Division Updates:
Tech I

- SLOs are up to date
- Searching for new flight provider
- Construction management done with SLOs and map working on 2 + 2
- Diesel need to work on program reviews and updates
- IEDB need to close out need to change construction academy (teaching) courses to IS classes
- Construction Academy – CARP 20 eligible for college credit.
  - AEC 81 and blueprint reading will be articulated. Two Program SLOs have been developed and agreed upon

Student Services
- See power point presentation
- STARFISH
  - Comprehensive Retention Tool
  - On line scheduling for resources
  - Counseling to be able to input notes
  - Scheduling a demo with the company with installation over the Fall 2013
  - To be used Spring 2014
  - Will be mirror what LCC does
  - To start with counseling, tutoring, retention and developmental education as a potential trail
  - ITS have seen a demo at this point and will part of the implementation team
  - STARFISH paying through CT3

Notes from pp presentation:
- October On line orientation live
- SLD refocused on presentation on student success and beef up SLD efforts in planning events in what not.
- MHW Counselor accessibility better due to BIT involvement
- BIT – will be doing a training, Friday before start of sessions
  - Security has joined BIT
- Outcomes and Assessment training for the entire division
- Reorganizing meetings – will be meeting weekly with the leads of departments
Academic Support
  o Student Success Center
    o Academic Success Center (Retention)
      • Calling students who were enrolled last academic year that is not enrolled this year.
      • Working on short presentation for General College meeting
        • Discussion of Early Alert, Retention, Rapid Response (in works)
    o TRIO
      • Reduction in grant funding by 5.3% (equals approximately $19,000)
        • Jolene looking areas she can reduce expenditures in her program. Will be working with her regarding amount of reduction and implications for services for students
        • Will be looking within AS budget before contacting VCAS
  o Testing/Tutoring (3rd floor)
    • Will be working with VCAS and Chancellor to repurpose some of the space.
    • Will need to investigate and or restate original agreement in which Math will tutor math and English will tutor English
  o Design Center
    o Launched on-line ordering system standardizing cost and ordering.
  o Institutional Research
    o Will be working on a template request sheet to allow campus to more effectively and efficiently secure requested data.
  o Library
    o Successfully moved back to building 7. Will follow up in weeks to come regarding any other updates
  o Disability Services (Student ACCESS)
    o Will be looking at hiring Disability Specialist
    o Reorganizing of website in the works
  o Educational Technology
    o Completed DE strategic plan

UC
  • Changes in UC due to reorganization
    o Division of Hawaiian programs
      • Requires new structure including Hawaiian language and Hawaiian culture (including the NHC)
      • Poina Nalu – focus for Marcia
        • Worked on the application for funding
        • Trying to establish a clear line between funding sourced programs
        • New staff will be helpful the NHC and Poina Nalu
    • Building a UC team
• Accreditation and Assessment Issues one of the other focus in addition to UC management
  o Assessment Management Systems (ie. TaskStream) – probably will not be able to afford.
  o Will let Chancellor know what’s out there after the week of August 5th

Academic Affairs
• Curriculum Central will be phased out and Kuali (rSmart) will be used
• Workload issue – still be worked on and getting request from Banner office to correct. It hits this Fall 2013 – Be ready for that (generally major changes to Tech I)

Admin Services
• FY 13
  o Year of the personnel shortages
    ▪ BO - lost 4 critical personnel
    ▪ About to fill 2 positions
    ▪ Security –Will be getting bunch of new EHs
    ▪ OEM –
  o Just following rules related to UH
  o $400,000 in excess revenue last year = to about $40 in personal pocket
    ▪ $1.9 more than we brought in
    ▪ need to cutback 20% from operational budget
      ▪ $5 million a year total operational budget need to be reduced by 20%
  o Upcoming Year
    ▪ Emergency management Planning
    ▪ Policies and procedures
    ▪ Revenue Planning
    ▪ Expenditure Planning
    ▪ Revenue
      ▪ Need to think about: program fees, lab fees, etc.
      ▪ Salaries will be continue to be significant cost of college to the college – legislature will not fund this
      ▪ Need to spend a good portion of the year on the Emergency Management Plan (need to get more people involved)

