

**Chancellor's Advisory Council  
Meeting Notes  
Tuesday, October 4, 2016  
2:30 p.m. – 4:30 p.m.  
Tamarind Room, Ōhelo Building  
Facilitator: Interim Chancellor Louise Pagotto**

*Chancellor's Advisory Council Members: Karen Boyer, Kelli Brandvold, Merrissa Brechtel, Kevin Andreshak for Lee Ann Demello, Sheryl Fuchino-Nishida for Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Susan Inouye, Shirley Tsukano for Ann Ishida-Ho, Brenda Ivelisse, Lisa Kanae, Justin Kashiwaeda, Susan Kazama, No'eau Keopuhiwa, Sheila Kitamura, Charles Matsuda, Lori Sakaguchi for Teri Mitchell, Karl Naito, Nawa`a Napoleon, Keolani Noa, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Steve Singer for Trude Pang, John Richards, Sharon Rowe, Shannon Sakamoto, Ron Takahashi, Susan Weber, Joanne Whitaker, Tasi Yanger and Jeff Zuckernick.*

*Members Absent: Shirl Fujihara, Brian Furuto, Charles Matsuda, Nawa`a Napoleon, Patricia O'Hagan, Joe Overton,  
Guest: Tom Moore*

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/RECOMMENDATION</b>
<b>Call to Order</b> Approval of June 21, 2016 CAC meeting notes	Interim Chancellor Louise Pagotto called the meeting to order at 2:30 p.m.	Susan Kazama made a motion to approve, Merrissa Brechtel seconded the motion and the meeting notes were approved.
<b>New Business</b> Team Building Activity AGO Updates	Student Congress: <ul style="list-style-type: none"><li>• Civil Beat is coming to campus on Oct. 6. A political trivia contest will be held with Student Congress versus Faculty Senate.</li><li>• They administered a fall fest survey, receiving 270 responses. The goal is to receive responses from 5% of the student body or 350 students. The survey was translated into different languages. The purpose of the survey was to have a better understanding of what the student body wants such as renovations on campus, changes to the great lawn, changes to the 'Iliahi building, bike racks, etc.</li><li>• A Title IX Federal Government grant funded a Constitution Day on Sept. 15. It was a fun event. 79 students participated. Students could win \$50 gift certificates to the bookstore. One activity was a campus democracy challenge. They</li></ul>	

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/RECOMMENDATION</b>
	<p>partnered with turbo vote and office of elections to encourage students to vote.</p> <ul style="list-style-type: none"> <li>• They will host a presidential debate.</li> </ul> <p><u>Kalāualani:</u></p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> annual Ne‘epapa Kalāhū event happened in August.</li> <li>• Kalāualani meetings are bimonthly. Two meetings have been convened.</li> <li>• On Sept. 23, the Pūko‘a Council met with President David Lassner. There is a proposal to plan a Makahiki day system-wide.</li> <li>• The Policy and Governance committee is hosting a guest speaker from a law firm to discuss intellectual and cultural property rights.</li> <li>• Mike Ross will spearhead a committee to research having more native plants on campus.</li> </ul> <p><u>Faculty Senate:</u></p> <ul style="list-style-type: none"> <li>• Two Faculty Senate meetings have been convened.</li> <li>• In September, the Administration Leadership Feedback (ALF) process was approved, which was sent to the Chancellor. It was revised slightly and a pilot will move forward. A survey will go out to the campus about administrator performance next spring. In the second year, the process may include a round table discussion. Leigh Dooley led the Evaluation Committee.</li> <li>• Also approved in Sept, an ad hoc committee for the course evaluation system led by Maria Bautista.</li> <li>• The SLO committee approved the Taskstream implementation process, in the wake of the assessment coordinator’s departure from the College. Amy Yamashiro and the SLO coaches will be implementing.</li> <li>• A summary course learning report (SCLR), a summary of the 5-year cycle for course SLOs has been proposed.</li> <li>• The curriculum committee is working on the Quali Student Curriculum Management System (KSCM) with Susan Pope and Susan Kazama.</li> </ul> <p><u>Staff Council:</u></p> <ul style="list-style-type: none"> <li>• The Board of Representatives meets on the second Tuesday of each month. General meetings are convened twice a semester. Oct. 31 is the general meeting and there will be a Halloween costume contest.</li> <li>• The Staff Council is holding a Walkathon on Oct. 18 during Healthy Campus event at 10am to 2pm. There will be drawings and prizes.</li> <li>• Work has started on their bylaws and website. The goal is to finish by Oct.</li> </ul>	

