Title: Chancellor's Administrative Staff Council Agenda

Place: ‘Ilima 202A

Date: June 17, 2013

Time: 1:30 p.m. – 4:30 p.m.


Members Absent: Kawika Napoleon, Bob Franco, Milton Higa (part II), Carol Hoshiko, Patricia O’Hagan, Louise Pagotto

Guests: Sunny Pai

Part I. 1:30 p.m. to 3:00 p.m. – Vice Chancellors and Deans

Accreditation Evidence Needed and System for Collection - Sunny & Sal

Sunny announced that there is a Laulima site for the ACCJC Follow-Up Report, see Attached pdf document, “Linking to evidence in the draft Response to ACCJC” for instructions for creating and storing evidence. We will use file formats, e.g., slo_acc101-AY13.pdf for courses.

Sal reviewed the ACCJC Visiting Team nine Recommendations and the evidence needed for the Recommendations. Discussion resulted in general agreement concerning what evidence is necessary to respond appropriately to the ACCJC Recommendations and which Admin Staff members are responsible for providing the responses (See Attached ppt., “ACCJC Recommendations, Evidence Needed, and Responsibilities”).

Responsibilities: Please see the Attached ppt. document for Responsibilities and evidence needed to respond appropriately to the Recommendations.

Part II. 3:00 p.m. to 4:30 p.m. Full Admin Staff

A. Information/Reports (for Transmission):
1. Enrollment Management - Mona

No Report

B. Action Items:
1. Travel Requests - Milton
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.

Travel requests were discussed and approved.

2. "Pathway Presentation/Panelists for Convocation" - Kelli

Kelli provided a handout entitled “Kapi‘olani Pathways: Engagement, Learning and Achievement for Student Success.” Discussion centered on, “What would be helpful for faculty to better understand the Pathway model?” Pathways will help students better move through the educational process. Therefore, one measure of success for the College’s Pathways efforts is increase in graduation and transfer rates.

How do we better structure the elements of Pathways, e.g., relationships to Kuilei, High Schools, FYE, etc.? How do we best help students to utilize the resources available at the College to choose a Pathways, i.e., to connect with engagement, learning, and achievement opportunities? For example, some of our faculty will be teaching at Kaimuki in fall semester 2013 and at Roosevelt HS the following semester.

Deans will discuss, identify, and implement the Deans’ role in Pathways. How do the Deans follow-up with departments to reinforce the Pathways structure.

Purpose of the August Convocation will be to provide the big picture of Pathways, i.e., the direction the college has taken in its focus on Pathways in order to support student success and the need for faculty ownership of the Pathway process and their role and responsibilities in it.

There will be an introduction to Pathways in the Convocation through a faculty panel; afterward Deans will meet with their clusters to clarify the Pathways; and discussion for implications and actions needed for full integration of the Pathways system will occur in departments/programs meetings.

Suggested panel expertise areas include:
- College Readiness
- First Year Completion
- Degree/Certificate Persistence – A&S and CTE programs
- Transfer and Graduation

Focus will be on the importance of Pathways to faculty, students, the College. Panelists will focus on the purpose of Pathways and explore how Pathways provides an intersection of interactions for the College’s resources in order to increase student engagement, learning, and achievement and success.

Kelli’s will provide full definitions of the programs identified on her chart.

C. Others:

Dawn Zoni – Attended ACCJC assessment and learning outcomes training last week.

Louise Yamamoto - President’s visit date will be on August 21, 2013.
- UHCC Communication Council announced the theme for the UHCC Marketing Plan for next year, i.e., Go Forward! VCAAs will have opportunity to approve this theme.

- Video license – College and Community Relations is responsible for facilitating and obtaining approval for allowing videography on campus.

Charles – 70 students – graduating seniors and college students going into their sophomore year – are starting the summer STEM program today.

NEXT AGENDA:

Responsibilities:

Milton – update on 2012-13 FY allocation and expenditures update – status report. Prepared in communication with UHCC system office. The update will include un-funded obligations – things the College must do but no funds are given to implement them, and therefore, funding must be set aside, e.g., 3% raise, payback, teaching equivalencies, UH Foundation assessment, Banner, and other assessments.

Esben – Workforce assessment – forecast of jobs in Hawaii and relation to KCC programs

Milton – Emergency Preparedness Plan revised – what is the schedule?
- Deadlines for completion of Preparedness courses – 100, 200, 700, 800, and report on who has completed them to date.

Meeting Adjourned: 4:05 p.m.

*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: Salvatore S. Lanzilotti