on their pathway to graduation.

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

1. ASKCC - Matt Davis/ Kalani Fujiwara

(a) Kunia Door Project – access for handicapped students. Construction bids will go out in April or May and construction will occur in the summer so as not to interfere with fall classes.

(b) ASKCC is contacting businesses to obtain discounts for activities that support the College's healthy campus initiatives, e.g., students exercise at a gym, personal trainers, etc.

(c) there will be another survey, this time online, to determine student preferences in terms of an on-campus coffee shop.

\*\*\*\*\*Evan Matsiama will arrange for an Open Forum in March and April - between 12:15 to 1:30 with the Chancellor - Nora will send dates.

2. Faculty Senate - Dennis Vanairsdale (No Report)

3. Kalualani - Iwalani Tasaka

- Kalualani will be meeting to determine how to define/redefine Malama Hawai'i.

4. Staff Council - Helen Hamada (No Report)

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

The fourth draft is under review and will be sent to the editor. Ibrahim and Sunny asked that the PPAC members promote the reading of the draft to their constituents as it is imperative that the KCC community members are informed about the Self Study and participate in the dialogue for continuous improvement.

### **d. Update on Revision of Program Review Policy – Louise Pagotto**

Louise presented a plan to move forth in principle on revising the Comprehensive Program Review so that it is integrated with the Tactical Plan cycle. This will allow the College to create one process for review and integrative planning, with one document.

Louise asked for input before March 20. The proposal will then go to VCAC for refining; it will be sent to the AGOs and finally adopted by the end of the semester.

**(See Accompanying docs:** 2012-3-6 LP policy\_campus\_k5.202; 2012-3-6 LP revised K5.202; and 2012-3-6 Alignment of CPR + TP)

## **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?)

1. Kapiolani Culture of Evidence – Bob Franco

- a) ACCJC SLO Rubric (see Accompanying doc: ACCJC\_WASC\_SLO Rubric)

- b) Final Institutional Improvement Matrix – Bob reviewed the Institutional Improvement Matrix (**See Accompanying doc:** 2012-3-6 BF Institutional\_Improvement). He highlighted the fact that three columns were added in the matrix – External Budget Appropriations, Internal Budget Appropriations, and External Grants.

The Chancellor explained that when College receives budget from VP UHCC allocations are made to the 3 Vice Chancellors and the Deans; they in turn make allocations to their units. This process of allocation allows for a more direct access and flexibility closer to the department level.

To meet Accreditation standards the College must have 3% to 5% of operating budget in reserve; if the College does not meet this standard then it is out of compliance. Student fees are divided between BOSA and Student Congress; the Student Board of Publications has its own fees. When allocating funds to the units, salaries are covered first.

How is the money divided from Performance-based budget funds? Given the indicators used, e.g., graduation rates, STEM, etc. how should the money be shared? The first year of funds the College received were placed in the common fund and shared across the campus.

Health professional programs charge a fee and that money must go back into the program by law.

c) Evaluating Our Evaluation Processes and KELA Model– Bob Franco  
There are 10 key measures that we can monitor (**See Accompanying doc:** 2012-3-6 BF Kapiolani\_Engagement\_Learning\_Achievement\_Model). Course success, graduation, and transfer are common measures in everything we do, e.g., in ARPD. But the ARPD does not give data on Native Hawaiian achievement. However, this data is in the Student Services ARPD and could be in program ARPD. (**See Accompanying doc:** 2012-3-6 BF Evaluating\_Our\_Evaluation\_Processes)

From course success to degree – there is no tracking system for the complete pathway from entry to exit. The IEM (Institutional Effectiveness Measures) include milestones in the second and third year that can be tracked.

#### d) Strategic Plan Scorecard 2012

Chancellor Richards stated that as VCs and Deans review the scorecard – when they do their 360 assessment the items of the 29 performance that for which they are responsible that have not met their goal should be highlighted in the assessment and goals for the coming year discussed. This will impact the programs in the units these administrators manage. For example, to improve developmental ed in Kahikoluamea - what will this mean for planning, assessment, and action in the department next year. (See Accompanying doc: 2012-3-6 BF Strategic Plan Scorecard)

#### 4. Advice Items (with due date)

- a. Themes for Presentations - Salvatore Lanzilotti - Louise Yamamoto asked for names of personnel from the areas being visited by the BOR Committee on Community Colleges so as to set up visits in which the BOR members will be greeted by and interact with students.
- b. Kapi'olani CC Website - Mary Hattori, Raphael Lowe, Jonathan Wong - Raphael presented the format for the college's marketing effort on its web.

#### 5. Other Items

Next Tuesday - KCC will be represented at the legislature by Culinary Department.

\*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>).

University of Hawai'i Kapi'olani Community College  
PPAC Meeting

Pise Sign In	First Name	Last Name	Title	Pise Sign In	First Name	Last Name	Title
	Maria	Bautista	Chair Math & Science Dept		Gordan	Man	Auxiliary Services Ofcr
	Esben	Borsting	Title III		Carol	Masutani	Administrative Officer
	Matt	Davis	Student Congress		Sharoh	Moore	Chair Kahikoluamea
	Leigh	Dooley	Faculty Enrichment Rep		Susan	Murata	Librarian
	Dave	Evans	Chair Hospitality Dept		Chris	Nadamoto	Chair Nursing Dept
	Bob	Franco	Office for Instructional Effectiveness		Kawika	Napoleon	Chair Language Arts
	Kalani	Fujiwara	Student Congress Advisor		Conrad	Nonaka	CIP Director
	Kelli	Goya	Pathways, Kahikoluamea		Estelle	Ogawa	Chair Business Ed Dept
	Frank	Haas	Dean Hospitality & Business Ed		Patricia	O'Hagan	Dean Health Academic Programs
	Helen	Hamada	Staff Council Rep		Joe	Overton	Honda Int'l Ctr Prg Coord
	Mary	Hattori	Interim Coordinator CELTT		Louise	Pagotto	VC Academic Affairs
	Carl	Hefner	Chair Social Science Dept		Trude	Pang	Workforce Dev
	Milton	Higa	VC Admin Svcs		Leon	Richards	Chancellor
	Colette	Higgins	Chair Humanities Dept		Charles	Sasaki	Dean Arts & Sciences
	Carol	Hoshiko	Dean Community Relations & Cont Ed		Ron	Takahashi	Chair Culinary Arts Dept
	Susan	Jaworowski	Chair Legal Ed Dept		Iwalani	Tasaka	Kalaulani
	Keith	Kashiwada	Student Engagement Coord		Eileen	Torigoe	Personnel Ofcr
	Sheila	Kitamura	Chair Health Science Dept		Dennis	Vanarsdale	Faculty Senate Chair
	Mark	Kunimune	Chair EMS Dept		Louise	Yamamoto	College Relations
	Salvatore	Lanzilotti	Spec Ass't to Chancellor		Mimi	Yen	CAAC Chair
	Mona	Lee	Dean Student Svcs/Kahikoluamea				