Campus Leadership Team Minutes  
Wednesday, January 28, 2004  
Bldg. 6, Rm 101, 1:00 pm

Present: Charlie Anderson, Diane Caulfield (Convener), Jerry Cerny, Kyle Higa (for Sheryl Legaspi), Mike Kaczmariski, Ken Kato, Irene Mesina, Harriet Miyasasiki, Lianne Nagano, Pat Patterson, Marcia Roberts-Deutsch, Jerry Saviano, Bert Shimabukuro, Chad Taniguchi, and June Zakimi

Guest: Cynthia Smith

1. ASSESSMENT COMMITTEE REPORT: Cynthia and Lianne circulated a 2-page handout of a suggested timeline from Spring 2004 to Fall 2006 for first identifying, assessing and improving Student Learning Outcomes (SLO)'s. The leadership will help to assist departments in development of SLOs, which will include measures prescribed by WASC. The goal is to have program faculty identify student-learning outcomes and ultimately work toward degrees/program outcomes.

Cynthia mentioned that there are many areas of overlap between accreditation standards and current assessment goals of identifying SLOs. However, there are other areas where campus planning needs to take place to meet accreditation standards including Physical Resources and Governance—and that by integrating the planning, we would be addressing all accreditation issues. Diane expressed thanks for developing a good projected timeline. Marcia suggested a progress report and feedback from the CLT group to keep things moving. It was then suggested that a status report be due at the end of the semester.

2. CLASS SCHEDULES: Diane reminded everyone that January 26 was the deadline to get the schedules in to the administration secretaries for summer, Fall 2004, and Spring 2005.

3. EDUCATIONAL IMPROVEMENT FUND (EIF) STATUS: Pat reported that applications have been coming in for the Friday, January 30th deadline and FSEC would be choosing a sub-committee to review the applications.

4. ACCREDITATION OVERSIGHT COMMITTEE: Pat reported that the accreditation oversight committee needs representation from the CLT group. Pat has approached someone and is awaiting their response.

5. STRATEGIC PLAN: Cynthia left before the CLT could formally thank her for her great efforts and contributions on the 2003-2010 Strategic Plan, recently submitted for the February Board Meeting.

6. ACCREDITATION MIDTERM REPORT: HCC's report was accepted by the accrediting commission. The next target will be the deadline of October 15, 2004, at which time we should complete and integrate planning before the visit by the commission. Pat brought up a possible concern in that systemwide, the CC administration structure is still changing—not solid right now, citing the change in title from Provost to Chancellor, the possibility of change of Deans to Vice Chancellors and Assistant Deans to Deans, etc., and with new titles and job descriptions, the possibility of upgrades in pay that go with it.
7. OTHER TOPICS:

a. Jerry C. reminded everyone about March 5th, the "WILD" Wo Learning Day.

b. URL Workshop on hcc to honolulu.hawaii.edu will be Friday, February 6, 9:00 am, in Building 2, Rm 514.

Concern was raised when it was mentioned that Rose may not be able to attend this workshop. It was agreed that someone from IT should be present for Tech Support for faculty. Todd will be one of the presenters.

Irene stressed that this is an informational and question and answer session. Anyone with concerns regarding the new url should attend. Harriet said that some ITC support person should also be there. Kyle agreed to get the IT representative for the workshop.

c. Chad shared some handouts regarding opportunities for study abroad, including The Freeman Program in Japan, China and Korea. Some offer full scholarships, others offer some financial assistance. Contact Ken Kiyohara at Kapiolani CC for more information, his email address is kiyohara@hawaii.edu, or phone him at 734-9824.

d. Diane reported that University College Dean position will be readvertised. Sharon met with the UC division chairs. In the interim, Sharon is asking Karen Kelly to assist with the operations of the UC unit and serve as a resource person to Arlene and the UC folks (e.g. teaching load reduction issues, course scheduling, and personnel questions), since she is familiar with the policies of the system. Karen will be working out of Jan's office on Tuesdays and on other days, will be easily accessible by email. An interim dean for UC is being explored with possible starting date of May.

e. Charlie sent out High School to HCC (HS2HCC) invitation two weeks ago and already has received an overwhelming response; however, there are only 10 spots available. The first ten high schools to respond are: Kaiser, Roosevelt, UH Lab School, Radford, Campbell, Kapolei, Nanakuli, Castle, Kailua, Kalaheo. (With the capacity limit of 500 students and faculty, that was all that could be accommodated.)

The big event is set (for Friday, Feb 27th and Saturday, Feb 28th).

f. Sample classes-Running Start Summer Program may be running out at Kalaeloa, (Barber's Point). Harriet indicated that her office needed to be notified when new changes, such as these occur.

g. Ken said that the bid will be open on February 13th for the Building 7, freight elevator. The complete renovation of the freight elevator will occur this summer.

h. Ken mentioned that he was asked to provide testimony to the Higher Ed Joint Committee at the Legislature yesterday-it was announced that UH is considering a formula driven budget for the next biennium. The formula is to be determined later.

i. Irene et al expressed concern that Sharon was not present at several CLT meetings. Since Sharon plays an integral role and often has to substitute
for Ramsey on short notice, a suggestion to move the meetings to Mondays at 1:00 pm was proposed, to accommodate her schedule particularly when there is a conflict. Today she is attending the Council of Chancellor's Meeting on Ramsey's behalf. (Ramsey is out of state attending a WDI conference in New Orleans, LA, and visiting the Center for Occupational Research and Development in Waco, TX).

Adjourned: 1:42 pm.