

Guests: Student Success Campus Council Committee Chairs: Merrissa Brechtel, Krista Hiser and Joyce Tokuda

Call to Order: Leon Richards, Chancellor
A Budget Survey was completed by the Chancellor’s Advisory Council members

BOR/KCC Authorized Governance Orgs (AGOs) Report
Student Congress: William Arenivas, Chair

- Student Congress has partnered with Brian Furuto and Susan Kazama to purchase and install water fountains with bottle fillers. They should be installed by the end of the semester.
- Board of Student Activities (BOSA) and Student Congress members from across the system had a leadership training retreat on the Big Island.
- A goal is to change the bylaws to require the posting of minutes on the Ohana website. In addition, another goal is to archive hard copies of resolutions and surveys to assist the transition of new Student Congress Officers.
- Another goal is to provide stipends to Student Congress Officers. KCC is the only campus that doesn’t receive a stipend to serve. He felt the stipend would encourage stronger involvement by the student body. He felt moving the Student Congress office to a more visible location and providing BOSA an office would be also important.
- A survey for the students will be disseminated. It will cover questions such as the smoking policy and using credit/debit cards in the cafeteria.

Staff Council:
No report was provided

Faculty Senate: Veronica Ogata, Chair

- The Faculty Senate (FS) met on Jan. 16 to approve the courses for Fall 2015. After the deadline, courses will only be approved for fall 2016. The deadline to receive approval for a course for fall 2016 must be received by spring 2015. The deadline will be announced soon.
- The FS is revising their constitution. The next FS forum will be on February 11 to discuss the revisions to the constitution.
- The next FS meeting was changed from Feb. 2 to Feb 9.
Kalāualani: Colette Higgins for Nawa’a Napoleon

- Ancestry.com is available to the college. There were workshops and visits to classes to inform the campus. 30 faculty and staff have registered.
- A Kalāualani meeting is on Friday. Send any agenda items to Colette and/or Nawa’a.
- The bylaws will be revised by February 8. All the members of the core council are cycling off and a new council will be elected.
- Colette is the Pūko’a Council representative. There will be a Pūko’a Day at the State Capitol to share with the legislature what is happening across the system.

Title III: Kelli Goya

A Title III grant was received in October 2014 with the focus on the student success initiative. It is a 5-year grant with at total of approximately $10 million over the life of the grant. (See Appendix A)

A question was asked as to when the student mentor program was going to be reinstated. It is not a matter of funding. A student success coordinator will be hired first to determine the needs of the student mentor program and to oversee the students.

Budget Update: Joanne Whitaker

A new timeline was distributed as the original timeline was pushed back due to the delay in receiving the ARPDs from the system. The difference in this budget cycle is a campus town hall meeting will be convened in March to give those requesting new allocations a chance to explain their request. Also, the AGOs will have two chances to rank the ARFs (Allocation Request Forms). The ARFs will be uploaded to the Ohana website soon. Personnel and technology requests can be included in the ARFs. However, the personnel requests will go through the vacancy policy and the technology requests will be pulled out for CELTT to manage.

Enrollment Management & Marketing: Brenda Ivelisse & Carol Hoshiko

(See Appendix B) Enrollment management needs to be defined. What does it mean for the campus to lead in enrollment, persistence and completion? This is not solely about admissions. It’s also about keeping the students and getting them through. The enrollment management plan will need to align with our initiatives and the plan will define attainable goals. A 3-year framework will be developed to focus our energies. The plan will be presented to the CAC Enrollment Management and Marketing Work Group and the full CAC before rolling out to the college in Fall 2015.

Our students are changing. Our students are generally part-time students. Are we offering the classes at times that work for them? Our students are 18-29 years of age. They are tech savvy and want more engaged faculty. Career planning is an important component and will help them persist. What are the needs for the students of tomorrow? This has to be balanced with the needs in the workforce. Students are usually enrolled longer than 2-years. They are not temporary students.

Velocity analytics may help to look at multiple factors such as fill rates. Are we offering the right courses at the right time? Are we offering the courses in a logical way? Data will be analyzed to improve our courses. The STAR planner must be accurate as it is the only authority by which the degrees are given.
Student Success Campus Council (SSCC) Action Plans and Next Steps: Veronica Ogata and SSCC Committee Chairs (Merrissa Brechtel, Krista Hiser and Joyce Tokuda)

The Student Success Campus Council was charged with developing action plans that align with the college’s strategic directions. There will be two student success positions: Student Success Coordinator and Learning Commons Coordinator. They are in the process of creating the position descriptions. The Learning Commons will be a math and writing center providing support from foundational courses to advanced levels. There are 3 action plans: college readiness, 21st century campus for student success and time to degree.

College Readiness: Krista Hiser:
They define college readiness as acquiring 100-level competence in math and English and overall focus for learning. The goal is to increase the number of students completing English and math 100 in their first year by 3% over the next 3 years. A subcommittee developed 12 initiatives around college readiness including IS 109 course, Kahikoluamea self-paced courses, Statway, Just in Time, etc.

There are 4 action items in their plan:
1. Create a professional development certificate on college readiness.
2. This also involves taking faculty to the middle and high schools to work with students. Students in service learning placements can deliver a message of college readiness to these students.
3. Alternative placement options: If a student scores a couple of points below Compass standards, they will use the high school transcripts, to possibly place him/her into the higher math and English course but not so high they can’t succeed.
4. The Learning Commons Coordinator will provide peer tutors for math coaching.

21st century campus for student success: Joyce Tokuda
There are 3 action plans:
1. Look at the KCC website for continual improvement. More resources are needed to develop and maintain the website. A possibility is to use students as testers.
2. Have a technology professional development day for faculty and staff. Offer sessions on technology based subjects.
3. Look at classroom layouts. In some classes there is a correlation between lower grades and where students are seated. They will survey faculty and verify the correlation. They may suggest changes to the classroom layout.

Time to completion: Merrissa Brechtel
There are 2 action goals:
1. Look at academic programs to ensure they are well delineated and have clear pathways to 4-year institutions.
   a. Promote degree pathways and utilize the STAR planner
   b. Hire a job placement coordinator to provide career services for students.
2. Recommend a policy to create milestones and graduation checks to ensure students are on track to graduate.
   a. A possibility is to lower the costs of summer tuition so the summer can be better utilized to get the students through their degrees.
   b. Provide professional development for faculty and staff on graduation initiatives.

The college is in discussion on the Learning Commons location and student services location. An announcement will be made next week with the decision.
**Vacancies – Allocation and Reallocation: Leon Richards**

This process started with the vacancy guidelines distributed on September 25, 2014. The critical need forms were submitted, the Vice Chancellors and OCET Director prioritized the needs, and made recommendations to the Chancellor. The Chancellor stated the rationale for the response was in the Executive Administration Assessment.

If a position number is underlined, the position must be filled by May 1, 2015. If the position is not filled, it will revert back to the VPCC office. The College has already lost 4 positions to the VPCC. If a position is in brackets, program action must be done for the position to be released.

A concern was raised regarding high-demand positions. Market demands make it difficult to fill the position. Will those positions be lost? Those positions will remain at the College as it is essential for the running of the program.

**Announcement: Susan Kazama**

The library will continue to be open until 6pm. There will be no extended hours during finals and the library will be closed during spring break. The goal is to keep the library open as long as possible.

* For accompanying documents and/or access to all Chancellor’s Advisory Council minutes and documents, please go to the Ohana website, ([https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/](https://ohana.kapiolani.hawaii.edu/groups/chancellors-advisory-council-cac/)) under Groups, Chancellor’s Advisory Council

Submitted by: Joanne Whitaker
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