I. **Call to Order**
The Planning Council was called to order by Chair Poole at 9:03 am.

II. **Review of the November Meeting Minutes**
No corrections. Minutes were approved unanimously.

III. **Chancellor’s Report – Erika**
[Handouts: PowerPoint presentation *Planning Council* and Strategic Plan working document]
The presentation reviewed the six recommendations that the commission had for Honolulu and next steps to address each recommendation.

Erika received a notice that the official letter will be sent out via U.S. mail on Monday, February 11.

Recommendation #3
Ross Egloria and Russell Uyeno will work on the strategic plan for Distance Education.

Recommendation #4
With regards to program review the college needs to establish learning outcomes for areas that are not degree granting programs. Managers of those areas will be expected to create these.

Expansion of the next steps:
The retention office has two positions that are collecting data on students - who did we lose and why did they leave.

The Financial Aid (FA) office lacked personnel to get the work out. With the help of the system’s FA office this situation has improved.
Steps are being taken to stabilize the administration team with the ads for the Director of PCATT and Life Long Learning; Vice Chancellor of Administrative Services, Dean of Academic Support are soon to be advertised or are in the selection committee phase.

Honolulu Community College was the only college that has an Institutional Budget Cycle in place.

The college needs to do a better job on how we assess student learning outcome and closing the loop on how we communicate back to our constituents (Recommendation #2)

The UHCC System also had six recommendations that will be absorbed by the campuses.

### III. Budget Subcommittee Report – Brian

[Handout – Budget Committee Charter]

Brian thanked Ron Pine who drafted the Budget Sub-Committee Charter and ask that voting members look the charter over and vote on it.

The budget prioritization town hall meeting is scheduled for Friday, 2/15 from 11am-3pm. This will be the only chance for individuals to get their voices heard in front of the governing bodies.

It was reiterated that Honolulu is the only campus to have the campus involved in the budget process.

The budget timeline was adjusted. February 1st was the original deadline to send out the budget listing and instructions, which was instead sent out on February 6th. The PC was reminder that the campus needs to be better at meeting deadlines that are in the timeline. As we are in the third cycle of the budget process it is time to get a better handle on our deadlines.

The town hall is not meant to replace further communication between people on each request. There are a total of 68 requests submitted and the meeting will follow the order of the request listing order. If no one is there to speak on behalf of a request, the meeting will proceed on to the next item.

Governing body members will have 4 minutes per request to ask questions of the presenter. It is strongly recommended that the governing bodies read the requests prior to the town hall so that intelligent questions are asked. All corresponding budget documents will be posted on the Intranet. It was noted that ASUH would have a note taker present.
Vote on the budget sub-committee charter
Motion to accept the Honolulu CC budget committee charter as written was made. Mike Barros seconded. No discussion. There was unanimous vote to accept the budget sub-committee charter.

IV. Accreditation – Marcia
[Handout – Accreditation Oversight Committee]
Work will be done this Spring to meet the most immediate needs. Sally added all the lecturers to the faculty listing so that they also receive campus information.

There was a discussion on how will the faculty listserv be maintained? Sally will document that this is the responsibility of the Faculty Senate Education Chair (FSEC). The Committee on Committee (CoC) works with HR to get an updated list every semester in turn Sally will work with CoC for the maintenance of the listserv.

There was a discussion regarding the online directory on our website. Sometimes the information from the system database is different from Honolulu's internal database. Mike Meyer shared that by next month information will be streamlined through one source that can be pulled from. The printed version of the internal phone book will decease as it costs the college about $7,500 to print.

Hcc-admin-announce currently does not include lecturers, only full time faculty and staff and is locally managed by Clara from the Chancellor's office. Need to go back to ask Clara how she gets her lists to update the listserv.

V. Legislative Update - Erika
Erika has been meeting with house and senate representatives to talk about the Advance Technology and Training Center. Only one capital improvement project for the UH System was approved which was the UH Hilo Pharmacy. The lobby efforts for our science building are going well. There are a lot of bills that affects UH and will affect all the campuses as backlash of the “Wonder Blunder.”

ASUH President Kaleo Gagne shared that the ASUH caucus organized a student petition regarding the Regent Candidate Application. So far 600 student signatures have been collected.

VI. Strategic Plan 2009-2015 - Erika
The strategic plan is driven by our system performance goals. Will need to look at adding international education and affairs to the plan. External advisors to the college and the PC will be key in keeping this plan updated. Chancellor asked the PC to think about suggestions in preparation for the update. Questions were raised if a sub-committee should be formed from
the PC to work on the next iteration. This was a past practice. How does this work with the Accreditation oversight committee?

