

Chancellor's Advisory Council Meeting Minutes

Date: Tuesday, January 8, 2019

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

Place: Kōpiko 127B/128

Chancellor's Advisory Council Members: Lisa Aganon, Kevin Andreshak, Kelli Brandvold, Candy Branson, Sarah Bremser, Karen Boyer, Laure Burke, Martin Chong, Christopher Edmonds, Jerilynn Enokawa, Dave Evans, Bob Franco, ShirI Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Brenda Ivelisse, Lisa Kanae, Justin Kashiwaeda, Deneen Kawamoto, Susan Kazama, No'eau Keopuhiwa, Sheila Kitamura, Aaron Koseki, Kapulani Landgraf, Karl Naito, Nawa`a Napoleon, Veronica Ogata, Joe Overton, Louise Pagotto, John Richards, Shannon Sakaue, Annie Thomas, Jan Thurman, Allyson Villanueva, Cathy Wehman, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Members Absent: Lisa Aganon, Bob Franco, Carl Hefner, Jan Thurman,

Guests: Reid Sunahara, Kara Plamann Wagoner, Roger Reed

Call to Order

Chancellor Pagotto called the meeting to order at 2:30pm. She introduced new CAC members BLT Chair Laure Burke, and Interim Dean of Health Academic Programs Karen Boyer, whose appointment will be posted on the Board of Regents agenda.

Approval of CAC Minutes from December 11, 2018

Dave Evans moved to approve the minutes and Kevin Andreshak seconded.

Action: The minutes were unanimously approved with one abstention.

AGO Updates

Faculty Senate – Candy Branson, Chair

- Faculty Senate meeting was January 7, 2019.
- UHPA is meeting with Hamilton Library to allow faculty access to their online databases.
- A resolution was passed approving using CTE courses towards the liberal arts degree if the CTE course addresses at least one general education outcome. This was not approved for the AA in Hawaiian Studies, so the Hawaiian Studies program will be asked if they will accept CTE courses towards an AA in Hawaiian Studies degree.
- An action request that standardizes definitions regarding Distance Education, online, hybrid, etc., has been put on hold.
- There are 7 campus-level questions for the Course Evaluation System (CES). The next step is for the AAC to discuss division-level questions.

- Distance Education class review process – Last chance for feedback is January 21st, to Leigh Dooley.
- Syllabi template, created by the DE committee. They polled the students and administrators. They will ask faculty to possibly standardize the information on the first page. The syllabi can be posted for student access.
- There is a discussion as to whether to continue using Taskstream or not.

'Aha Kalāualani – Kapulani Landgraf, Pani

- Ne'epapa Kalāhū awards are now displayed in Lama. The paddles honor the faculty and staff who exemplify the College's values. Mahalo to David Apostol, Chris Edmonds and Brian Furuto for installing the award paddles.
- Title III Part A – Papa 'Ōlelo Hawai'i –This is the fifth semester offering Hawaiian language by Kumu Kekeha Solis on Wednesdays from 4:30-6:00pm from January 16 to April 24, 2019. Email Kapulani@hawaii.edu if you would like to take the class.
- February 12 at 7:30am, Mike Ross will be leading us to trim the branches and fertilize the Kukui trees. This year marks the 136th anniversary of the Coronation of King Kalākaua and Queen Kapi'olani.

Staff Council, Kevin Andreshak, Chair

- Birthdays were celebrated today under the trees by the 'Ilima building facing the Great Lawn. 85 to 90 people signed up.
- Staff Council is working with Employee Prep Center for the Dress for Success clothing drive.
- There will be a CPK fundraiser
- The general membership meeting will be moved to March, not in April.

Student Congress, Allyson Villanueva, President

- The goal for this semester is more collaboration between Student Congress and the other Chartered Student Organizations.
- They came on Sunday to chalk the sidewalk about the U-pass.
- January 16 and 17 - Spring Back to School Bash in the Kamōkila Center. Wednesday, Jan. 16, they will be on the great lawn promoting the bash and RIOs (student clubs) from 10:30-2:30 and on Thursday, Jan. 17 at 4-7pm, they will be offering free food and games.
- January 12 – Student Caucus meeting with President Lassner to discuss the reorganization at UH Mānoa regarding his position as both President and Chancellor. The President requested the students to hold a town hall to receive feedback on the 30-meter telescope and Mauna Kea.
- They are working on the spring survey for students.
- They are taking nominations for the new executive team.

Accreditation Update – Joanne Whitaker

Announcement: On November 13, 2018, the CAC voted on amendments to the CAC charter. One result from the votes was to create an opt-in email for CAC so anyone on campus would be able to subscribe to receive CAC emails. The email has been created. It is CAC-Open-I. If you are currently receiving CAC emails, you will be automatically moved to the new list. The campus will be receiving instructions on how they can subscribe to the new CAC email.

Proposed Actions for Recommendation 2

Since the ACCJC Exit Report on October 18, 2018, 11 meetings were convened to discuss how to address the two recommendations. The draft timeline for recommendation 2 was a result of these meetings.

(See appendix A)

Faculty Senate has been asked to address proposed strategies 1, 3, 4, 5, and 7 and members of CAC and AAC are asked to address 2, 6, and 8.

For number 2: Narrative needs to be added to the ARPD on how course SLO assessment results were used to improve the program and whether resources were allocated for program improvement. For all ARPDs, we are hoping to link LASRs to the ARPDs and to link CLRs to LASRs. For the liberal arts program, we are requesting that each department add a short summary of how course SLO assessments results aligned with program improvements. AAC is being asked to discuss and implement.

