

**Chancellor's Advisory Council
Meeting Notes
Tuesday, March 7, 2017
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, Sarah Bremser, Alissa Kashiwada for Lee Ann Demello, Christopher Edmonds, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Susan Inouye, Brenda Ivelisse, Lisa Kanae, Justin Kashiwaeda, Susan Kazama, No'eau Keopuhiwa, Sheila Kitamura, Mackenzie Manning for Charles Matsuda, Teri Mitchell, Karl Naito, Nawa`a Napoleon, Keolani Noa, Veronica Ogata, Patricia O'Hagan, Joe Overton, Louise Pagotto, Trude Pang, John Richards, Shannon Sakamoto, Ron Takahashi, Susan Weber, Joanne Whitaker, Jamie Nguyen, Tasi Yanger and Jeff Zuckernick.

Members Absent: Brenda Ivelisse, Shannon Sakamoto

Guest: Sunny Pai and Amy Patz Yamashiro

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
Call to Order Approval of January 31, 2017, CAC meeting notes	Interim Chancellor Louise Pagotto called the meeting to order at 2:30 p.m.	Karl Naito made a motion to approve the minutes, Keolani Noa seconded. The minutes were approved unanimously.
New Business AGO Conversation	Faculty Senate – Susan Jaworowski, Executive Committee: <ul style="list-style-type: none">• After the February 24th meeting of the UH System Faculty Senate Chairs and President Lassner, it was decided that the new course evaluation system (CES) will not move forward. President Lassner's office will send a memo summarizing the meeting. The request to change from e-café to CES came from students who felt that more people other than the faculty member should have access to the evaluation results. Staff Council – Lee Ann DeMello, Chair: <ul style="list-style-type: none">• Staff Council meets once a month. The next general membership meeting is April 27. Administrative Professionals week is during that week.• Staff Council was on the agenda for HSSI to discuss shared governance with staff across the UHCC and UH system. Kalāualani – Keolani Noa, Chair:	

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	<ul style="list-style-type: none"> • They have been doing work outside of the campus. On February 14, they met with U.S. Representative Hanabusa’s staff to discuss supporting Title III under the new governmental status. • The Pūko‘a Council had a dialogue with State Senator Kahele who is committee chair on education around funding for Native Hawaiian programs. They are inviting him to campus. <p><u>Student Congress</u> – Jamie Nguyen, Secretary:</p> <ul style="list-style-type: none"> • In a few weeks, the student annual survey will be available. The survey will focus on student fees. • Student Congress member Stephan Bradley is working on the Student Congress elections in April. • Kapi‘olani CC app was discussed. Not a lot of students are aware of the app. They asked the general members to download the app and make comments. The reasons they like it is MyUH and Lulima are accessible on it. Students can look for their textbooks. Some critiques were that the students wanted to receive notifications on the app. They would like information on their instructors’ office hours such as locations and times. They would like student life updates and scholarship information. They would like a bulletin board on campus events and the final exam schedule. Raphael Lowe and Craig Spurrier came to their meeting to hear the feedback. It will be an ongoing discussion. Student Congress asked that CAC encourage their students to download the app and send feedback back to Student Congress. • The student participation in the Climate Survey was good. 11.1% or 705 students participated, leading all the Community Colleges. 	
Chancellor Updates: Louise Pagotto	<ul style="list-style-type: none"> • The Sustainability Plan was revised after receiving feedback from the campus and convening two open forums. Feedback was incorporated into the revision. A vote to endorse the Sustainability Plan will be at the May 2nd CAC meeting. Please send additional feedback to Bob Franco. • Tuesday, February 28, the Student Success Pathway (SSP) templates were due. 54 templates were submitted with 12 outstanding. The next step is that John Richards will input the templates into a project manager tool. Question: Will the SSPs be posted for general public access? The SSPs can be made available to the public. • The deadline for ARFs to be submitted to the Department Chairs is Friday, March 10th. The funds requested should be used to improve your program. Prioritization will need to take place within the department before they are submitted to the program administrator. The Town Hall is April 28. The timeline 	

