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:

A. Information/Reports (for Transmission):

1. Enrollment Management  - Mona
KCC needs to focus on recruitment and retention, which include reducing problems
that students face when they come into contact with KCC. We need to move away
from the scattershot approach and align what is currently a mish mash of initiatives.
Don’t look backwards. Instead, we need to focus and to look at where we want to go
and be in 2015.

KCC receives approximately 10,000 applications for financial aid but only 3,200
actually take advantage of it. There are different groups of students who have
different needs that need to be addressed.
We need to look at the programs that we offer. Are they aligned with educational and
industry needs? Esben will follow up on assignment to identify labor market and
predictive modeling resources and will report back to admin.

2. Professional Development Assessment Activity   - Reid, Porscha
REV UP is a professional development program designed to help improve teaching
practices. Faculty must focus on the mission at hand and take time to assess,
reflect, and act. A good audience for REV UP is the group of faculty going for
promotion and tenure and who have gone through scenarios training.

While final goals are important, so are the means used to get to innovation.
The culture for practitioners is changing because outcomes are discussed, and
guided blogs are used. An example of changing cultures is the Department of
Education, which now has critical friends groups (CFGs) that discuss
teaching strategies.

According to the presenters, a beta test is being conducted now. In the fall
semester, REV UP begins. Cohorts will move through the program on a semester
cycle. Faculty will receive a $100 stipend. Interdisciplinary representation in the cohort is desired.

Reid and Porscha will report back to Admin in fall 2013 about beta test results and enrollment for cohort(s). Contacts: rsunahara@hawaii.edu and delafuen@hawaii.edu

3. Future Planning for Statway – Foundational Math Project - Louise P., Mona
   - A Statway presentation was done for the UHCCs so they could determine what approach to take for a foundational math.
   - Participants were asked to get into group. There is a recorder, speaker, facilitator, reader, participants. Participants are given math tasks to perform.
   - Statway helps you learn to reach out to all kinds of learners.
   - Statway training will be conducted in July. KCC needs a team who will go to training. The team should include instructors but there is also an administrator’s track

4. UHCC IPRC - Louise P.
   The Instructional Program Review Committee is disaggregating the academic annual review program data. Focus areas including changing metrics – the numerator and denominator need to be explicit. There are some new data elements including incremental credit completion. Also being addressed is the disaggregation of data for native Hawaiian majors and completers.

   The CTE programs keep talking about rubrics. Russell U. is doing a survey on codes and how to consolidate them.

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.

   Flo Ibara – VA conference, July 27 – Aug 1
   Laure Burke & Dawn Martin – WASC Assessment Academy, June 1 – 8
   Students to ANSAC
   Student internship in Seattle – Kelsie Kawaguchi
   Costa Rica – 2 to 3 students

2. NIMS May 21 – review the plan, June 5 - exercise
   NIMS – Admin session, May 24; 9 a.m., former ING bldg. Conf. Rm.
C. Others

1. PPAC – April 30, 2013 – Part I
   Break into small groups to discuss:
   - Role of the PPAC
   - PPAC Membership
   - Accreditation Recommendations

   Technology Update and Plan - Kevin A.

2. PPAC – May 7, 2013
   - Accreditation

*For accompanying documents and/or for access to all Administrative Staff Council minutes and documents please go to 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