Planning Council Meeting Minutes
October 12, 2012
9:00 am to 10:30 am
Building 2, Room 614

Present: Billie Lueder, Brian Furuto, Wayne Sunahara, Mike Barros, Jerry Cerny for Rose Sumajit, Sally Dunan, Mike Meyer, Bert Shimabukuro, Jim Poole, Ron Pine, Ron Pine, Kara Kam-Kalani, Femar Lee, Jeff Stearns, James Niino, Carol Kagimoto, Kyle Higa, Kaleo Gagne


I. Call to Order
The Planning Council was called to order by Chair Poole at 9:05 am.

II. Review of the September Meeting Minutes
Edits were accepted and the minutes approved.

III. Budget Subcommittee Review – Chair Poole
The budget subcommittee recommended the following priorities for funding:
- All Health and Safety items.
- All campus budget operational requests will remain flat for this year.
- Position requests funded through the budget review process will have a two-year funding condition.
- Requests that were not funded are encouraged to rewrite their requests and resubmit for the next budget cycle.
- This year an open town hall for all governing bodies to hear budget requests will be added to the budget process.

Kaleo shared with the group that ASUH created a budget sub-committee that is comprised of 10 students who are interested in serving and understanding the process.

IV. Accreditation Visit – Chair Poole
The accreditation team requested additional evidence from the college such as a sampling of syllabi. A request by Marcia to various individuals and campus groups to set up meetings with the accreditation team members was sent out via email. It was expressed that there was some confusion in the email to imply that the meetings needed to be completed by 10am on a particular day. It was suggested that individuals just notify Marcia of their available times and she will work with them on their schedule. Town halls are scheduled on each day of the visit. At the final town hall the accreditation team will share their preliminary findings, but there will be no question and answer period.
V. **Institutional Learning Outcomes (ILOs) – Chair Poole**

Chair Poole described the different Gen Ed requirements between the AA and AS/AAS degrees. AA requirements include: Math, English, Literature, Natural Science, Social Science, Humanities, as well as focus courses that include Ethics. AS and AAS requirements include: Math, English, Natural Science, Social Science and Humanities. Ethics is not required; therefore, Ethics cannot be included in the ILO because it is not a required outcome for all students.

It was suggested that because it is an Accreditation requirement the PC should add it to the ILO. Chair Poole stressed that the Planning Council does not have the authority to unilaterally make a curriculum change. Curriculum change must be vetted by the DCCs and the CPC.

Ron shared a background story where in 2000 UH Manoa offered ethics focused (E-focused) courses in the 100 and 200 course level. Before the 2006 accreditation visit UH Manoa had bumped up their e-focused programs to the 300 and 400 level causing the loss of focus courses articulating to UH Manoa. Honolulu CC counselors lobbied to stop offering E-focused courses. The then Vice Chancellor of Academic Affairs, Sharon Ota, made the decision to continue to offer E-focused courses, and Honolulu CC, at that time, was the only college in the system to keep the focus courses. It was also included in the mission statement.

Since the September PC meeting three Institutional Learning Outcomes (ILOs) options were prepared and each one was discussed: A concern was raised that it adds another ethics course. CTE courses already have rigorous ethics built into their courses, however; it is not currently measured and it may not be present in every CTE program curriculum.

**Handout: three options of the ILOs**

Discussion on the ILOs:

- Ron suggested in option 1 that one *effectively* be deleted in the first sentence.
- Sally offered an alternative ILO. The faculty voted to have the statement reflect the following change – well-established, scientific truths to scientific methods of inquiry.
- Bert raised a concern with all three versions. Tech I has significant issues with the language in the statements that includes *writing and speech*. The perception from Tech I faculty is that speech is getting in through the back door as a required class.
- Jim explained that it was included as a method of explaining the importance of writing and speech to measure the outcome. It was agreed that it be changed to say to *written and oral communication.*
- Jeff asked the question – What does diverse bodies mean? Can that be taken out? There was discussion and an agreement to change to: *variety of information and ideas.*

It was agreed that the above changes would be made to all three options.

A motion was put forth by Chair Poole to vote on option 1. It was moved to take a vote on the first ILO. A question was raised if the PC should vote on each ILO individually. The motion was restated that the PC vote on all three options, as edited per the prior discussion. Kara second the motion.

**Option 1** was read as modified:

*Graduates of degree programs will be able to read and write analytically and critically, and utilize computational methods appropriate to their chosen field of study, to function effectively in society. Graduates will be able to organize and present in written and oral communication a variety of information and ideas, and articulate world views, including basic well-established scientific methods, as gained through a rigorous Liberal Arts curriculum.*

There were 9 votes to approve this change. Although this was the majority of the voting members, Ron Pine request to continue the vote for the other versions to ensure he was on record with his proposal.