VII. Institutional Learning Outcomes – Jim
[Handout – Institutional Learning Outcomes]
Chair Poole prepared a recommendation for methods of assessment of our campus ILO’s. He asked that everyone look it over, share and discuss further with the respective areas.

Motion to adjourn the meeting was made by Kaleo without any objections. Meeting was adjourned at 10:22 am.

Minutes respectfully submitted by Billie Lueder.
Present: Erika Lacro, Billie Lueder, Russell Uyeno, Katy Ho, Keala Chock, Mike Barros, Pat Patterson, Sally Dunan, Steven Shigemoto, Cara Chang for Alapaki Luke, Mike Meyer, Bert Shimabukuro, Jim Poole, Ron Pine, Kara Kam-Kalani, Femar Lee, Jeff Stearns, James Niino, Carol Kagimoto, Kaleo Gagne

Absent/Excused: Brian Furuto, Rose Sumajit, Marcia Roberts-Deutsch, Jon Blumhardt, Kyle Higa

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

II. Review of the February Meeting Minutes
No corrections. Minutes were approved unanimously.

III. Chancellor’s Report – Erika
[Handouts: Action Plan For ACCJC Recommendation]

ACCJC will be visiting the entire UHCC System in October. John Morton suggested that Honolulu CC must show movement in all the six recommendations.

An action plan is being drafted from the Chancellor’s office that will be put up on the website after Tuesday.

With regards to assessing SLOs at the instructional level, Jeff Stearns has worked on an inventory tool sheet that will be sent out to the campus sometime in March asking how SLOs at the course level are being assessed, what types of assessment tools are out there and what are people doing to improve or make changes based on the data they received from the assessments. Once the data has been collected, a report will be sent to the campus sharing a baseline of where we are with assessment and improvement.

At the program level, program reviews are already done; however, as a campus we have not talked about how we use the data to make changes. The campus needs to pull together what is already done and discuss them. The Deans and Division Chairs also need to be aware of how programs are assessing their program SLOs.
Regarding service areas, Erika shared the example of what Brian is doing with the administrative services areas and what Katy plans to do to develop SAOs or Service Action Outcomes by this semester.

Once the campus has a baseline of our assessment methods, the college will bring someone to the campus in April to review what we have done, then provide feedback and training on methods for writing objectives and performing assessment.

Program Reviews are currently found online on the UHCC system's site. There was a discussion on housing the program reviews in one place.

The visiting team noted that the campus relies too heavily on knowledge surveys. As a next step the campus needs to collect data on the types of assessment being done on campus.

Chair Poole shared an SLO grading sheet. He shared that he is happy to help others create a similar SLO grading sheet. Other examples of assessment include the Communication Arts Portfolio Night, Fashion Show, etc.

The question was raised if assessment should be done per program or per class and where would the information be uploaded to. There was no answer at the moment.

Chair Poole further explained the Program SOL grading sheet example he drafted. The grading sheet is not meant to assess every student, but rather conduct assessment on a random selection of students.

An assessment inventory tool is being developed by Jeff Stearns that will help the campus collect an inventory of what course assessment methods programs are currently doing, and how they use their assessment results to make changes to their curriculum.

A message from the Chancellor's office will come out about the importance of Distance Education (DE) training this semester and mandatory training in the fall. There are DE handbooks from other sources that can be used as a resource while Honolulu CC develops its DE program. All DE teachers need to complete the training before they are able to teach.

III ASUH Report

A Student Town hall meeting was held to answer student questions. About 30-40 students were in attendance. Kaleo as ASUH President will keep the student body posted on accreditation progress so that students are very aware of what is going on.
IV  **Budget Update**

All governance committees submitted their first round of budget prioritizations. Brian is organizing their responses and will send it back to the governance groups for the second round of prioritization.

V  **Institutional Learning Outcomes (ILO) – Jim**

[Handout – Institutional Learning Outcomes]

Chair Poole suggested that the college obtain feedback from the 4-year UH campuses to get information that assesses the ILOs and will ask IR to help with this request.

There was a discussion about why students do not graduate; why do they stop out; how to reach out to those students; do our student posses all of these attributes (listed in the ILOs) when they leave us?

More discussion about having a campus level data repository and have a rubric in place to use as a campus level measurement. Jeff Stearns passed out a handout of another campus example that included post-graduate employer feedback.

Honolulu CC has an Early Alert program that flags students as a form of intervention.

Chair Poole volunteered to put an assessment list together for CTE programs and University College to do the same.

Motion to adjourn the meeting was made by Kaleo and seconded by Mike Barros. The meeting was adjourned at 10:14 am.

