HONOLULU COMMUNITY COLLEGE
CAMPUS LEADERSHIP TEAM (CLT)
MINUTES
January 10, 2011


Absent/Excused: Jerry Saviano, Eric Shaffer, Kerry Tanimoto, Jonathan Wong

I. Minutes: Jan. 3, 2011, minutes were approved and will be posted with minor edits.

II. Updates and Announcements:
   a. A concern was raised regarding how we can better manage class scheduling. For example, two classes were scheduled in the same class at the same time. Erika acknowledged that the current software, “Schedule Plus” is not meeting our needs and there is a need to upgrade. There is alternative software called “R25” that will interface with the Banner system. LCC and KCC are currently piloting the software and have been getting good results. Based on these results of this pilot HCC should consider implementing the R25 software next Fall.

   b. There were several students asking for assistance with their schedules this morning due to banner being down. Library staff was unable to help because they did not have a printed schedule. Additional hard copies will be made available to the library staff. Additionally, it should be regular practice that an e-mail blast is sent out by the registrar to all students prior to the first day of instruction to remind them that they are responsible to print their class schedules before coming to campus.

   c. Lianne and Irene are coordinating the fire drill for building 7. The drill needs to be done sometime this spring semester. They are asking for division chairs input on the best time and day to have the drill done. They are also asking that a reminder go out to all faculty to review the fire evacuation plan with their students.

   d. College Skill Center announced an expansion of tutoring services to all content areas. An announcement will be sent out shortly with details regarding the tutoring service now available. College Skill Center will also be doing Service Learning.

   e. A clinic “Are You Wearing The Right Shoes?” will be held on Thursday, Jan. 13th, from 11:30 a.m. to 12:30 p.m. All are invited, representative from the Running Room will be here to share their expertise.

   f. Student Government is currently planning the Spring Fest. Tentative date is April 9, 2011.
Thank you to all those who help clean up and set up the new Curriculum Essentials Complex (old ETC portables). Special thanks to Zane, William, Nick, Lane, Eric, Jerry, and Rose for coming in over the break to get everything up and running.

III. Reorganization Update:
   a. Town Hall meetings will be scheduled during the 3rd and 4th week of January. A summary of the first round of meetings will be shared at the next Town Hall meeting.

IV. Change in CLT meeting time:
   a. Erika will send out an e-mail to the CLT members to see if changing the meeting time will allow for more members to attend and lessen the conflict with members who are teaching.

V. Jump Start Update:
   a. Farrington, Roosevelt, McKinley, and Kaimuki High School’s are in partnership with HCC and KCC to implement the Jump Start program. The program is similar to the running start program but is meant to allow student who are interested in CTE programs to start college while still in high school. (See attached documents for more information.)

VI. Accreditation Update:
   a. Accreditation Steering Committee will be meeting at the end of this month. Marcia will be attending a meeting on Jan. 19th with Peter Q. at the system office. Peter is coordinating information regarding accreditation between all campuses and will be organizing a “Mock” self-study at each campus. Time table will be developed soon.
   b. Achieving the Dream: Best practices/implementation strategy meeting will be held on March 3rd and 4th, 2011.

VII. Program Review
   a. Program Reviews for this academic year have been submitted to system office and posted on line.
   b. There needs to be a review process put in place that will allow time for the Department Heads, Deans and the Vice Chancellor review before they are submitted to the system office and posted.
   c. Ross will Compile key finds and share them at the Planning Council on Friday.

VIII. General Education Town Hall Meeting
   a. Town Hall meetings will be held in room 2-201:
      Tuesday, 1/18/11; 1 p.m. - 2:30 p.m.
      Friday, 1/21/11; 11 a.m. – 12:30 p.m.
      The meeting will be repeated to allow individual who cannot make the first meeting to attend at least one of the meetings.
   b. A concern was raised regarding the first draft. Computing was not mentioned or listed.
   c. See attached notes from first meeting held on Jan. 11, 2011.

IX. Jon Blumhardt, shared his proposal for Multi-Media Classroom Installation Processes. This will be discussed at the next CLT meeting. (See attached proposal).
X. **Tour of Curriculum Essentials Complex**  
   a. Jerry provided a short tour on the new complex for those who were able to come.  

XI. **Next Meeting will be January 24, 2011. Time and room to be determined.**