For number 6: A request will be made for CAC to vote on changing the Comprehensive Program Review (CPR) cycle from 3 years to 5 years. All PLOs will be assessed within the 5-year period. K5.202 will be revised in response to the recent revisions of UHCC policy 5.202 and CAC will be asked to vote on the revised K5.202.

For number 8: We need to use the results of learning outcomes assessments to determine resource allocations for course, program and institutional improvements. We have 3 allocated funding sources for program improvement which are

- RTRF for professional development which will be earmarked to improve learning outcomes assessment.
- Equipment allocation – possibly create a form to indicate how programs were improved based on new or replaced equipment.
- \$20,000 will be allocated from Academic Affairs CCSF funds, specifically for program improvements.

Proposed Action - Recommendation 1 (See Appendix B)

- There are 2 types of evaluations: 1) to determine whether goals were achieved, and 2) whether the groups, plans, policies and processes are functioning effectively.
- OFIE will be assisting to determine how to evaluate plans, policies and processes:
 - who does the evaluations?
 - how are evaluations communicated or discussed?
 - what is the timeline for the evaluations? and
 - how to collect/store the data?

- OFIE will determine how to evaluate each council for 1) the members to evaluate their effectiveness in completing their mission or goals, and 2) the members to evaluate if the council is functioning effectively.
- More details will be presented at the February 12th CAC meeting.

Proposed action for both recommendations:

- Create an Accreditation Work Group to monitor progress

Draft Recommendation 1 Survey

The CAC members tested a draft survey instrument. (Appendix C)

Comments on the survey:

- For Question 3, “How effective is the CAC in decision making”, how do we define effective? How is effectiveness measured? Is it about the number of issues that were presented and how well they were addressed? As CAC is a recommending body, should the question say how many recommendations that were addressed instead of decision making? Rubrics are needed.
- Effectiveness does not need to be defined so each person can determine it in their way.
- What action would CAC take based on the evaluation results?
- Everyone has a different definition of effectiveness. We need to capture all of the definitions. How do you know if you are effective?
- Build more detail into the survey.
- Is the question whether something is effective vs. ineffective? There is more than one measure for effectiveness. There are a variety of answers for effectiveness.
- If CAC is an advisory council, there should be no voting. The name should change if CAC is a decision-making body. More clarity is needed between the roles of CAC and AGOs.
- ACCJC Standard 4 states that the CEO makes the final decision.
- AGOs represent their constituents. CAC members are not elected. CAC members are here because they represent a function. These functions are important when we are discussing issues. If an issue is being addressed by the AGO, they will view it from their lens, e.g. Faculty Senate will view it from the faculty point of view. Departments address issues from the point of view of their areas. Library is looking at the issue from how it impacts the library, not as a faculty or staff member in the library.
- At CAC, if we have to vote or take it back to our departments, we need a concrete way of documenting the discussions.
- There is not enough time to discuss issues. A splinter meeting may be necessary to continue the conversation.
- We spend way too much time discussing. We need to do a lot of things. Find out who wants to work on it.

Chancellor’s Updates – Louise Pagotto, Chancellor

- Thursday, January 10, the Faculty Senate Chair, Accreditation Liaison Office and I will be addressing the ACCJC Commission. We will have 5 minutes to talk about what we have done since October 18th. The Team chair will be present.
- Because of budget constraints, we are suspending the ARF process for this year. We will be spending the time to review the process.

- Spotlight – as a result of feedback from the Kūpono session and the survey from Convocation, the biggest word that the campus used when they were happy working at the College is “appreciation”. The campus felt we need to celebrate what good things were happening at the College. At CAC, we will be inviting different people to share the good things going on in their areas. The person who is doing the good work will be invited to the CAC meeting to present.
- The first Spotlight is Damian Zukeran from HIC on Project COIL. COIL stands for Collaborative, Online, International Learning. It is a new teaching paradigm to bring more students to KCC and to encourage more of our students to go abroad. COIL is globally networked, virtual learning. It involves two or more classrooms that are connected by internet, either synchronistically or asynchronistically. COIL is revenue neutral.
- We are partnering with Kansai University and University of Ryukus in Okinawa to create COIL projects. These projects develop intercultural awareness across shared multicultural online institutions. It involves 2 instructors: one here and one in Japan. Projects are co-developed and taught by the teachers. All the courses are interdisciplinary, e.g. KCC Japanese class interacting with a political science class in Japan.
- Each COIL course (project) is typically about 4-8 weeks. The first two courses will start in fall 2019. Professor Ikeda from Kansai University will be visiting on February 11th, and will be attending the Admin Staff meeting.
- Each institution needs to have an in-person component. They will send students to us and we will send students to Japan as part of their grant. It is a similar program to the STEM and Kai Yama project. If anyone is interested in teaching, contact Damian. These are credit classes.
- Spotlight will be featured at the beginning of each CAC meeting.

Announcements

- The Dean of Arts and Sciences Nāwa‘a Napoleon commended the Arts and Sciences department chairs for doing a great job on tightening the schedule, in light of the budget cuts.
- The HOST department chair Dave Evans thanked the Registrar Jerilynn Enokawa for the lists that are sent at the end of the semester. He also thanked Kara Plamann Wagoner and OFIE for compiling data and giving recommendations on how to use the data. Thanks to the Auxiliary Manager Chris Edmonds who spent many hours trying to find out what the problem was with a mysterious smell in a HOST classroom. Chris was proactive.