Administrative Staff Members: Brian Furuto, Kelli Goya, Carol Hoshiko, Ann Ishida-Ho, Brenda Ivelisse, Salvatore Lanzilotti, Linka Mullikin, Nawa’a Napoleon, Patricia O’Hagan, Louise Pagotto, Leon Richards, Charles Sasaki and Joanne Whitaker

Members Absent: Brian Furuto and Ann Ishida-Ho

Guests: Bob Franco, Veronica Ogata and the Student Success Campus Council Committee Chairs

**Native Hawaiian Values and Culture: Nawa’a Napoleon**

“E wehe i ka umauma i ʻākea”

Wehe means to open, umauma means chest, “i” means so that it can be, and ʻākea means wide. The phrase means, “Open the chest so that it can be wide”. Another way to understand the phrase is to be as generous to as many people as you can.

**Enrollment Management and Marketing: Brenda Ivelisse and Carol Hoshiko**

As of today 7,501 students are enrolled, which is -2.4%. We have 185 fewer students than last spring. An enrollment management plan will be developed. The first step is to define enrollment management. It is not only focused on the entering student but also persistence and completion. How does enrollment management intersect with the UH and KCC’s strategic plan? How do we support Native Hawaiian students?

A small group will be convened led by Brenda Ivelisse, Louise Pagotto and Carol Hoshiko with the Deans to create a framework for enrollment management. Then, their findings can be presented to the CAC Enrollment Management and Marketing Work Group. All the stakeholder groups will vet the plan. An enrollment management plan will create a framework for students from enrollment, persistence to completion. This will enable us to set targets. We can focus on a set of students and a particular program and strive to increase by X amount. Enrollment management is the driver for marketing.

Charles Sasaki noted that the last week before classes the 100-level classes had low enrollment but most of the classes were filled at the last moment. 200-level classes have higher enrollment than usual. 21.7% of the students are not home-based at KapCC, which is higher than usual. There is a possibility that UH Mānoa students are taking the 200-level courses. There seems to be less demand from outer island students and an increase from Mānoa. A request was made to keep the wait list up until Sunday at 12:00 p.m. so adjustments can be made to classes.

**Student Success Campus Council (SSCC) Action Plans: Veronica Ogata and the SSCC Committee Chairs**

The SSCC were asked to align their recommendations to the strategic plan. The strategic plan has 15 directions. The council decided to focus on 4 areas: College Readiness, 21st Century Campus for Student Success, Time to Completion and Campus Culture.
College readiness is defined as acquiring 100-level competence in English and math, along with affective qualities like technology use, motivation and direction, mindfulness and attitude, and having a purpose. There are four action items in this area.

1. Pilot targeted placement strategies for English and math. If a student, after taking the Compass test, is a few points short of getting into Math 100, they will consider the student’s transcripts and enroll the student into Math 100, if possible. Those students will be tracked for success rates.

2. Push down college-ready behaviors to middle schools through Kuilei and service learning placement.

3. Create activities and incentives to award faculty for working with students in middle schools and high schools.

4. Investigate math coaching, peer advocacy, supplemental instruction and tutor training for 100-level math.

It will be important to determine the specific goals for the action items and to determine the appropriate percentage of increase to track the effectiveness of college readiness activities. It will be difficult to track how our efforts are improving the college readiness for middle school students without a longitudinal study.

The objective for the 21st century campus initiative is to continuously improve 21st century communication and to develop 21st century students and educators. What does a 21st century student, faculty member and facility look like? The answers gravitated toward technology. The 3 action items are:

1. Continual improvement of the KCC website.
2. Tech day for students to talk about tech related jobs and projects
3. Tech day for faculty and staff

There needs to be a way to track which students participated and if the activity had an impact such as a pre- and post-testing. This would show what the students knew before and what they know after the activity. How does this activity fit into the strategic plan? Does it increase the number of students who graduate? Does it improve learning, engagement and achievement?

Time to Completion focuses on 2 action plans:

1. Ensure that academic programs are well delineated and prepare students for a 4-year college or university and that career technical programs help prepare students for entrance into and/or advancement in the labor market by:
   a. Promoting degree pathways and utilization of the STAR plan.
   b. Having a career/job placement counselor to provide career and job placement for students.
   c. Providing professional training for all faculty, staff and administration to help the campus transition to a growth mindset.

2. Increase completion rates for students who have entered a program of study, and shorten the period in which they achieve completion by:
   a. Creating a policy for mandatory degree checks at certain percentage complete stages.
   b. Proposing lowering the costs for summer terms so those terms can be better utilized for time-to-degree purposes.

The goal for the Student Success campus culture is to establish a student success culture on campus and ensure that every person, especially students, feel a sense of belonging, connectivity, and success on campus. The 4 objectives are:
1. Organize and structure the Queen Kapi‘olani Student Success Campus Council (SSCC)
2. Establish campus-wide standards of student success
3. Implement and assess student success development opportunities and incentives for the campus community.
4. Ensure a high level of communication, collaboration, coordination, and transparency for student success at all levels.

There will be two Student Success positions: Learning Commons Coordinator and the Student Success Programs and Initiatives Coordinator. Job descriptions are being created for both positions. IS 109 is a longer-term intervention and can be used to track student improvement. Did the course have an impact on student persistence and completion? There will also be a career/job placement position. This person will track the achievements in the workforce.

**Travel Requests**
There were no travel requests this week.

**Job Center Online Program: Louise Pagotto**
At a system-wide meeting, a report was presented as to the usage of the Job Center Online (JCO), a CSO product. KCC is not utilizing it at this time. However, a faculty member is being identified to support this initiative.

**Strategic Plan Update: Bob Franco**
Two groups are being combined to work on the Strategic Plan: the CAC Budget and Planning Work Group and the volunteer group that met in the fall. There will be meetings of this combined group in February, March and April. In addition, there will be a meeting with community stakeholders and school principals/superintendents.

* For accompanying documents and/or access to all Administrative Staff Council minutes and documents, please go to the Ohana website, (https://ohana.kapiolani.hawaii.edu/groups/administrative-staff-council/) under Groups, Administrative Staff Council.

Submitted by: Joanne Whitaker
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