

Counseling and Academic Advising Council (CAAC) General Guidelines

This document represents general guidelines that may be updated as appropriate by the Counseling and Academic Advising Council.

Background:

The forerunner of CAAC, the Academic Advising Council (AAC), was created as a council of Student Services in June 2004. The AAC's functions included: 1) issues related to academic advising and 2) student learning outcomes.

In response to the 2006 ACCJC's accreditation report regarding counseling and academic advising and the college's reorganization initiative, the AAC evolved into the CAAC in July 2007.

Related documents:

"Core Principles of Academic Advising," approved July 15, 2004 and "Academic Advising Hallmarks," approved October 10, 2006.

Purpose:

CAAC has a commitment to improve the counseling and academic advising process for current and potential students at Kapi'olani Community College.

CAAC is responsible for discussion, analysis and recommendations on issues related to 1) academic advising; 2) counseling, such as student engagement, development, and success; and 3) collegewide counseling and academic advising professional standards and practices.

Composition:

CAAC includes representatives from each academic and student services cluster at the college and the Honda International Center. Clusters with fewer than five counselor positions have one representative on CAAC; clusters with five or more counselor positions have two representatives.

Academic clusters consist of the following units: Arts and Sciences; Health; Hospitality, Business, and Legal.

Student Services clusters include: Holomua; FYE; and Malama Hawai'i and Student Services.

Representation:

CAAC represents all faculty in counseling positions at the college, hereafter referred to as community members.

Term of service:

Academic and student services clusters select their CAAC representative(s) for a two year term. Exceptions to the terms of service are determined by the council.

Organizational Structure:

CAAC makes recommendation to the Vice-Chancellor of Student Services.

CAAC has representation on the DAC and PPAC.

Guests:

Guests (non CAAC or community members) are welcome at CAAC meetings. Guests should let the CAAC chair know if attending a meeting.

Communications:

Meeting schedules and minutes are made available to the Counseling and Academic Advising Community by email and public posting to Quill and to MyUH-MyGroups (Ho'oma'a).

Annual Planning and Assessment:

CAAC planning for the next year is discussed and determined at the end of each academic year. This includes setting CAAC's priorities, determining the meeting schedule and topics to be discussed, and selection of CAAC chair, topic leaders, and note takers.

On an annual basis, the members will be surveyed to assess the effectiveness of the CAAC over the past year.

Responsibilities:

Chair: The chair is CAAC's liaison with the campus, the DAC and PPAC, and the Vice Chancellor for Student Services. The chair facilitates the meetings and presents to the council topics, suggestions, and concerns generated by the council, administration and other campus constituents. The chair collaborates with the topic leaders as appropriate. The chair arranges meeting locations and sends meeting agendas, reminders, and minutes to the Counseling and Academic Advising Community, as well as public posting of meeting minutes and documents to Quill, MyUH-MyGroups (Ho'oma'a). The chair serves a one year term. The addition of a co-chair or vice-chair may be included as the needs of the council and community evolve.

Topic Leader: The topic leader is responsible for the content, direction, and dialogues of the topic(s) and facilitates discussion. The topic leader keeps track of the threads of discussion and coordinates the past, present, and future decisions/outcomes. The topic leader works with the chair in advance to plan and prepare when necessary.

