PPAC Meeting Minutes

Date: September 14, 2004
Location: Ilima 202 B&C
Time: 2:30 p.m. - 4:30 p.m.

Members:

Present: Jill Abbott, Shel Hershinow, Kelli Goya, Mary Joan Haverly, Shel Hershinow, Carol Hoshiko, May Kanemoto, Dennis Kawaharada, Bob LeClair, Mona Lee, Keala Losch, Charles Matsuda, John Messina, Neghin Modavi, Sanae Moikeha, John Morton, Susan Murata, Debbie Nakagawa, David Nakamaejo, Frank Noji, Conrad Nonaka, Louise Pagotto, Leon Richards, Barbara Ross, Alfred Seita, Ron Takahashi, Ron Umehira

Absent: Frank Abou-Sayf, Shawn Boyd, Leigh Dooley, Bob Franco, Enid Kagesa, Edward Kalinowski, Carol Masutani, Mike Tagawa, Tom Tsurutani

Others Present: Guy Nishimoto

Proceedings:

Meeting called to order at 2:40 p.m. by Chancellor John Morton.

Agenda item 1:

Kapi‘olani Community College Policies (KCCP): John Morton

Morton announced the establishment of Kapi‘olani Community College’s first three policies: 1) Policy, Planning, and Assessment Council; 2) Institutional Mission; and 3) Review of Established Programs. The format for these policies, included in the October 1, 2004, campus Progress Report to the Western Association of Schools and Colleges (WASC) Accrediting Association for Community and Junior Colleges (AACJC) is subject to change. The KCCP will reference applicable Board of Regents (BOR) and Executive Policies. The PPAC concurred with the adoption of the previously mentioned policies.

a. Institutional Mission

The campus institutional mission statement is reviewed, updated, and approved as required by WASC/ACCJC as well as the Board of Regents (BOR) Policies. KapCC’s current mission statement was endorsed by the College’s Faculty Senate and approved by the BOR in January 2004 .

b. Planning Advisory Council

The Planning Advisory Council (PAC) approved the renaming of this body to Policy, Planning, and Assessment Council (PPAC) to better reflect the focus and direction of the group as it relates to oversight and review of campus policies and processes. As a reminder, the PPAC approved the expansion of its membership at its May 4, 2004 meeting to include representatives from Student Services, Honda International Center, Auxiliary Services, Business Office, and Human Resources. The agenda and minutes will be publicly available.

In March of each year, members of the PPAC will be surveyed to assess the effectiveness of the PPAC over the past academic years. Outgoing PPAC members are invited to participate in this review with ongoing and new PPAC members. Faculty and staff may submit comments to the Chancellor through their respective governance groups. The results will be used to identify ways to improve the efficiency and effectiveness of the PPAC.

c. Review of Established Programs

KapCC is developing an active program review and integrated planning process as recommended by the WASC/ACCJC. The accreditors want to assure that the review includes trend data over time and data from a specific point in time.

Continuous review and assessment of student learning should be related to the College plan but is not required to be done every year.

An academic program is defined as any sequence of courses or instruction activities leading to a Board-conferred degree or certificate of achievement and requires a major commitment of general funded resources. The BOR has a comprehensive policy requiring that established programs be reviewed at least once every five years. This policy is not applicable to certificate of completion and one-year certificates of achievement.

The College plans to have a comprehensive analysis of programs performed every three years but data will be provided annually. Although the BOR Policies does not require that non-instructional programs be reviewed, it is a WASC/ACCJC requirement. Program review must be linked to decisions that are made. As a result, even if the BOR Policies does not require a program review, if the program leads to a certificate and lasts one semester or longer, and the College spends significant resources, then a review is necessary. Cross-curricular emphases and initiatives need to be reviewed, too. Program review should include all related certificates, non-credit programs, and student services support.

If a program accreditation report coincides with the program review, it may be substituted if it is done within the same period of the review cycle. The annual Perkins review must still be completed.

Agenda item 2:

Accreditation Progress Report: John Morton

KapCC's Accreditation Progress Report to the WASC/ACCJC is due on September 17, 2004. The Student Learning Outcomes assessment group's efforts are impressive and are included in this report. Comments and recommendations on the report are due by September 15, 2004, to the Chancellor to allow time for edits and submittal to the President. Morton thanked Bob Franco, Leon Richards, and Debbie Nakagawa for their efforts in preparing this report.