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/RECOMMENDATION</b>
	<p>31<sup>st</sup> to get feedback from the members.</p> <ul style="list-style-type: none"> <li>• Minutes will be posted on Kapi'olani CC's Ohana intranet website.</li> </ul>	
I-Lead Conference: Student Congress	On July 24-29, 16 Kapi'olani CC student leaders from Student Congress, Board of Student Activities and Board of Student Publications attended a conference by the Institute for Leadership and Development. There were over 100 participants from across the nation. The activities started at 7am and continued until 10pm. It was an impactful conference for the students from Hawai'i.	
Student Success Pathway and Board of Regents presentation: Brenda Ivelisse and Veronica Ogata	<b>(Appendix A)</b> The Student Success Pathway model is a national model that shows that we are more likely to lose students between each stage. We customized the model for our College. The Pathway has been aligned to the College's Strategic Plan and also connects to UH Community College's Strategic Plan and the UH Strategic Plan. Each of the College's strategic goals and outcomes has been aligned to the model. All of us will be asked, "Where do you see yourself in this model? How am I helping students?" It is not about creating new projects but identifying what we are already doing. How does your daily work connect to our college mission, CPRs and ARPDs?	Deans and Department Chairs will work with their units and departments to map their daily work.
Strategic Plan Discussion and Vote: Louise P.	Great feedback was received at the Strategic Plan forum on Sept. 24 and most ideas were integrated into the document. Since that time, more input has been received and the mission statement was revised.	<ul style="list-style-type: none"> <li>• The vote to approve the College's Strategic plan was passed pending changes outlined below. Ron Takahashi made a motion, Karl Naito seconded, all approved except one opposed and there were two abstentions.</li> </ul> <ol style="list-style-type: none"> <li>1. Kalāualani has been asked to modify the Values Statement and the definition of mālama.</li> <li>2. In the Vision Statement "the" will be changed to "a".</li> <li>3. Editing will be made to address typos and formatting.</li> </ol>
Animals on Campus Policy: Louise P.	Late feedback was received on the Animals on Campus Policy. The comments were that it was not clear that non-service animals could be in buildings, which was clarified. There were a number of concerns on the discrepancies and intent of the document.	<ul style="list-style-type: none"> <li>• The Animals on Campus vote was tabled for thorough revision of the policy.</li> </ul>

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/RECOMMENDATION</b>
Chancellor's Advisory Council (CAC) Charter: Louise P.	<p>The CAC charter lists the new membership, which included the heads of the units or departments. However, the meetings are now open to the campus. Only the standing members can vote. Correction to number of non-voting members - 12.</p> <p>The Governance document is in the process of being revised.</p>	
ACCJC Self Evaluation Process: Joanne W.	<b>(Appendix B)</b>	
Chancellor's Update: Louise P.	<ul style="list-style-type: none"> <li>• The CAC work groups are suspended for now. We are looking to reorganize them. Should they be project-based task forces?</li> <li>• Sustainability committee is meeting tomorrow to work towards finalizing the Sustainability Plan.</li> <li>• The Chancellor thanked the CAC for their patience through the many transitions.</li> <li>• Aloha United Way: the talent show raised \$564, the silent auction raised \$695, gently used items \$307 and crafts \$249. With the online pledges, we are over our goal. Culinary had the most participation at 78%. We tripled our rate of participation. It was 5.9% last year and this year it is 15% participation.</li> <li>• A Mindful Learning Center at Waikiki Elementary School was built from a HUD grant for an adult learning school. How can we use the additional classroom?</li> </ul>	

# Appendix A

## Kapi'olani Community College's Student Success Pathway



Chancellor's Advisory Council  
October 4, 2016

Presentation By:  
Brenda Ivelisse, Vice Chancellor for Student Affairs  
Veronica Ogata, Student Success Coordinator



## Student Success Pathway

The SSP model integrates academic, student affairs, and administrative services together in a coherent and intentional system of college experiences that match a student's interest and goals, and better prepares them for success.


