Title: Chancellor’s Administrative Staff Council Draft Agenda

Place: ‘Ilima 202A

Date: April 1, 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: Louise Y., Maria B.

A. Information/Reports (for Transmission):

1. Enrollment Management - Mona L.
   - At 8:30 a.m. this morning the enrollment was 500 and at 1:00 p.m. the enrollment increased to 830.
   - A quick email blast will be sent to students to increase the enrollment. Arts and Sciences need to make sure that they have enough seats.
   - Financial Aid will come out in six weeks.

2. Accreditation Update - Sal L.
   - Accreditation follow-up visit to College of Micronesia
     Leon and Sal participated in a follow-up accreditation visit to the College of Micronesia. In 2010, the College received 15 recommendations to work on and there were follow-up visits in 2011 and 2012. As a result of all the work that was done to address the recommendations, the culture changed positively at the College whereby everyone is informed about and understands what accreditation is and means for the College.
   - Insights Gained
     The change at the College of Micronesia was impressive and had everyone’s participation and support. All of the deans and vice chancellors ran the committees but now the faculty is in charge of the committees. Management created a team and the committees invited admin members to the meetings as a non-voting member. In other words, structures were created whereby faculty felt ownership of what the College did to respond to the accrediting teams’ recommendations.
Accreditation Workshop.
How many faculty, staff, and students at KCC fully understand what accreditation is or is not? Should accreditation workshops be conducted to improve communication, understanding, and involvement?

Accreditation follow-up and related ideas will be discussed at the April 30th PPAC meeting.

3. Board of Regents Presentation - Kelli, Charles, Frank, Mona
KCC’s Board of Regents presentation will follow the theme, Pathways to Success at Kapi’olani Community College. Emphasize high impact educational practices – student engagement, learning, and success. Incorporate Perkins data – KCC was the only campus to meet all standards.

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.

2. PPAC Meeting, April 30, 2013 - Leon R.
2:30 p.m. – 4:30 p.m., location TBA

C. Other:

1. Science Fair 2014 - Louise Y. and Maria B.
The Science Fair is growing and DOE wants us to consider a two-day fair. A possible schedule is to have judging done on Friday afternoon, with the Activities and community participation on Saturday. Students should be on the planning Committee. A survey will be conducted. Questions were what the purpose is of the survey and how will the data be used?

DOE will be told that KCC will allow two days for the fair. For the future, a connection needs to be made between the science projects and careers.

2. The Day at the Legislature went well. Good connections were made and Health received a lot of publicity.

3. Several UHCC HIT students completed the program and took the national HIT Pro exam and were certified. There were not enough exam seats available.

*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 A. Hoshiko