

Guests: Jason Akiyama, Kevin Andreshak and Karl Naito for Mary Hattori, Keith Kashiwada for Ann Ishida-Ho, Joann Goo for Carol Masutani, Jill Wakabayashi for Jeff Zuckernick, and Shirl Fujihara.

The Chancellor called the meeting to order at 2:33 p.m.

Reports from the Authorized Governance Organizations (AGOs)
Student Congress: Annie Wong, Chair, stated the Student Congress Forum was successful. There will be another forum in April. Elections for Student Congress officers were postponed to April. In their meeting, they discussed the budget cycle and will create a group to evaluate the allocation requests.

Faculty Senate: Susan Dik, Chair, stated the Faculty Senate had a forum on Student Learning Outcomes (SLOs) on February 13. This forum focused on process. The next Faculty Senate Forum on April 9th will focus on faculty evaluations and they have invited John Morton and J. N. Musto to attend. Their next Faculty Senate meeting is April 7th.

Staff Council: Joann Goo reported there was a Staff Council meeting on March 7th during the Staff Development Day. There were announcements, Staff Council members were introduced and there were guest speakers. The guest speakers were an FBI Special Agent, the U.S. Attorney General in Hawai`i, and the Director of ‘Iolani Palace. After lunch, there was a discussion on improving communication at the college.

Kalaualani: Nawa`a Napoleon reported that The World Indigenous People’s Conference on Education (WiPC:E) is scheduled for May 19-24 and 2,000 people have registered. Kap CC are hosts for the conference, providing facilities and logistical support. There were concerns on security and protocol for dignitaries; managing buses and traffic; and first aid for the participants.

Technology Plan Update - Karl Naito
There have been meetings with Accreditation Liaison Officers (ALOs) on a draft of the Technology Plan for the campus in response to the ACCJC recommendation. This will be sent to the campus for review. CELTT is moving forward with the Windows XP update. Windows will end their support of XP on April 8th. After April 6, all computers
running on XP will be removed from the network to address security breach concerns. Staff are addressing computers with sensitive information and are working to minimize the impact to instruction. They will work on as many computers as possible. New computers have been ordered but may not arrive in time. Plan B is to find as many older computers as possible and upgrade them to Windows 7 and deploy those on a temporary basis. They asked that the Chancellor's Advisory Council (CAC) members communicate this to their constituents. Any questions will be directed to Karl.

A question was asked about Mac computers. The minimum operating system is 10.6 and above. If students come to campus with a computer running XP, it could infect the wireless system. A concern from a department chair was that many of the classes use lab computers in the curriculum to search the Internet. If their computers are off the network, it will impact instruction. CELTT will work with departments, case-by-case, to determine the best course of action. However, a virus could infect the wireless network and they would need to shut down the entire system. The April 8th deadline is set by Microsoft and it cannot be moved.

**Accreditation and Assessment Update**

- Sunyeen Pai

The Accreditation Liaison Officers (ALOs) attended an ALO training session at Rio Hondo College and Sunny was also on the evaluation team for Riverside City College. There were networking opportunities and information sharing with other ACCJC officers and the ALOs in the UH system and Pacific Islander colleges. Support was provided to the Faculty Senate and Student Congress on their forums and Staff Council on their professional development day.

Meetings have been convened to address the budget allocation cycle and specific recommendations by the ACCJC Commission. There have been discussions with administration, AGOs, and CAC regarding implementing the cycle and focusing the writing effort for the Follow-Up Report due October 15, 2014. An evaluation team will visit Kap CC after the report. The first draft of the report is due March 31st. We have been researching best practices with Susan Murata and other ALOs and have received an ACCJC comparative report on the status of our Student Learning Outcomes (SLOs), which was shared with Administration. There are ongoing discussions on implementing Service Area Outcomes (SAOs), which have the same rubrics as SLOs. Ongoing research is being done in assessment management systems. The Faculty Senate ad hoc SLO committee is looking for a program that will aggregate SLO assessments from the program level and up. CELTT is working on a draft for the Technology Plan. The main focus is to close the loop on what we have started.

The ACCJC Annual Report is due on March 31st. The ACCJC has revised the Standards and the new Standards will be in effect spring 2016. We continue to refine and link SLOs, program learning outcomes and institutional learning outcome processes. Our future plans are: supporting the implementation of the budget cycle, reassessing the recommendations by the ACCJC, developing action plans, and making priority choices. The Office of Institutional Effectiveness (OFIE) has gathered the assessment information from the Annual Reports of Program Data (ARPD) and the Course Learning Reports (CLRs). There are 792 courses of which a few courses have no assessment plans. The Department Chairs were asked to check the reports. All competencies will need to be assessed by spring 2016.

**Integrated Budget Cycle**

- Brian Furuto

There were 11 comments on the documents which were disseminated on March 6th.
Seven comments were positive and there was one concern about changing The Cycle. The Cycle is being clarified and implementation mechanisms have been created to actualize The Cycle effectively. Deadlines and forms have been added to ensure continuous self-improvement. Another request was to add a section to the Allocation Request form to allow the AGOs to comment on the reasoning for their decisions. This may limit participation and may not be added at this time since we may condense the process this year.