Agenda item 3:

2006 Accreditation Self Study Report: John Morton

Morton provided an update on the Accreditation Steering Committee. Due to the size and consolidation of the new standards from ten to four, Co-Chairs were appointed for each standard with the relevant administrative dean as a designated liaison and resource. The WASC/ACCJC is conducting a training workshop on the new standards on September 15, 2004 at Honolulu Community College.

The WASC/ACCJC is requiring colleges to meet higher standards. Each college will have two years to address deficiencies or lose accreditation.

Agenda item 4:

FB 2005-2007 Budget: John Morton

A budget workshop was held two weeks ago and the budget of approx $25M was approved at the BOR's September 10, 2004, meeting. Support for Hawaiian programs is the University's highest priority while campus security is KapCC students' highest priority. Based on consultation with campus governance groups, KapCC's campus top three priorities are equipment replacement, repairs and maintenance funds/furniture replacement, and improvement of student support services.

Two parallel processes were used to develop the University's fiscal biennium (FB) budget. One process was a CC committee composed of the chancellor, faculty senate chair, and student from each campus. The other process was led by the Vice President for Academic Affairs and Chief of Staff, which invited each campus and significant group to present a stocktaking report that identified "where are you at and what is needed to take you to the next steps." These two efforts were merged to finalize the FB budget.

The Capital Improvements Project (CIP) request includes authorization for $3M in construction funds from the U.S. Department of Commerce and $14M from private funds for the Culinary Institute of the Pacific (CIP) at Diamond Head. Also, the possibility of naming opportunities for private gifts to the UH Foundation to support the CIP at Diamond Head was approved by the BOR at its September 10, 2004, meeting. This enables the UH Foundation and KapCC to plan and implement a systematic, comprehensive, and meaningful donor recognition program that encourages donors to support the CIP's efforts to raise the size and quantity of private gifts for the benefit of the CIP at Diamond Head. The campus FB 2005-2007 operating and CIP priority budget listings were distributed.

Agenda item 5:

Culinary Institute of the Pacific (CIP) at Diamond Head: John Morton

The new culinary arts training facility will include a 200-seat signature restaurant with dual use training facilities, cooking labs, demonstration and competition kitchens, classroom, administrative and faculty offices, outside amphitheater and reception areas, and related facilities (gift shop, wine/sprits, etc.).

Ron Takahashi informed the PPAC that KapCC will provide food service at the new Kaka'ako Medical Center (UHM School of Medicine). This three-year apprenticeship program under master chef guidance is an alternative to an AS degree program.

According to Morton, a planning charette is scheduled for September 17, 2004, to provide a status report and to solicit input and share expertise from various internal and external individuals defining the vision and programs to ensure that the community and industry's training needs are met for the advanced culinary program.

The planning phase for the CIP at Diamond Head is scheduled to begin soon. This includes environmental assessment, entitlements (required permits and approvals), topographic survey, and other related services (site planning and conceptual architecture, preliminary civil engineering, and visual analysis).

Agenda item 6:

Community College Survey of Student Engagement (CCSSE): Guy Nishimoto

Guy Nishimoto distributed and summarized the Community College Survey of Student Engagement (CCSSE) background and survey results.

Agenda item 7:

What's on Your Mind?

Shel Hershinow inquired if any budget restrictions will be imposed in FY 2005. Per Morton, a 1% non-instructional restriction, amounting to $80,000 for KapCC may be lifted.

Bob LeClair asked for the status of the Hybrid retirement Plan. The implementation for this plan is being developed by the State and specific information will be distributed at a later date.

Morton stated that the Title III grant of $2.2M was approved. Also, a Tribal Colleges and Universities Program (TCUP) grant proposal is being prepared.

Morton announced that at the 2004 Convocation, two KapCC employees were recognized: Kauka De Silva with a Regents' medal for Excellence in Teaching for creating a truly exceptional learning environment for learning and experimentation and Susan Dik with a Frances Davis Award for Excellence in Undergraduate Teaching for epitomizing the College's commitment to student centered learning. Also, Acting President David McClain used KapCC Palolo Pipeline project in his speech.

Meeting adjourned at 4:00 p.m.
Minutes submitted by Debbie Nakagawa.

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