

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

**Place: Tamarind Room, 'Ōhelo Building**

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

**Date: September 3, 2013**

Members and Guests: see \*Accompanying Signature Document

**1. Call to Order:**

- a. Attendance: **See sign-up sheet**
- 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 – West Oahu enrollment is up. KCC is down 6% enrollment but only 3% SSH. Windward and Manoa student enrollment at KCC is down. There has been a slight decline in students from Korea and large increase in students from Japan.  
We need to review what issues are affecting the changes in enrollment. We are increasing out of state students. Non-resident SSH is up by 6%. ASNS students have increased by 20%. There will be a full discussion at VCAC concerning transfer students, international and non-resident students. Enrollment issues need to inform the campus marketing plan - to whom do we market? where? how? do we spend marketing dollars?
- b. Accreditation Report Update – Bob Franco, Louise Pagotto, Susan Murata, Sal Lanzilotti

Version 4.0 went to AGOs and was disseminated and reviewed faculty and staff at the 8/22 Faculty/Staff Convocation.

We will need the signatures of the AGOs on the cover sheet.

- c. Communications/Report from BOR/KCC Authorized Governance Orgs (AGOs)
  1. ASKCC - Annie Wong/ Kalani Fujiwara  
The ASKCC will meet by the end of September to form the Congress.
  2. Faculty Senate - Susan Dik  
Faculty Senate will meet and organize. FS has started committee sessions.
  3. Kalaulani - Nawaa Napoleon

First meeting on will be on September 30. Nawaa thanked some of the PPAC members for helping him with the formalities of running a governance organization, e.g., Robert's Rules.

4. Staff Council - Helen Hamada – Carol Masutani  
Not in attendance/no report.

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

#### A. Chancellor's Proposals to improve communication, address issues, and take advantage of possible opportunities at the College.

##### (1) PPAC Role clarification and strengthen (Rec. 9 ACCJC) - Leon Richards

The Chancellor reviewed the five items that were presented at the August 15, 2013 PPAC meeting as his proposals based on the membership's assessment of the PPAC by its on 4/30/2013. He then proposed the following:

##### Proposal 1: Establish a Membership Disappearing Work Group

In response to 4/30/2013 comments by the membership about the number of members the Chancellor established a Membership Disappearing Work Group. He stated that the PPAC has changed from 17 members in 2004 to 41 in 2013. Is that enough or too many? Should there be other representation on the PPAC? The Chancellor asked: Mary Hattori to convene this Disappearing Work Group (DWG) with members Carl Hefner, Chris Nadamoto, Patricia O'Hagan, Helen Hamada, Annie Wong, and Ron Takahashi. He asked that the Membership DWG look at membership - size of the group and representation, i.e., who should be represented in the CAC, and make recommendations to the group.

##### Proposal 2. Change the name from the Policy, Planning, and Assessment Council (PPAC) to the Chancellor's Advisory Council (CAC)

The membership voted (with 28 people present), 17 to 1 in favor of changing the name from the Chancellor's Policy, Planning, and Assessment Council to the Chancellor's Advisory Council through anonymous casting of votes.

##### Proposal 3: Work Groups

In response to the 4/30/2013 assessment by the membership to have more opportunities to advise the Chancellor and to use subcommittees as one mechanism to do so, the Chancellor proposed six Work Groups. The purpose of the Work Groups is to assess, prioritize, review, and make recommendations to the whole CAC and the Chancellor on issues, concerns, challenges, and opportunities facing and impacting the College. These issues, concerns, challenges, and opportunities may be contained in the Chancellor's State of the College address, APRDs, CPRs, Professional Development needs/requests, Strategic Plan/Scorecard, the Chancellor's Executive Assessment, etc.

It is proposed that there be the following Work Groups:

- Budget – involves revenues from General fund, tuition and fees, grants, UH foundation, and contracts; The WG will advise on where to focus all

- funding sources based on College Strategic Plan, ARPDs, CPRs, i.e., College priorities and capital improvement needs.
- Technology – Technology Plan, Administrative and academic computing, distance education support structures
  - Planning and Institutional Assessment – Strategic Plan, LRDP, ACCJC reports and requirements
  - Professional Development – faculty and staff overall professional development plan with baseline and benchmark data outcomes; sabbaticals, teaching equivalencies, professional leave, travel, should there be a percentage set aside for professional development
  - Enrollment Management & Marketing –
  - Curriculum Instruction/Student Support Services – Academic planning, Student Services planning, learning resource planning, ARPDs, CPRs, SLOs, PLO, 5<sup>th</sup> year curriculum review
  - There can be other WGs

Proposal 4. The members of the CAC are responsible for two-way communication of information.

