Honolulu Community College
Campus Leadership Team
Minutes
November 29, 2010
11:30 A.M. – 12:30 P.M.

Members Present: Mike Barros, Jon Blumhardt, Farah Doiguchi, Lynn Inoshita, Erika Lacro, Wayne Lewis, Irene Mesina, Shanon Miho, Lianne Nagano, James Niino, Sam Rhoads, Marcia Roberts-Deutsch, Eric Shaffer, Bert Shimabukuro, Jolene Suda

Members Absent or Excused: Brian Furuto, Ralph Kam, Ken Kato, Emily Kukuiles, Jerry Saviano, Kerry Tanimoto, Russell Uyeno, Jonathan Wong

I. Approval of Minutes – The November 15, 2010 were approved as distributed.

II. Updates and Announcements
None.

III. Timetable for Work on Building 7

Ken had another meeting and will give an update during the next CLT meeting.

IV. Class Scheduling Timeline

Erika Lacro indicated that each cycle there are recurring questions about the timeline for scheduling classes. Along these lines, the following documents were distributed:

- Draft “Important Dates for Credit Instruction Scheduling”.
- Class Scheduling Timeline for Summer/Fall 2011 for Apprenticeship, Non-Credit, and Day School Class Scheduling (see [http://honolulu.hawaii.edu/intranet/dates/soc_timeline.pdf](http://honolulu.hawaii.edu/intranet/dates/soc_timeline.pdf))

It was suggested that important dates (from the perspective of the Division Chairs) be pulled for credit instruction. Some dates were proposed for a timeline, but not finalized.

Secretaries will keep a record of the detailed scheduling timeline.

A clarification for the definition of support courses was provided as well as two examples: Math 50 and English 209.
It was agreed that an email is sufficient for notification of support courses needed for scheduling.

Eric Shaffer pointed out that there are always several “phantom” courses that appear in the schedule that would preferably be left out. They apparently are included as vestiges of the previous schedule.

Erika Lacro reiterated that a number of issues with scheduling are recurring and a proactive approach is under way for breaking the cycle. A related agenda item is included in a December meeting to discuss issues with scheduling prerequisites.

Lianne noted pertinent dates for the DE schedule and cable courses, in particular. Erika will include DE info on the important dates document (draft distributed).

V. **Spring 2011 Campus Leadership Team (CLT) Meetings**

The current meeting time is tentatively OK.

The first meeting in 2011 will be January 3 at 1:00 P.M. Subsequent meetings will be Mondays 11:30-12:30 weekly for 5 weeks (except for Martin Luther King Day), followed by meetings every two weeks for the remainder of the Spring semester.

The same room will be reserved: 2-214.

VI. **Pre-Engineering Education Collaborative (PEEC) Grant**

Erica Lacro discussed this grant. KapCC took the lead on this NSF grant with HonCC as partner.

Each campus will have a focus to support STEM courses. One APT per campus will provide support, coordination, counseling, and address retention.

The grant will track the cohort of Native Hawaiian students as they progress through an intensive engineering track at UHM. The first cohort from Windward CC will have approximately 7 students and the first from Leeward will have approximately 10 students.

The first statewide group will be identified in Spring 2011 and go to Maui for an intensive math and hands-on learning session in Summer 2011.

It is projected to grow by approximately 7 students per campus per year. Students will be linked with financial aid opportunities.
Engineering faculty from KapCC and Manoa faculty coordinated the curricula for the sequence – it focuses on the engineering curriculum of UHM.

Sam Rhoads noted that the curriculum should obviously include some exposure to computer science as 21st century STEM/engineering curriculum.

VII. Automatic Admissions Program

Students enrolled at CC’s meeting 90%+ of their AA requirements will be sent a letter in Spring letting them know that they will be finishing soon and that, if they are interested in continuing with 4-year degree, they have the automatic admission option.

The numbers so far include approximately 325 students, with a majority going to UHM (221) and the remainder going to UHH (45) and UH West Oahu (59).

With this option, students get admitted automatically without a fee if they qualify to move on to a 4 year degree. This of course helps to retain students and improve transfer rates.

VIII. ACCJC

We are looking for faculty to join 3-person teams to visit other colleges. Marcia Roberts-Deutch recently served on such a team visiting Saddleback Community College; Marcia mentioned that the December 10 steering committee meeting would discuss this further.

Erika Lacro has the forms for those wishing to participate.

Meeting adjourned at 12:05 P.M.

Minutes recorded by Wayne Lewis