It reveals the resources (i.e., people, funding, tools, technology, etc.) that are needed and should be leveraged and maximized to support student success.



## Description of Student Success Pathway

The SSP model is based on intentionally designed, clear and structured educational experiences, that guide students from their connection to KapCC to graduation, transfer, and career to life beyond KapCC.


The SSP model is not another reform in a long line of reforms, but rather a framework that helps unify a variety of reforms.



## SSP & Understanding the Student Experience as a Continuum

The SSP framework pays attention to the entire student experience, rather than to just one segment of it.


The Process starts with students' academic, career, and end goals in mind and "backward maps" programs, services, supports, and learning and teaching approaches to ensure student success.



### UHCC Mission & Primary **FOCUS**

**Mission:**  
To organize the seven community colleges around a cohesive and unified agenda to maximize and scale efforts for student success.

**Focus:**  
To build a coherent state strategy using a single framework for student success.



### UHCC Adoption of Student Success Pathway

In Summer 2016, UHCC adopted the Student Success Pathway (SSP) framework.

SSP is an *integrated, institution-wide* approach to student success based on research supported by organizations such as Community College Research Center (CCRC), American Association of Community College (AACC), Achieving the Dream (ATD), Complete College America (CCA), Jobs for the Future (JFF) and Completion by Design (CBD).

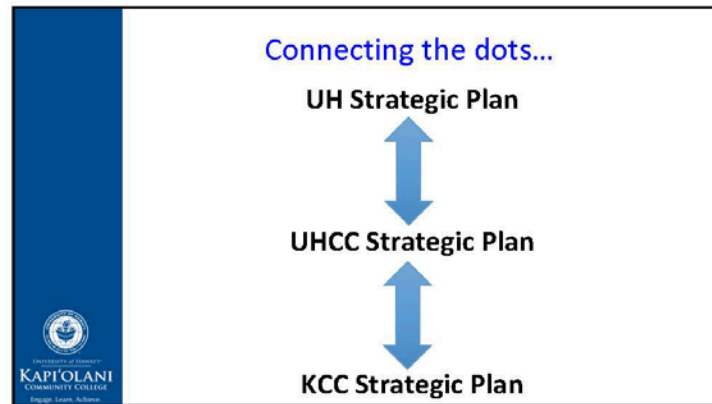


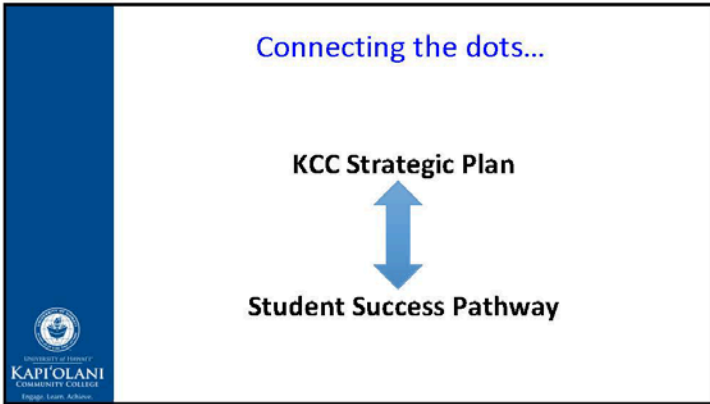
### Kapi`olani Community College's Student Success Pathway



