Title: Chancellor’s Administrative Staff Council Meeting

Place: ‘Ilima 202A

Date: March 11, 2013

Time: 1:30 – 3:30 p.m.

Admin Staff Members: Esben Borsting, Kauka DeSilva, Bob Franco, Kelli Goya, Frank Haas, Milton Higa, Carol Hoshiko, Salvatore Lanzilotti, Mona Lee, Conrad Nonaka, Patricia O’Hagan, Louise Pagotto, Leon Richards, Charles Sasaki, and Dawn Zoni

Members Absent:

Guests: Susan Dik

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona L.
   a. Summer session enrollment has declined over the past six years. Ideas were discussed to increase enrollment. Other UHCCs have been increasing their summer offerings. Arts and Sciences enrollment has declined.
   b. An email blast will be sent to targeted students.

2. Best Practices in SLO Assessment - Susan, Kawika, Bob M.
   a. Received recommendations in academic and Student Services regarding SLOs.
   b. Need to get course learning assessments done.
   c. To assess where KCC stands, a survey with open-ended questions was conducted.
      Over 100 responses were submitted. From those surveys, three distinct groups were identified: those doing assessments; those who won’t do it; and those who want to get involved but are not sure what it is all about.
   d. Fourteen experts were at a faculty focus group and identified what faculty want, which included time, data, and the process.
      Chaffee College has a good SLO assessment process.
      The process should have:
      Sustainability (simple enough to do), a cycle of assessment (take data and make sense of it and to apply it in the classroom, grass roots driving force (faculty SLO committee) dialogue among faculty, quick way of tracking CLRIs – report and be easy to access.
      Sally and Tanya will work with faculty to do a minimum of one course competency: take a look at #1 competency, what did you use to evaluate it. SLO assessment has been an on-going topic dating back to spring 2011. Faculty was to have at least one competency evaluated by May 10.

3. Council of Chancellors - Leon R.
   The meeting was held at WCC. Several topics were covered including:
   a. Retention and completion model report – Pearl Iboshi, Linda Johnsrud.
   b. Less reliance on IPED data. Look at APLU – data association of public and land grant universities.
   c. UH Day at the legislature – KCC encouraged to participate
Lynn Waters is using the theme “Healthy people and healthy pets.

d. Some legislative bills crossed over that will have a major impact on the University.
One major change is removing authority from the UH president for bids and to bring
in an independent person to report to the state procurement office.
e. Board of Regents Meeting will be on this campus in April.
f. Other topics covered were: the Chapel blessing, CIP ground breaking, Canadas,
STEP, Ku’ilei, and the foundations report.

B. Action Items:

1. Travel Requests - Milton H.
   Travel requests must follow protocol. Grant PIs do not have the authority for final
   approval of travel requests. Requests must go through the department approval and unit
   (Dean) approval process.

   Mona L. – project dealing with reverse transfer - Kresge funds
   Louise P. - academic leaders’ conference in San Francisco – RTRF funds
   Deans should monitor budgets
   Marketing should be apprised of campus financials as well

2. Accreditation - Sal L.
   "Follow-Up Response" Timeline - Planning, Actions,
   And Responsibilities."
   Timeline presented by Sal (AFUR 3/4/13)
   VCs/Deans submit recommendation report to ALO (learning assessments report
   recommendations) by category
   CPR should be submitted with technology needs

C. Other:

1. 360 Assessments - Leon R.
   List of reviewers was submitted
   Bring your list of the additional objectives that were added
   To your 360 assessments

2. Emergency Preparedness Update - Milton H.
   Make sure that those who are absent get the 2013
   Master Calendar for safety and security
   On April 24th, Admin will meet at the former ING building to study and to take the
   NIMS 100 & 200 courses and others if time allows.
   March 15 report was submitted. – Milton will re-send the 2010 plan;
   between March and June we will have functional exercise

3. Carol reported that a representative from the Oregon Nikkei Endowment, who also serves
   on the national committee for the 442nd traveling display, was impressed with the work KCC
   did on the 442nd MIS display and wants to speak with Shari Tomashiro.

*For accompanying documents and/or for access to all Administrative Staff Council minutes and
documents please go the Quill, Governance: Shared and Participatory
(http://quill.kcc.hawaii.edu/page/governance) and log in to Administrative Staff Council
Submitted by: Carol Hoshiko