Native Hawaiian Values and Culture: Nawa'a Napoleon
Queen Kapi'olani’s grandparents were 'Elelule and Po'omaikelani on her father’s side and Kaumuali‘i and Kapuaamohu on her mother’s side. We shared our kupunawahine (grandmother) and kupunakāne (grandfather) on our makuahine (mother’s) or makuakāne (father’s) side.

Ku means to stand or resemble, and Puna translates to a spring (going to a spring for knowledge)

Travel Requests: Brian Furuto
A reminder was issued to submit, review, and approve travel requests in a timelier manner. There were no travel requests.

All-Campus Open House: Your Kapi'olani Experience: Ann Ishida Ho, John Richards, and Joanne Whitaker
A schedule for the event was distributed.

Licensing agreements with other UHCC OCET campuses: Ann Ishida-Ho: Licensing agreements with other campuses can be created to raise funds for curriculum that has been developed and that we own unless the development of the curriculum was funded by grants.

Campus' emergency plan for campus violence incidents: Brian
In order to prepare for emergency situations, tabletop exercises for the campus will be scheduled in January or February.

Emergency messages will be announced to the community by UH email alert. If there is an active shooter situation, there is one decision and 2 options: run or hide. An instructor will make the decision for the class, but he or she is not authorized to wait for someone or force anyone to make a decision.

The video, “Run. Hide. Fight” should be shared at department and unit meetings. 
http://www.hlswatch.com/2012/08/07/run-hide-fight-surviving-an-active-shooter-event/

Developmental Education Update: Louise Pagotto and Brenda Ivelisse
The math curriculum committee members have different ideas as to what had been agreed upon during meetings. Our campus has adopted the model of a one semester developmental course for those two levels behind college level math. They also adopted a co-requisite course for those at or one level below a college level course.
There is a concern surrounding the process of how to place students in these math courses. To improve the process, a filter approach is being considered. The first filter includes whether or not the student can provide these scores first: GPA, high school placement for math and English, SAT and ACT scores, Smarter Balance scores, GED and HiSET scores. If these are not available, a writing sample for English may be an option. The students will be self-reporting the data. National research has found that students who self-report for English are generally accurate. Whereas in math, students
place themselves lower. Another option to consider is to implement Accuplacer, Ed Ready, etc. The goal is to place students in the highest level courses possible. The Compass test will be used until the end of fall 2016. The Vice Chancellor for Administrative Services pointed out that there are many facility implications in this initiative. 300% more rooms will be needed for co-requisite classes.

At the Council of Chancellor’s meeting, Peter Quigley mentioned three Vice Chancellors who have been doing an outstanding job: Brenda Ivelisse, Louise Pagotto, and Katy Ho (from HCC). Vice President John Morton is fully supporting this initiative. There are 13 task forces dealing with all aspects of the implementation. The Chancellors were asked to communicate the changes to their campuses.

The Draft UH Community College policy will include 3 items:

1. Adopt the recommendation by the System Student Success Council from the English task force dated Aug. 11, 2015, and the Math ad hoc committee on Aug. 20, 2015. These are the models that are being proposed at the 7 Community Colleges and which all the Colleges are required to adopt. If not, students transferring between campuses will encounter problems.

2. Future discussions are needed to develop CTE English and CTE math courses. A task force will be created immediately to address this concern. For instance, a math course can be offered through a Culinary lens.

3. Students who are 3 levels below college level (in remedial). There are 2 options: 1. Campuses may offer courses 3 levels below if necessary support services can be provided. 2. iCan model, which can be housed on the campus or at the Community Adult Schools, can be implemented to develop a model to bridge students.

The Chancellor will meet with the Kahikoluamea faculty and the faculty in LLL and Math and Sciences to communicate the changes that will take place in fall 2016. Another possibility includes coordinating changes with the Title III renovations.

We are partnering with McKinley Community School for Adults to create programs that provide pathways for students who need remedial education. Providing continuing education courses to these students is another possibility.

Council of Chancellors Update: Leon Richards

- The UHCC office is working with the Office of Multicultural Student Services to reach out to Pacific Islanders.
- John Richards and Conrad Nonaka did a presentation on the Culinary Institute of the Pacific (CIP). John will visit the other campuses to share the vision for CIP. This can be a signature program for the entire state.
- Helen Cox reported on the Community College Learning Champions for the past 10-12 years. New models will be explored for the selection process. Changes to the process of selecting the President’s Emerging Leaders Program are also being considered.
- The legislature appropriated funds to hire one coordinator and two investigators for Title IX, under Michael Unebasami.
- The system is working with Gary Rodwell to tie STAR to registration. There will be an in-house pilot of students using STAR. Information on STAR migrates to Banner. Gary will be invited to KCC to present on the Velocity study. We are piloting STAR for business students in the spring.
- Paul Sakamoto will also be invited to KCC to speak on high school going rates. Where are high school students going after graduation?

Administrative Staff Updates

- There will be a STEM expo on Nov. 19 for student internships and networking opportunities.
• Nawa’a is representing the UH Community Colleges in the discussion of Resolution 97. A working group has been established to discuss restructuring the Hawaiian Center in Hilo and to add Hawaiian language to the UH system. The meetings have been on the vision, barriers to reaching the vision, strategies to get to the vision, and outcomes. A report is due at the end of November. The President reviews the report, and the Senate will review it in December. This will be inserted in the UH Strategic Plan 2015-2021.
• Visitors from Wairariki Institute for Technology in New Zealand arrive on Friday Nov. 6 and leave on Nov. 12.
• The marketing program through the Business, Legal and Technology Department will be stopped out. An entrepreneurship program is being developed to address entrepreneurs in Health, IT, business, and restaurants. The goal is to run this program Fall 2018.
• A subcommittee of Kalāualani is developing procedures and guidelines for using Hawaiian words and images. These guidelines will be incorporated in the KCC brand guide.
• Marketing support has been provided to Sheldon Tawata for outreach. The Office for College and Community Relations are doing marketing for spring enrollment. Volunteers are needed for the farmer’s market. Marketing was provided for “Your Kapi‘olani Experience”, the all-campus open house on November 6. At a meeting of the Diamond Head neighborhood, Carol Hoshiko gave an update on the CIP construction. The president of iheart radio would like to collaborate with Culinary. Middle schools would like to partner with Culinary for after school programs to encourage healthy eating and expose students to culinary art careers.
• Student Congress, Publications and Activities received their budgets. There are new ideas for the Board of Student Publications.
• Two training sessions were completed: EEO guidelines for investigators and Title IX training at UH.
• Office of Continuing Education and Training (OCET):
  o Have a PCAT lab in Mamane to offer specialized training for PCAT. A 2017 initiative is to offer an instructional design certificate.
  o A meeting with Alu Like is planned to form collaborative partnerships with KCC.
  o A proposal is being considered for online vendor Performative – online curriculum for finance and accounting from undergraduate to CEOs and CFOs.
• The Title III grant provides the college with several positions: a place- or community-space position, a position to revitalize the Hawaiian language and culture, and a career and job placement position. Some of the positions will need to be institutionalized at the end of the grant. The new Title III Coordinator should be in place by November. Feedback on the three Title III grants will be received from Kalāualani and then brought to administrative staff.
• There was a problem with the Mokihana renovations. $500,000 was allocated for the renovation but the estimate was more than $1 million, which is more than what the building is worth. There will be further discussions to determine new options.

* 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
2015.11.2_Admin_Staff_Council_Minutes