Planning Council Meeting Minutes
October 24, 2014
9:00 am – 10:30 am
Building 2, Room 614


Absent/Excused: Keala Chock, Kaiʻulani Murphy

I. Call to order at 9:00 am by Chair Stearns.

II. Review of September 26 meeting minutes
No corrections. Minutes approved.

III. Review of budget timeline dates
[Handout – Budget Timeline FY14-15]
Chair Stearns will send out the timeline to the campus

IV. Title IX and Upcoming Training – Chancellor Lacro
[Refer to PowerPoint Presentation]
The administrative team attended a two-day training on Title IX, which focuses on gender equity in higher education. The Title IX campus coordinator for our campus is the Vice Chancellor for Administrative Services (VCAS), while the Title IX deputies are the HR Manager and the Dean of Student Services.

The system is looking at the need for hiring a system's coordinator as well as looking at the need to hire investigators. For our campus, all administrators will be trained for investigations. Campuses have only 60 days to respond to a claim.

Our campus needs to develop clearer grievance procedures and we will ask the Committee on Student Affairs (COSA) and Faculty Senate Executive Committee (FSEC) for their input.

The UH Community College’s blanket procedure will help in situations when students are on multiple campuses or have a different home campus other than Honolulu CC. The policy is with UPA waiting for approval.

If you know of a situation, you are required to report it. Providing a safe education environment is a responsibility for all. The definition according to Title IX is that anyone who hears about an incident from a student is required
to report the issue. There is also a requirement to post Title IX data in an annual report on our campus website.

The only person who is covered by student confidentiality on our campus is Health & Wellness Counselor Kimberly Gallant, because she is licensed. She is not required to report an incident unless the student is ready.

Sexual misconduct includes assault, misconduct, and now, what the Violence Against Women’s Act (VAWA) specifies.

We also should be aware that there is academic freedom to talk about sexual content in specific classes and how the first amendment allows that.

Title IX is governed by the Department of Education and VAWA by the Department of Justice. The policies overlap and are not gender-based.

V. **Velocity** – Chancellor Lacro
[Refer to PowerPoint Presentation]
Gary Rodwell is the programmer and creator of STAR at Manoa campus. He and his team have been working on a complimentary program called Velocity, which looks at the success rate of students in different majors.

National data shows that students taking full time loads are more likely to graduate with certificates or degrees. Velocity currently looks at full-time student data. It is set up similar to a GPS system to help with student advising.

COSM has a good velocity rate because of its cohort model. EIMT is at the other extreme only because it has students on a wait list to get into the program. Nevertheless, the Velocity data provides valuable insights into our programs and the success of students.

Programs on the audit list in STAR are included. Each campus counselor is in charge of the updating the data to STAR.

Ten programs we will be look at more closely at this point: Liberal Arts AA, AA HWN, AJ, CENT, FIRE, AEC, FT, AMT, AEC, WELD, and RAC. We will break down the data for full-time and part-time students.

Program Review Data should come in by the end of October. Because of staffing issues, the deadline was pushed from August 31 to October, which affects our internal budgeting process.

VI. **Strategic Plan Update** – Chancellor Lacro
There are still no finalized plans from the President’s office or the Vice President of Community College’s office.
On Monday, November 10th, the Chancellor plans a working session in which Planning Council members will be asked to bring someone from their constituent groups do an interactive session that cross examines the plans and the goals. (The session was later changed to November 19th.) The Chancellor will send out an email with instructions.

VII. Accreditation and Assessment Update – Dean Roberts-Deutsch
The accreditation follow-up report was submitted. Commissioners will look at it and will provide input after the January meeting. Preparation for the mid-term report will begin shortly. We should have a draft done by Spring 2015. The Accreditation Committee will develop working groups around the recommendation of the 2012 report. Groups will be organized by going back to the original groups to see if they are willing to participate in that group again.

Pat Patterson noted that there has been work on a database system to assess student learning outcomes (SLOs). The assessment committee will focus on reading the annual reports of programs and provide more workshops.

VIII. Meeting adjourned at 10:01 am by Chair Stearns.

Minutes submitted by Billie Lueder.