**Option 2** was read as modified:

*Graduates of degree programs will be able to read and write analytically and critically, and utilize computational methods appropriate to their chosen field of study, to function ethically and effectively in society. Graduates will be able to organize and present in written and oral communication a variety of information and ideas, and articulate world views, including basic well-established scientific methods, as gained through a rigorous Liberal Arts curriculum.*

Discussion on the statement - function effectively in society – how do you assess functionally effectively? Further discussion that it meant orally or writing.

There were 0 votes to approve with 1 abstention.

**Option 3** was read as modified:

*Graduates of degree programs will be able to read and write analytically and critically, and utilize computational methods appropriate to their chosen field of study. Graduates will be able to organize and present in written and oral communication a variety of information and ideas, apply ethical principles and methods of deliberation, and articulate world views, including basic well-
Discussion: The Planning Council’s role does not allow for the PC to vote on a curriculum policy. It has to be brought to the General Education Board and or the CPC. Brian stated that ethics is referenced not as a class, but as a way of acting, and Kaleo clarified that it meant students are taught how to be an ethical person. He positively reflected on his experience through the exposure to ethics he has had in his classes at Honolulu CC.

There were 3 votes to approve with 1 abstention.

Further discussion on how faculty assess ethics: The statement does not mandate taking another course on ethics but we all teach it already, Automotive Technology is an example. Facility needs to highlight what they already do.

The campus does not have a method to measure ethics across all CTE classes. Formal process – SLOs and outcomes, faculty need to update their SLOs to have ethics supported. The change needs to happen at the course level. PC is not in charge of curriculum changes. Chancellor has the authority to change the curriculum. The recommendation should come from the General Education Board, CPC, and then the Chancellor. Faculty already teaches ethics, but when establishing the course SLOs they should prepare a document to show evidence of teaching ethics.

A count of voting PC members was taken, 11 voting members. Kara is voting as faculty at large not as Division Chair for Humanities and Social Science.

V: Hawaii graduation initiative – Brian Furuto
A seven-member team of administrators and faculty from Honolulu CC is attending a two-day summit at the state capital (October 11 and 12) for Complete College America. The conversation is focused on the graduation initiative - student success focus. The Office of the Vice President for Community College’s strategic initiative grants gives the highest weight to the number of graduates. Each campus pays into this pot of money. Last year we paid out $570k and got back $470k. This year we lost $130k for not meeting the STEM requirement.

Question was raised if John Morton knows that a lot of students leave without finishing the degree program. Brian responded that the system would be automatically approving certificates for students who meet the credit requirement. This will start with all new students starting Fall 2013 and will not be retroactive with current students. Ron added that
there are 90 online students for logic courses at the beginning of a semester. 75 of the 90 were logic students and another 20 were in a writing intensive class from other campuses. Are we helping other campuses to get degrees? When asked at the town hall, John Morton didn’t know how to answer.

VI. Budget Update and Cat Feeding– Brian Furuto
Brian thanked the attendees who came to the budget subcommittee meeting. He explained that in the beginning of any year he has to start at the same level so that everyone is a part of the same educational process. He would like more of the campus to hear this message and understand the process.

Regarding base budgets, a memo for the division chairs that should have gone to the deans to give to the division chairs was misplaced but he found it today and will get that out. All base budgets are flat for FY ’13.

Regarding Kuali, all division accounts show negative balances. The system shows a deficit because the budgets have not yet been plugged in.

American Recovery and Reinvestment Act (ARRA) monies went away and with that a huge cut for each campus. There will be a $2.8M cut that will be spread throughout the system. $2M one time restriction and the $800K will be cut forever. Once Brian finds out the details from the system’s office he will talk to Chancellor and will brief everyone.

Brian shared with everyone the severity of our cat problem. Brian and Erika have asked campus feeders to stop feeding. Photos of three shifts during the evening have been taken. Signs will be going up and trapping will begin again. They will be hiding the traps to prevent people from cutting the wire to free the cats. Building 3 has a growing flea issue.

“Offbeat signs” will be hung over the weekend, as this is now a health & safety issue. Brian asks for everyone’s help to address this problem.

VII. Adjournment
Motion to adjourn the meeting was made by Chair Poole. Mike seconded the motion. The meeting was adjourned at 10:18 am.

Minutes are respectfully submitted by Billie Lueder.