A question asked was if there will be an alternative process for emergency funding needs. Emergency repairs will be handled by a separate fund. The five-year budget plan will be essential to identify costs for replacement of equipment. What is the life cycle on equipment?

The documents and forms were voted on in one package. They are the Planning and Assessment Integration with Resource Allocation (PAIR) policy, the Participation in College Decision-Making Policy, the Chancellor’s Advisory Council Charter, the AY2014-2015 Resource Allocation Timeline, the clarified Annual Integrated Program Review, Planning, and Budget Allocation Cycle, the Allocation Request and New Proposal Form (ARF) and the five-year Budget Plan. Next year, there will be a meeting to refine the process further.

What are the next steps? The ARPDs, SLOs and CPRs have been completed. The deadline for department chairs and unit heads to gather allocation requests from faculty and program coordinators and submit the ARF forms is April 7. Deans and Vice Chancellors (VCs) will meet with faculty and staff and prioritize the allocation requests, The Chancellor reviews the priorities and they are submitted to the Vice Chancellor of Administrative Services (VCAS) by April 11th. A complete list of allocation requests including their level of priority is sent to the AGOs on April 17th. The AGOs review the requests and make recommendations by April 25th. The CAC reviews and makes the final budget recommendations to the Chancellor by May 2nd. There is a revised list of CAC members in the charter. The Chancellor and administration determines the final allocation plan and any rationale for changes in the priorities by June 6th. The five-year budget plan is due to the VCAS on June 6th. The VCs and Deans communicate and clarify their allocation priority plan to their constituents and review the proposed budget by July 31st after checking for changes in UH System policy, law or procedures. The State allocation will be received on July 31st. An evaluation of the allocation plan based on available funds will be reviewed by August 15th. A memo from the Chancellor to the community communicating the budget allocation decisions will be sent out at that time. An additional review of the process, as needed, will be completed by September 14th.

There was a question on what if there are no additional funds. This process is designed to not only allocate funds but to reallocate funds from one program to another, if necessary. The college can apply for grant money but it is important to know the innovative plans across the campus to prioritize our initiatives. There will be a continuing effort to grow enrollment. It is also important to provide benchmarks and outcomes (data) to show if a program is working. This process will make it clear to the faculty how ARPD affect budget decisions. Next year, the ARPD and ARF requests can be made at the same time, as early as October. For FY2014, Title III funds were used to fund priorities across the college.

After discussion, a vote was taken where a majority of the CAC voted to accept the four policies and three forms of the budget cycle.
Acknowledgements:
David Evans, Chair of the Hospitality and Tourism Department, thanked those who participated in the accreditation visit.

Upcoming Events:
April 9th: Faculty Senate Forum on SLOs and faculty evaluations
April 16th: Chancellor’s Town Hall Meeting
April 17th: Board of Regents meeting at Kap CC. The college will have 15 minutes to present to the Board.
April 21st: VPCC John Morton visit

Enrollment Management and Marketing Update - Carol Hoshiko and Mona Lee
There were focus group meetings involving those who do student recruitment and retention, and know what is needed. There was also a meeting with the Deans to discuss strategy for retention and completion. The work group was convened and is active. Michaelyn Nakoa and Esben Borsting are co-chairs. At the first meeting, the work group discussed their role and marketing data was shared. They will participate in the Request for Proposals (RFPs). One proposal is for brand positioning and collateral material and another is for a TV advertisement. Three proposals were received. Presentations from all three will be on Friday. There was also a meeting with the Vice Chancellors Advisory Council (VCAC). A style guide has been developed and a dedicated email address for the Office of College and Community Relations (OCCR). There will also be a page on the Kap CC website for OCCR.

Announcements:
UH Manoa has announced a student recruitment initiative called the Manoa promise. Any applicant applying to the Manoa campus will be conditionally accepted and told to fulfill the conditions before entering. This will be implemented soon to increase enrollment.

There was an event at the State Capitol celebrating 50 years the community colleges have been part of the University of Hawai‘i System. The Governor spoke and resolutions were passed in both houses.

The budget bill was sent from the house to the senate last week. The house budget looks promising. However, the budget will need to be reviewed by the senate and a balanced budget must be presented.

At the Farmer’s Market on Saturday, there was an accident where a young woman died and others were injured. Work is being done with the police, the Farm Bureau and UH External Affairs. Members of Kap CC will attend her funeral this week.

CAC Accompanying Documents can be found on Quill
Go to (http://quill.kcc.hawaii.edu/page/home), select the “Governance: Shared and Participatory” site (http://quill.kcc.hawaii.edu/page/governance), click on the “Chancellor’s Advisory Council (CAC) formerly known as Policy, Planning and Assessment Council (PPAC)” link, log in to get to (http://quill.kcc.hawaii.edu/page/ppac.html).

Submitted by Joanne Whitaker
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