

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

Place: Tamarind

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

Date: June 12, 2012

Members and Guests: see *Accompanying Signature Document

1. Call to Order:

- a. Attendance: Taken
- b. Review/Approval of the minutes of the previous meeting(s)
Minutes were approved unanimously.
- c. Review/Approval of the Proposed Agenda
No additions to the agenda.

2. Information/Reports (for Transmission):

a. Farmers' Market on Tuesday evenings - Conrad Nonaka

A Tuesday evening Farmers' Market will begin today at KCC as a test. The last week will be August 14 before fall semester. There will media coverage, as it will start at 4:00 p.m.

b. Introduction: KCC Campus Tour – Hae Lin Han

KCC has about 1500 visitors per year; the busiest month is April. We are getting a lot of middle school students, but the biggest group of visitors is high school students. The website for the tours is kcctours@hawaii.edu

c. Enrollment Management - Mona Lee

There are fewer students enrolled this summer. The college is down in every major but BLTCH. For fall 2012 there seems to be a decline in enrollment at this time.

d. King William-Charles Lunililo Scholarship – LaVache Scanlan/Mona Lee

25 students who did not plan to go to college will be given a scholarship (supported by Lester Kanetta) to attend KCC for a year. The scholarship includes a mandatory summer bridge program.

e. P-card: Zero tolerance in terms of violation of P-card rules and regulations – Issues - L. Richards

Having a P-card is a responsibility, as one is entrusted with the card and State taxpayers' money. We do not want anyone to get into trouble. If you need advice about the use of the card and standard operating procedures please call the Business Office. Abide by the guidelines.

If anyone needs training sessions we will ask Carol Masutani to conduct another.

f. Self Study Report Update - Ibrahim Dik & Sunny Pai

Ibrahim updated the PPAC on the status of the Self Study Report and asked all to read it in preparation of the visit. Leon stated that the report is a good read and a well done document. He asked that all read it - and suggested that one would come away from reading the document with a sense of pride in the College.

g. Logistics for planning for the accreditation visit in progress - Leon Richards

Brian King, the Accreditation Team Leader, asked for the availability of all PPAC members during the Accreditation visit - October 16 – 18.

Bob as ALO and Salvatore as Chancellor's Exec Asst will organize the team visit. Bob suggested the key thing is for everyone to block off October 16 to 18. Tamarind will be the HQs for the team. Bob will take responsibility for the HQs room, e.g., provide equipment, curtains on windows, printers, etc. Need for everyone to help and support the College's effort to put its best foot forward. If there is something that needs to be attended to, let Bob know. Anything aesthetically not pleasing, call our attention to it. This is an opportunity to learn more about the College and the work everyone is doing. As for facilities, send requests through regular channels and cc. Bob or Sal and they will compile a list.

This was a great job from draft 1 to the final product. Leon thanked Ibrahim and Sunny, the Steering Committee, Standard Committee Chairs, and Committee members for a job well done.

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

1. ASKCC - Matt Davis/ Kalani Fujiwara
2. Faculty Senate - Susan Dik
3. Kalualani - Iwalani Tasaka
4. Staff Council - Helen Hamada

Faculty Senate: Susan Dik reported that she has met with the FS Executive Committee. Based on the survey the FS has a priority in communicating to faculty about what it does, be more visible and more accessible. Action Request Forms can be submitted if you want a date to address the FS.

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?)

N/A

b. K5.202 Revised Program Review process implemented – Leon Richards

The new policy, earlier reviewed by the PPAC, combines tactical planning and comprehensive program review. The CPR has a section that provides the opportunity to state what you will do in response to weaknesses found through

the CPR and ways to assist the College in achieving its goals. An improvement in the program is an improvement in the College. Heretofore, you only have to track your annual program review data (ARPD) and three year program review. The new policy is now in effect.

c. OfIE website – Assessment and Evaluation site – Bob Franco

N/A

*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>).