Planning Council Meeting Minutes  
September 20, 2013  
1:00PM-2:30PM  
Building 2, Room 614

Absent/Excused: Russell Uyeno, Katy Ho, Rose Sumajit, Cara Chang, Pat Patterson

1. **CALL to Order** by Chair Stearns at 1:00PM

2. **Review of August Minutes**
   Edits: In Section III
   a. 2nd paragraph: change late to early.
   b. Under Motion made to have committees or divisions select their representatives, add Moved by Marcia.
   c. Under Motion to add Director of Secondary, change rooster to roster and change to No vote was taken to motion passed unanimously. Minutes was approved as edited.

3. **Institutional Learning Outcomes (ILOs)**
   To begin the Council’s discussion of Institutional Learning Outcomes, Chair Stearns provided ideas about Mission Statements. He said Mission Statements usually include three parts – the basic mission statement (statement of purpose or ILOs), the vision statement (the future we aim for), and the values statement (guiding beliefs and principles). Often these are combined into one overall mission statement.

   He noted that although our current Mission Statement adequately includes the vision statement and values statement, our ILOs are difficult to assess because they are not goals but ongoing programs. Goals have targets, whereas programs are continued processes. Without targets, there are no end points to capture data for assessment. He discussed how each of our current ILOs is hard or impossible to assess.

   He supplied a worksheet showing Cornell University's Institutional Learning Outcomes with comments indicating how they relate to Honolulu Community College. He suggested that we look at the purposes (the goals) rather than the programs (ways to get there) when we rethink what our ILOs should be. He asked Council members to think about our ILOs before the next meeting.
4. Chancellor's Report

Erika asked the committee for suggestions on ways our current Institutional Learning Outcomes can be measured because we have to assess them as they are.

_First ILO:_ Graduates of degree programs will be able to read and write analytically and critically, and utilize computational methods in society. Graduates will be able to organize and present in written and oral communication a variety of information and ideas, and articulate world views, including basic well-established scientific methods, as gained through a rigorous Liberal Arts curriculum.

Jim suggested that we use the knowledge survey given to the students before last year’s graduation. About 250 students participated. The data was compiled and analyzed. Jim will forward the data to Erika. A concern was raised about the need to have a more direct assessment. Erika stated that one of the things we could do to address ILO number one was to determine the core courses that addresses that point and check how many students started, completed, and repeated courses. A grade distribution could then be created. Erika reminded the committee the need to close the loop after the assessment.

_The second ILO:_ Graduates who earn an AA or AS degree will be prepared to enter a four year institution and successfully complete the upper level curriculum.

The suggestion was to put in place a mechanism to get feedback from Manoa and other 4 year institutions after students graduate.

_The third ILO:_ Graduates who complete a career technical degree or certificate will be able to successfully apply the skills required by industry.

Jim suggested that we ask the programs’ advisory groups for feedback or that the CTE programs solicit feedback from the industry, which can also be done through practicums. Jim also recommended that we take the program review’s program SLOs that demonstrate being successful in industry and determine how many students successfully completed those SLOs. Industry exams could also provide data. Programs such as cosmetology could find out how many students successfully completed the license exams.

Erika attended the UH Community College BOR CC Committee Briefing and she was disappointed that HCC’s performance declined from last year. One of the Performance Funding Measures that HCC did not hit the mark is the Degrees and
Certificate Achievements. Missing grades can create a problem, and she asked that we remind our faculty to be more diligent in inputting grades on time.

The reverse transfer initiative will begin this summer for HCC, which should help with our numbers, she said. We also need to identify where to exit students with a certificate for programs such as Sheet Metal and need to place a mechanism for persistence from Fall to Fall.

We also must focus on updating our strategic plan. The first goal is to address part-time students and adult learning. In addition to Native Hawaiian students, we need to look into addressing other populations such as students with Filipino heritage.

5. Accreditation Update – Marcia Roberts-Deutsch
The Accreditation draft follow-up progress report was reviewed at the town hall meeting just before today's planning council. Marcia and Erika will accept additional feedback or edits until September 27. The report needs to be finalized for submission to ACCJC.

6. Strategic Planning – Erika Lacro
[UH Community College BOR CC Committee Briefing PowerPoint]
   a. Strategic outcomes

Vice President of UH Community Colleges, John Morton will be visiting our campus in November to share CC performance data. Chancellor Lacro encouraged the Council to attend.

Erika, however, provided the council with some information.

For the performance funding measures, we were 69 degrees short of graduating students (with a degree or a certificate). Honolulu was the only campus that did not meet the goal. It was an issue of faculty not submitting grades on time that caused 30 students to not be awarded a certificate/degree.

There was a change in registrar over the past year and two clerks left the records department. We will double check with the Records office to make sure all records have been accounted for. Pearl Harbor is no longer apart of the STEM count because they are a set number.

In the future we can count students with the reverse transfer initiative, which includes students who did not finish with Honolulu CC but transferred to 4-year college to receive credits for associates degrees or certificates. We need to institutionalize the reverse transfer. We will ask the academic Deans to identify
programs that students could exit after one year with a certificate, such as for Sheet Metal.

We missed the Native Hawaiian graduation goal by 17 students.

For STEM, we were five degrees short. Pearl Harbor is no longer part of the STEM count because they are a set number.

Because we did not meet three out of five Performance Initiatives FY 2014, we only received 59% of our funding back. This equals a loss of $150,000 out of $250,000 available.

b. UH Community Colleges strategic planning process

Each chancellor has been assigned a goal with a team of a Faculty Senate Chair and an ASUH president from another campus.

Goal A (part I): Educational Effectiveness & Student Success

Goal A (part II): Native Hawaiian Educational Attainment
- Native Hawaiians
- Other underserved populations

Goal B: Functioning as a Seamless State System

Goal C: Promote Workforce and Economic Development

Goal D: Hawaii’s Educational Capital/Resources & Stewardship

* Chancellor Lacro is chair of this goal.

Goal E: Develop Sustainable Infrastructure for Student Learning

Focus Area 1: Distance Education

a. HCC Strategic planning
Chancellor Lacro would like to hold off working on our campus strategic plan until the strategic plan is more formalized by John Morton’s office. The UHCC strategic plan will influence our campus plan.

7. Other Issues
Budget Update – Brian Furuto
[Attachment: Honolulu Community College Financial Projection]
Brian shared The Budget FY12-FY15 Financial Projection and discussed where the campus stands.

**Program Review Discussion**

Erika asked the council to discuss changing the program review policy to assess 20% of a program’s SLOs each year, so that at the end of a five-year cycle, all of a program’s SLOs would be assessed.

A motion was made by Kara Kam-Kalani to update the Review of Established Programs policy HCCP #5.202 to include the language. Stefanie Sasaki seconded the motion.

Through discussion, the wording was changed to read in the document (Content of Program Review (f)): “This analysis will include a detailed review of 20% of the program's student learning outcomes each year, including closing the loop actions taken in response to the assessment of student learning.”

The vote was approved unanimously.

The meeting was adjourned at 2:26pm by Chair Stearns.

*Minutes prepared by Femar Lee and Billie Lueder.*