*Minutes respectfully submitted by Billie Lueder.*
(APPROVED)
Planning Council Meeting Minutes
April 12, 2013
9:00 am – 10:30 am
Building 2, Room 614

Present: Erika Lacro, Billie Lueder, Russell Uyeno, Katy Ho, Marcia Roberts-Deutsch, Keala Chock, Mike Barros, Rose Sumajit, Pat Patterson, Sally Dunan, Steven Shigemoto, Kimo Keaulana for Alapaki Luke, Mike Meyer, Bert Shimabukuro, Jim Poole, Ron Pine, Jennifer Higa-King for Kara Kam-Kalani, Femar Lee, Jeff Stearns, James Niino, Elton Ogoso for Jon Blumhardt, Carol Kagimoto,

Absent/Excused: Brian Furuto, Pat Patterson, Kaleo Gagne, Kyle Higa

I. Call to Order
The Planning Council was called to order by Chair Poole at 9:02 am.

II. Review of the February Meeting Minutes
No corrections. Minutes were approved unanimously.

III. Chancellor’s Report – Erika
Work Advertisement Update
Chancellor Lacro updated the Planning Council that the work advertisements are public for the following positions: Vice Chancellor for Administrative Services, Dean of Tech I, and the PCATT Director. The advertisement for the Vice Chancellor of Academic Affairs will be out in the summer that will convene in the fall to begin interviewing qualified candidates by October. This is all in effort to stabilize leadership that was a concern by the accreditation team. The Information Technology Director position is also out for advertisement as well as the positions for the retention office.

Legislative Update
The Senate has finished their overall budget. Chancellor Lacro and Brian have been actively engaging in conversations with legislators especially regarding the Advanced Technology Training Center (ATTC). The House indicated their support of the ATTC, but did not include it in their budget. It was an oversight on their part. It was shared that if the Senate put the funding for the ATTC in to their budget that the House will also put it in.

John Morton’s Visit
During his visit he shared the UHCCs and Honolulu’s performance measures and Honolulu is on the upswing. We have made gains in Math, Reading, and Writing.

His PowerPoint presentation will be posted on the intranet when it is received.

IV. AOC Report – Marcia
Report from ACCJC and the action plan shifted the focus on the internal “to do” list to primary focus on recommendations 2, 3, and 4. Administration is asking that faculty be responsive to the April 15th deadline of submitting the inventory assessment document that was sent out to the campus. It was stressed to use the form that was sent out to the campus and not to make another format.

The assessment tool should be turned in to the Division Chairs who would then send to the Academic Deans. An electronic version would be preferred but programs can submit hard copy drafts. The college would like to give these to the assessment facilitators prior to the all-campus training that begins on April 17th.
V. Budget/Building 7 Report – Brian

Brian was unable to report as he was attending the Sustainability Conference at UH West Oahu.

Building 7 is on track with its refurbishment. Eleven classes could fit into the modules. Fourteen classrooms are needed. 153 sections; seven sections into a classroom, but it might be more reasonable to have five sections in a classroom. TRIO and the Native Hawaiian Center Halau are also other options for classroom space. For the future the college should be looking at scheduling Monday, Wednesday, Friday classes and/or cut down on sections.

There is a Budget subcommittee meeting scheduled for April 24.

VI. Miscellaneous – Jim

In the fall the Planning Council will need to start looking at updating the College's Strategic Plan. There should be an added quality control piece in the plan that includes achievement of Student Learning Outcomes.

VII. Open Floor Comments

Chancellor Lacro suggested to the Planning Council that it strengthen the college's ILOs because they are difficult to assess as they are currently written.

In the ACCJC Annual Report it asks:
Do you have ILOs?
Do your ILOs reflect your mission?

These two framing questions give the college more reason to reframe the ILOs to address the mission of the college.

It was noted that the recognition of ethics should be reflected in the ILOs. Ethics applies not only to Liberal Arts classes but also CTE programs in which Chris Ann Moore worked with CTE faculty on. Ethics is included in the mission of the college.

Assessment evidence will be available on an evidence page that Todd has set up on the intranet. Procedures on posting documents will be developed by Chancellor, Marcia and Billie.

VIII. Nominations for Fall ’13 Chair

The charter states that the chairperson must be a member of the Planning Council; must be a voting member; and be a non-administrator. The floor was open for nominations. Marcia nominated Jeff Stearns. No further nominations were made. The vote was unanimous for the approval of Jeff Stearns as new Planning Council Chair to begin his two year term in Fall of 2013.

The Planning Council thanked Jim for his service.

IX. Adjournment

Next meeting was rescheduled from May 10 to May 3 at 1:00 pm to be able to address and vote on the FY14 budget requests. The budget subcommittee meeting is scheduled for April 24.

Mike Barros made a motion to adjourn the meeting. No objections. The meeting was adjourned at 9:45 am.

Minutes respectfully submitted by Billie Lueder.