It is essential that there is two-way communication in terms of information. The CAC is one of the communication avenues for flow of information at the College. Members are responsible for passing information presented to and discussed at the CAC to their constituents. In addition, the members should bring to the CAC information from their constituents relevant to the issues discussed.

(2) To improve communication and information channels, the following actions will be implemented:

a. Meet regularly with AGOs -  
Chancellor will be meeting with AGOs once a month to discuss, assess, prioritize, and review challengers and opportunities facing the College and the AGOs;

b. Reform Admin Staff Council -  
The Chancellor will be changing the dynamics and meeting schedule of the Administrative Staff Council by meeting with the three VCs and dean of CE on the 1st and 3rd Monday of the month; Deans and VCs will report on issues and challenges in their areas to the group and the Chancellor for possible action;  
The Chancellor will meet with the full Admin Staff meet on 2nd and 4th Monday;

c. College and Community Relations  
In other institutions, College and Community Relations is located in the Chancellor's office. Therefore, the Chancellor is considering placing CCR in Chancellor's office to improve the College's capabilities in communication.

The purpose of the above proposals and actions is transparency in communication and involvement by as many campus community members as possible.

Question: Is there a limit to number of WGs assigned?

Answer: We will try to limit WG membership per semester to one. The important thing is to make the best use of the expertise we have in the CAC.

Comment: WGs will include members of CAC but also faculty and staff who have expertise in an area.

Question: Should marketing and enrollment management be together rather than enroll manage and budget?

Question: How about HR and business office issues; Operations? Facilities Management and Administrative Services?

Answer: There are six Strategic Outcomes (see attached Strategic Plan, p.10), 29 performance measures (see last two pages of attached Strategic Plan), and eight College-wide Strategies (see attached Strategic Plan, p. 40). The WGs are based on eight College-wide Strategies (FYI see below):

- [1. Manage and Grow Enrollment Strategically
2. Diversify, Improve and Increase the College's Financial Aid Portfolio for Students.
3. Develop a New Ecology of Engaged Learning and Teaching for Improved Retention and Persistence.
4. Develop a New Ecology of Engaged Learning and Teaching for Degree and Certificate Completion and Successful Transfer.
5. Diversify, Sustain and Increase the College's Funding Portfolio and Revenue Streams.
6. Increase Financial, Technological, and Physical Resources and Faculty and Staff Expertise
7. Strengthen Community Outreach and Partnership
8. Improve Ongoing Cycles of Integrated Research, Planning, Assessment, Evaluation, and Budgeting]

The WGs do not work in isolation; they need to work together so that they inform each other; and how do they fit into the Cycle.

Question: Who will orchestrate the WGs?

Answer: A staff person will help them orchestrate their responsibilities. An administrator will be assigned to one or more WGs as a resource but is not to function as chair. We want an open, transparent process. We are open to suggestions.

WGs look at operations, challenges, opportunities, etc.

Comment: Some of these WGs are similar to the Faculty Senate and other AGO committees.

Response: We will clarify the need and function of the CAC Work Groups so that they do not impinge on, but complement and supplement, the responsibilities of the AGO committees.

## B. Rec 1: Budget Cycle

Louise reviewed the Annual Integrated Program Review, Planning, & Budget Allocation Cycle to clarify cyclical aspect of budget- and planning-related decisions and the interactions between the components. She noted that the Cycle is coded by color for process, which are in chronological order by month.

Comment: The word faculty needs to be more evident as do the AGOs.

Response: Faculty are integrally involved in the assessment to planning processes from August to February through interaction first at the department level and then with the VCs and deans. Department chairs discuss resource needs stated in ARPDs and CPRs, which establishes needs of programs, with the VCs and deans. However, the Cycle will be edited to highlight the role of faculty and AGOs where appropriate.

#### **4. Other Announcements**

Library should open at end of October; the testing center will be closed for a week when this occurs.

"Pledge Day at KapCC", September 5, 10:00am - 1:00pm. Cox Radio will be on site from 11:00am - 1:00pm for a live remote. Please encourage your constituents to be on site for crowd presence. Lots of giveaways. Pledge Day will be discussed in tomorrow's "Go Forward!" presentation.

Dave thanked Colette for her presentation on the Hawaiian Culture and KCC.

Ka Ikena lunch will open next week; the week after that the 220 Grille and dining room will open.

\*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>).

Submitted by Salvatore S. Lanzilotti