Communications
  o See Power Point

PCATT
  o Standardizing data collection via Destiny System
  o Need to create revenue
  o Continue to be non-integrated with Kuali
Chancellor
- Build relations in the community (Kalhi business association, community partners)
- AUW chair with Chancellor Apple – will be doing softball event again
- September going to Baltimore for Leadership Conference
- VCAA and Tech 1 Dean worked to get Applied Trades out of STEM count
- CT3 involvement elevated partnership with Dept. of Labor. Sitting on WFD
- Need to look at policy and operating procedures regarding what we want on paper (ie. Things that are required to process this and that).
- Trying to communicate with the team – especially regarding system issues
- Coffee hours – will continue to schedule 1x/month -
- Student Success pieces is developing
- CT3 – my foundations lab – does college readiness – will be purchasing and letters sent to new students to increase Compass test results
- SLDS – combining systems between k12, college and DOL. Will be testing in 6 months to be ready to be used in 2014
- Sitting on advisory group for data governance.

Agenda Item: Policies and Standard Operating Procedures – Which do we need to create?
- Which ones do we need to tackle now
  - Evaluations – HCCP and build off of that
    - APT and Civil Service Evaluations - Erika
    - See Brian's List
    - Update students rights and code of conduct - Katy
    - Protocol Items – Billie/Derek
    - Institutional Research - Wayne
    - Exception Request – breaking them out from complaints to
    - Hiring Committees – Erika and Brian
    - Duplicating – Billie/Clara/Erika
    - Scholarships – Katy
    - Sexual Harassment and Title IX
    - Policy on Policy Approvals
    - Special and Revolving Account (Fund Sweep) Plan
    - Awarding of degrees 2x/year
    - Completed Policies & Procedures (see attachment)

Agenda Item: Data Driven Data Making Tools
- Institutional Research
  - Under-utilized
  - What is available to us?
  - Is there monthly reports that would be helpful to administration?
  - Data analysis, anomalies, and trends (what do they see?) What do they see that would be helpful in helping the college make some decisions.
Not disaggregating data for accreditation. What does the data mean (description from IR)?

Erika to follow up on the IPEDS data

**Agenda Item: Professional Development Plan**
- What do we need?
  - Assessment Academy (Marcia)
  - Pierre Omedyar – Leadership Program (Erika)
  - Apply for accreditation team membership (to be on a visiting team)
  - Legal Issues in Higher Ed Law
  - NABIT – National Association Behavior Intervention Teams
  - Speak to Erika regarding areas of interest
  - Achieving the Dream –
  - Need to bring something back from the conference

**Lets come back to these: (parking lot)**
- How can we use Construction Academy to push high school going (mike b)
- Plan for Starfish (Katy)
- Terminate IED (Mike B and Russell)
- Tutoring online (Wayne)
- Assessment Chair
- Workload calculations – next staff meeting
- AUW plan
- Celebrate 2014
- Title 3
- Training activities for management: Kuali, e-authority, Title 9, foundation / donor relations, policies
- Mini retreat follow up for 8/15 – 12:00-4:30

Administrative Code of Honor – Discussion
If there are issues to resolve – do it as a team
Continue to operate with this in mind

**Campus Morale Activity**

Communication
- Be honest about money budget issues
- Close the information vacuum – anxiety still high from Bldg 7
- Communicate clearly
- Regular and timely communication
- Timely and transparent communication

Campus climate
- Beautify space internal and external
- Faculty and staff survey on campus climate
- Community service activity

Others items
- Speak loudly
Closing communication gaps
Mixers (like salad day)
Cross divisional sharing of content
Cross division classes for faculty and staff
Recognition of employee by supervisor
Recognize regularly
Penalize when appropriate and enforce rules and policies
Staff BBQ
Traditions rituals / fund committee
Logo and polo shirts in bookstore
Campus clean up day
Zumba
Homecoming activities to celebrate anniversary
Admin team attend campus events