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	<p>was distributed (Appendix A).</p> <ul style="list-style-type: none"> • Changes in the CAC work groups: Prior to this time, Sunny Pai and Joanne Whitaker were convening the Accreditation Work Group. Susan Kazama will be convening. Joanne Whitaker will convene the Policy Work Group. Only two Work Groups sent in reports. Do you want to have the Work Groups? Is it important enough? Does the Work Group have something to accomplish? • There has been a change to the 360 surveys for Administrators. Every employee under an administrator will be asked to complete a 360 survey. 	
<p>Reflections from the Self Evaluation Process: Bob Pacheco</p>	<p>Consultant Bob Pacheco gave a report by video conference of what he learned from his meetings last week with Kapi'olani CC's Administrators and the ACCJC writing teams. His role is to help the college to write the best self-evaluation report and to get us on the best path.</p> <p>Pacheco noted that we were generally open. We shared what was working and areas where we wanted to be better. His observations:</p> <ul style="list-style-type: none"> • You want to talk more about meaningful things and on what is important to the college. You want to change the ways of structuring meetings. You want to talk more but not more than what you are already doing. You are exhausted by all the initiatives. • You want more of a voice in decision making so you will be heard. • You want a clear path, a simple process for resource allocation. • You want to work smarter, not harder. There are a lot of initiatives from the system. You are spinning your wheels on a number of things. You want to take the new plans and initiative such as the DE Plan and Student Success Pathway and bake them into what we are already doing. • You are working in silos. • The baton passing between governance and operations are not clean. There is little connection between program review to planning prioritization and resource allocation or from ARF to annual program review. There is no one reading program review. It feels like no one is looking at what you're doing. The connection between program review and integrated planning needs to be strengthened. • There is not a lot of buy-in for outcomes assessment. <p>The CAC members gathered into small groups and were given two questions to answer, "If you were doing things in an effective way, what would it look like? What</p>	<p>At the next CAC meeting, Admin will provide options to act on. OFIE will do research in the summer. We will implement a plan in AY 2017-2018 and review it in AY 2018-2019.</p>

AGENDA ITEM	DISCUSSION	ACTION/RECOMMENDATION
	<p>are the biggest steps we need to take to get there and give us the most value? (See notes on Appendix B)</p> <p>The Interim Chancellor stated that we need to act on the suggestions before the end of the semester. She proposed an audit or inventory of what we do right now. If it our processes were simpler, cleaner, we would get more done. How do we do program review? Admin will gather information and report out on what's happening. We need to hone in on our areas of need. We need specific, concrete steps.</p>	
Announcements	<ul style="list-style-type: none"> • Thursday, March 9 is Thursday is career exploration day from 10am-1pm. There will be 160 vendors or participants. • The Lē'ahi concept kitchen is still working on the MOA. We have the use of the <i>Nobu Restaurant</i> space until March 2018. The restaurant will be open 7 days a week, 365 day a week serving dinner. Every quarter, they will bring in guest chefs from around the world but particularly from the pacific rim. 	
Wrap up: Louise Pagotto	<ul style="list-style-type: none"> • We have many plans but we need to focus on a few things. The ARPD is still the required review of program data. However, ARPD information has been coming late. The CPRs are going through revisions on the system level. There was real investment in the SSP templates as it was focused on students. Can the ARFs be based on the SSPs going forward? Can the ARPDs be tied to the SSPs? • There is a concern about the ACCJC institutional self evaluation report (ISER). We want to fix the areas of need. The ISER is creating an inventory of what we do. We need to align the college to the Standards now. Then, by fall 2018, we will have been in the third year of a cycle. We need to do it collectively. Need to work together in order to improve. 	Email Louise Pagotto and Joanne Whitaker with feedback.

