Campus Leadership Team Meeting Minutes  
April 25, 2011

Present: Mike Barros, Farah Doiguchi, Lynn Inoshita, Ralph Kam, Ken Kato, Emily Kukulies, Erika Lacro, Wayne Lewis, Shanon Miho, Sam Rhoads, Marcia Roberts-Deutsch, Russell Uyeno

Absent/Excused: Kaiulani Akamine, Jon Blumhardt, Brian Furuto, Irene Mesina, Lianne Nagano, James Niino, Jerry Saviano, Eric Shaffer, Bert Shimabukuro, Jolene Suda, Kerry Tanimoto, Preshess Willets-Vaquilar

I. Minutes of April 11, 2011 – send comments to James

II. Updates and Announcements
   A. Graduation
      1. Speakers: Kevin Matsumoto (APTR) and Wilsie Scott (MELE)
      2. Graduation Singers: Brandise Brockington (COSM) and MaryAnn Llamedo (COSM)
      3. Hula Performer: 7 Students
      4. Keynote Speaker: Not yet confirmed
   B. STAR Ceremony – Wednesday, April 27 3pm

III. Self-Study for Accreditation
   We are on track with our self-study. April 18 was the draft deadline - Marcia and Erika will review these drafts over the summer; we were also tasked by Chancellor Rota to conduct a “stress test”— and to identify as early as possible those issues that should be addressed and resolved.

IV. Mandatory Orientation/Registration
   Emily distributed the Outline and Schedule for the Passport to College that is being held from April 19 – August 12. Information was sent to new students with their acceptance letters. Students need to sign up on-line and will only see the first three choices so they do not delay attending a session. Exceptions for off island students, etc. are available. A registration video is also available for these students who are unable to attend one of the sessions and after August 12.

   15 students were hired as Student Success Facilitators from a pool of student employees from Student Services departments and went through 2 days of training. In the future, they will be seeking nominations for Student Facilitators and having them apply and be interviewed before selected. They were used to present, facilitate group activities, and lead tours. Parents were welcomed to attend the orientation sessions. They were broken up into two groups for the registration sessions.

   Assessment includes Pre-Post Test of even done on computers; session evaluation after part 1, enrollment into appropriate English and Math courses, and observations of staff. Marcia emphasized the need for assessment results for the self-study, not only of the activity itself
but also progress of the students. Erika suggested assessing the mentors who are more engaged in campus activities, those who came early vs. later, etc.

V. Update on Pre-Req Errors
This semester seems better than last semester. Farah and Pat weren’t able to test as planned due to time constraints. There were minor problems if any. Counselors agreed that the problems seem less this semester and whatever problems came up were quickly addressed. Thank you to Renette for troubleshooting the FIRE prerequisites before registration and was able to catch some errors. How do we track these problems? Counselors have been trying to email the Division Chair and Secretary of the course as a way to have a written trail.

On a side note: ENG 100 has a lot of “staff” listed. Wondered when more names will be listed since students often select sections based on the instructor. Ralph will follow up.

Another side note: Students have reported that the waitlist feature has been working (on other campuses). Our campus will be better-prepared for the implementation of the waitlist feature next semester, once our pre-requisite errors are cleaned up.

VI. Budget Priorities
A timeline will go out today to the major campus committees and will be due in 2 weeks at most. These committees need to prioritize and vote on requested items. Some may be able to be partially funded if not in full.

Legislative update: House and Senate will not fund any new position until budget is balanced, including civil service and APT positions. MELE and DISL program change requests not funded. Also not funded was the Science building.

VII. Re-Org Update – will be ready 4/26. Still looking for reallocating positions for certain tasks (i.e. Admissions Specialist and Non-Credit Clerical Support).

VIII. Fall 2011 Meeting Schedule – anyone with a conflict for Fall 2011 meetings being on Monday 11:30, let Renette and Erika know

Next Meeting is May 9, 2011

Shanon Miho, Recorder