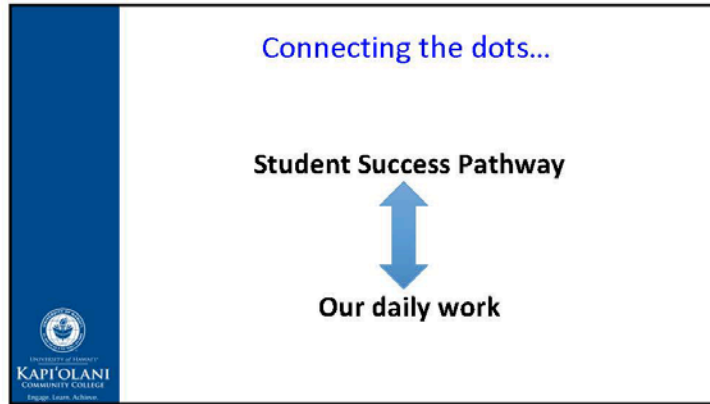
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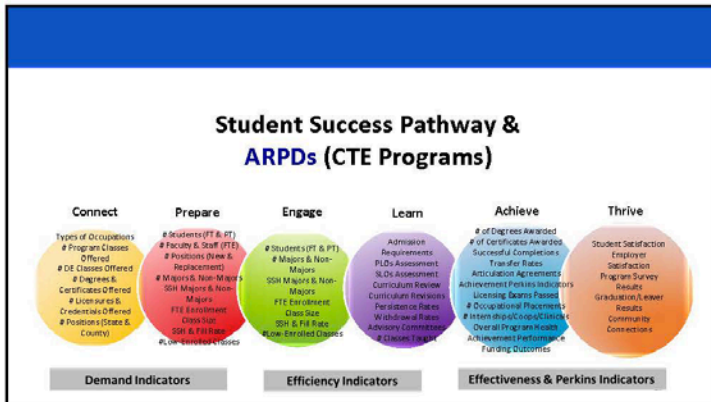




- What is the COLLEGE doing in the Student Success Pathway to support student success?
- I. STRATEGIC DIRECTION: Hawai'i Graduation Initiative
  - II. STRATEGIC DIRECTION: Hawai'i Innovation Initiative
  - III. STRATEGIC DIRECTION: Enrollment
  - IV. STRATEGIC DIRECTION: Modern Teaching & Learning Environments
- KAPĪOLANI  
COMMUNITY COLLEGE  
Engage. Learn. Achieve.









### Kapi'olani Community College Strategic Plan 2015-2021 (Revised August 18, 2015)

**Enrollment Management Strategic Plan 2015-2021**

**KapCC Strategic Plan ← Student Success Pathway  
CONNECT & PREPARE Phase  
Interest → Registration [Week #3]**

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### Kapi'olani Community College Enrollment Management Strategic Plan 2015-2021

**KapCC Strategic Plan ← Student Success  
CONNECT & PREPARE Phase  
Interest → Registration [Week #3]**

**DRAFT**

**Kapi'olani Community College's Strategic Plan 2015-2021  
INSTITUTIONAL STRATEGIC DIRECTION #3: ENROLLMENT**

**KapCC Strategic Plan ← Student Success Pathway  
CONNECT & PREPARE Phase  
Interest → Registration [Week #3]**

**DRAFT**

**Kapi'olani Community College's Strategic Plan 2015-2021  
INSTITUTIONAL STRATEGIC DIRECTION #3: ENROLLMENT**

**Identify and set goals for currently underserved populations through outreach to and access for high school students, GED completers, former students, adult learners, and working adult adults, and support for those in various levels of enrollment strategies.**

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### Kapi'olani Community College Enrollment Management Strategic Plan 2015-2021

**STRATEGIES**

1. Complete five-year enrollment projections.
2. Update the admissions and other relevant websites in order to have a strong digital footprint.
3. Create robust marketing plan to increase enrollment from interest to admissions and increase yield rate.
4. Improve the admissions and enrollment process.
5. Increase financial aid packaging and literacy across campus.
6. Develop faculty position to support VCSA and other efforts in implementing these initiatives.
7. Development of answer center (phone and email response team) during and after hours.
8. Develop integrated communication plan for the campus, in collaboration with UNCC integrated communication plan.
9. Build current capacity with professional development to develop best practices for enrollment, persistence and completion.