Appendix B

CAC Facilitated discussions on integrated planning
March 7, 2017
Tamarind

IF YOU WERE DOING THINGS IN AN EFFECTIVE WAY, WHAT WOULD IT LOOK LIKE? (FOCUS ON INTEGRATED PLANNING AND LOOKING AT LEARNING)

(Team 1)

- Get rid of all the multiple reports and have one reporting mechanism
- Position vacancies: when a position comes from the system office it goes to the Chancellor, then deans, then dept. chairs, then faculty senate, then recommendation to the chancellor who meets with the vice chancellor for budgeting, then a decision is made
- To incorporate vacancies into program review to integrate with funding and planning such as SSpayments and ARPD
- Vacancies should be part of the planning document
- This will increase communication and everybody will be on the same page.
- To tie back to resource allocation, evaluate the use of the money, and see the value to the college.

(Team 2)

- Allow depts. to be more independent in deciding where the money goes (if there is \$). One person said there should be a budget for improvement that is visible, campuswide, with clear criteria identified, or do it by departments with block grants
- We identify trends or needs that are outside SLO assessment. Sometimes we decide to fund something but it is not based on student assessment.
- Transparencies at all levels of budget and spending

(Team 3)

- Mixture of faculty, staff and students in role ownership in committees—having designated responsibilities. Ownership or responsibility within committee
- Not wasting time: Purposeful planning.
- Measureable outcomes and detailed timelines
- Understanding the purpose and positives of the ARF town hall. Maybe funding is not the big deal.
- Building community

(Team 4)

- ARF process: Is there another process?
- ARPD: should be accurate and it should be used for budgetary purposes.
- SSP as overall guiding document.

- There should be a flowchart that helps everyone understand the process and what these various documents are for.

(Team 5)

- Assessment: Asses. Mints. Talked about Taskstream and looked at what faculty really want to do. They want to have meaningful conversations, not sit in front of a computer.
- They want the Assessment Coordinator to give feedback on SLOs
- If all silos created one calendar, that would be an improvement

Summary of what would make things more effective:

- One document to work from
- Positions transparently allocated
- Accurate data
- Purposeful process. Individuals in process would know what they are doing and why
- It would be visually explanatory

WHAT ARE THE BIGGEST STEPS WE NEED TO TAKE TO GET THERE & GIVE US THE MOST VALUE

(Team 1)

- Be nice! -- most important
- Un-turf. Example: When you leave, you leave with the respect and hope that the people in charge of what you have left are free to build on what is there
- Personnel audit. People move to different jobs and the PD no longer reflects what they are supposed to do.

(Team 2)

- Come up with fewer documents. Examples: Use the ARPD instead of the ARF form. The ARPD already has a lot of information in it. Use the ARPD to establish our priorities. By doing this you would get rid of a large number of steps in the ARF Gantt chart. No need for CPR--the ARPD is annual and more current.

(Team 3)

- Don't reinvent the wheel. Stop doing new planning. Improve what exists rather than create new systems.
 - Have broad based dialogue before you start an initiative.
 - Close the loop on existing outstanding actions.
 - What does "unhealthy" mean in the ARPD? Delays in ARPD make good planning impossible
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- Understand our mission and be clear.

(Team 4)

- Don't overwork the same people in the same committees over and over again
- Eliminate the ARF process

(Team 5)

- Set budget for improvements that have clear criteria, keep to a transparent process, remove AGOS from decision about funding initiatives
- Summer institute for outcomes assessment work. Give faculty stipends for the work.

Summary

- Professional dev. get the right people in the right positions,
 - Try not to change directions all the time,
 - Close the loop on existing things.
 - Look at our programs and think hard about closing the unhealthy ones.
 - Get rid of forms, consolidate the planning processes.
 - Use the ARPD to establish priorities.
 - Be nice to everybody. ~~un-hurt~~
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