Honolulu Community College
Administrative Retreat Notes
   Day 2: Aug. 2, 2013

Agenda Item: Improvement plans and follow through on Accreditation
• Accreditation Report/Plan (need to focus on 2/3/4) – need to be submitted in electronic form
  o Recommendation #1
    ▪ Program Review for Admin units (Keala)
  o Recommendation #2
    ▪ Assessment (SLOs) (Marcia/Katy/Wayne)
  o Recommendation #3
    ▪ Distant Education Assessment (Wayne/Russell)
  o Recommendation #4
    ▪ General Education (Erika/Jennifer Higa King)
  o Recommendation #5
    ▪ Human Resource (Brian)
  o Recommendation #6
    ▪ Evaluation of all Staff (Erika)
Evidence Gathering – Mike/Rose
  o Timeline
    ▪ Drafts to Marcia by 8/23/13
    ▪ Draft Due (near Final Draft) to Board by September 9/9/13
    ▪ BOR signatures 9/19/13
(Written on Word.doc not Word.dox)
Agenda Item: Campus Morale (see notes from day one)
- Timely Transparent Communication – both verbal and non-verbal
  - Presence/Action/Communication and impact an administrator on the employee
    - How you act, how you speak, what you say - how you say it
    - Communication
      - Frequency and different meetings
  - Campus Climate
    - Do another survey
    - Beautify Space
    - Community Service Activity

To Do List:
Kuali Training for Administrators
Personnel Training?
August 7,8 2014 Administrative Retreat – Hoomaluhia Botanical Park
Mid-Year Retreat
Erika will drive new admin assessment based on performance goals and achievement and build in quantitative assessments of ILOs

Administrative Assessment
- Thoughts on how to proceed
  - Administrative Program Review (renaming?)
    - Do we want strategic goals, survey questions in the documents
    - Mission
    - Campus Leadership Outcomes – may need to revisit to insure they are measurable
    - Purpose
    - Accomplishments by Units
    - Before the semester starts go back and come up with some ideas and present it the campus.

  - Revamping
    - Relooking at some of the outcomes and include the strategic outcomes.
    - Include institutional learning outcomes
      - Measurement of ILO’s need to be fixed by October
      - May want to look at other institutions for direction
      - Portland Community College
        - Core themes discussion
          - Connections to classes and instructors

  - What do to now?
    - At this possible go on what we got and see what we can do to assess the best we can at this point.
- Asking Advisory Board regarding whether graduates skilled to perform
- Placement data from graduation
- Discussion of ILO’s with PC and potential changes in year(s) to come

**Improvement Plans**
- Go through task and check if any of these would provide good evidence
- Do we need an ILO policy for general review
- Is this a living document?
  - Expectation is that it should be addressed by mid-term report
  - That it would not be taken out
  - In status column reflection that it was completed
- Marcia will review the plan and feedback to the group which item to address in priority
- Review of DE Plan

**Agenda Item: Closing the Loop Items**
- Orientation and Outreach
- Financial Aid
- Outcome and Assessment Training for All
- Student Services and DE Support
- HCC Connect with DE
- Reorganization
- How we organize our office – Closed doors
- Staff Senate Came up with Charter – asking for one hour of comp time for each hour in a meeting

**Agenda Item: Satisfaction Survey**
- See Katy’s Presentation
- Approximately 400 respondents
  - 14% prospective students
  - 7% faculty/staff
  - 79% current situations
- Got what they needed – by a great majority
- What they liked
  - Knowledgeable staff
  - When people care
  - Getting the right answer the first time
  - One on one counts getting to talk to someone
  - Feeling welcome
- What can we improve
  - Customer service (front desk and the business office)
  - Hours and wait time
Looping back – answering phones and emails

- Things to Come
  - Individual Departments will get power point result
  - Fold any actionable items and feedback into Accreditation Action plan
  - Last part of the survey will be tabulated and distributed to everyone

Upcoming Events
- December 19th mid-semester Retreat
- August 15th 1200-430 Retreat Follow up