Strategic Initiative	Analysis Item (to action item)	INDIVIDUALS RESPONSIBLE	DEADLINE (to action item)	RESOURCES (to action item)	ASSESSMENT INDICATOR (to action item)	Student Learning Outcomes (to action item)	Assessment Standard (to action item)	Next Steps (to action item)
1	<ul style="list-style-type: none"> <li>Complete enrollment projections research</li> <li>Identify students we currently serve, shifting demographics</li> <li>Increase internal communication with faculty and staff with this information</li> <li>Develop enrollment projections to guide directions for future initiatives</li> <li>Provide information the campus can use to make informed decisions concerning Kapi'olani CC capacity to notify and/or contact enrollment data and status, test our assumptions against market trends and benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>DEE</li> <li>VCSA</li> <li>CC</li> <li>SAC</li> <li>VCSA</li> </ul>	late 2015		<ul style="list-style-type: none"> <li>Survey complete</li> <li>Report out to campus completed by last CAC mtg for July 2016</li> <li>Annual website given through CAC on program</li> </ul>			
2	<ul style="list-style-type: none"> <li>Work with C&amp;T for</li> <li>Create better impression, where website communication can be</li> </ul>	<ul style="list-style-type: none"> <li>C&amp;T</li> <li>SNL</li> </ul>						

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Taking bold,  
focused action  
creates explosive  
results.

*John Di Lemme*

meetville.com

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### Next Steps



1. Look at larger pathway.
2. Determine which phase you are apart of.
3. Determine which Strategic Directions from KCC Strategic Plan you have contact within the phase.
4. Have conversations with your Deans & Department Chairs.
5. Begin to map your daily work unto the path that meets that strategic direction.
  - Where does it line up? Where are the pukas?
6. Seek support from Student Success Coordinator & Department Chairs to gather data.



**Questions?**

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## 2018 Institution Self Evaluation Report (ISER)

Joanne Whitaker and Sunny Pai  
Co-Chairs for ISER

September 12, 2016

## What is Accreditation?

- Peer evaluation
- Peers setting national standards for higher education, with input from DOE
- All accredited colleges pay a fee to participate
- All peers volunteer administrators and faculty in the peer evaluation of all campuses
- Administrators, faculty, and staff work to provide the best academic experience possible for students
- Positive outcomes

## The Approach

- Vice President for UHCCs John Morton Involvement
- Consultant Bob Pacheco Guidance
- 10-14 Core Writers, Investigators
- Subject Matter Experts for each sub-standard (SMEs)
- Meetings with Subject Matter Experts (SMEs)
- First Draft with SME Evidence and Edits
- Meet with AGOs, Departments and Units
- Templates

## Goals

- Identify the Great Things we do now
- What do we want KCC to be in 2-3 years?
- Who is responsible for our accreditation?
- Why is this process important?

## The Standards

- **Standard I: About the Institution –**  
Mission, Academic Quality, Institutional Effectiveness and Integrity
- **Standard II: Academic Programs, Library and Student Support Services**
- **Standard III: Resource Management**  
Physical, Technology and Financial Resources and HR
- **Standard IV: Leadership and Governance**
- **QFE: Quality Focus Essay**

## Timeline

- Fall 2016: Writers and Investigators Gather Evidence from SMEs
- Fall 2016: First Feedback to the Campus  
(Continuous feedback through the year)
- Spring 2017: Implement Stuff
- Summer 2017: First Draft of the Full Report
- Fall 2017: Assess Implemented Stuff
- Fall 2017: Revise the Report – Second Draft
- Spring 2018: Third Draft – Final Draft
- Spring 2018: Submit Report to UHCC
- Summer 2018: Board of Regents Approval
- July 1, 2018: Submit Report to ACCJC – Evaluation Team Visit, end of Sept.

## What's Next?

Continuous Feedback!

In the fall 2016:

- Visits to the AGOs, Departments and Units to tell about the process
- Visits to the same folks when evidence comes out