Planning Council Meeting Minutes  
April 4, 2014  
9:00 am - 10:00 am  
Building 2 – 614

Present: Billie Lueder, Doug Boettner, Katy Ho, Marcia Roberts-Deutsch, Wayne Sunahara, Rose Sumajit, Sterling Foster, Steven Shigemoto, Kimo Keaulana, Mike Meyer, Jim Poole, Femar Lee, Jeff Stearns, Alapaki Luke, James Niino, Silvan Chung

Absent/Excused: Erika Lacro, Russell Uyeno, Mike Barros, Bert Shimabukuro, Jon Blumhardt, Stefanie Sasaki, Monique Tingkang, Kaleo Gagne

I. **Call to Order:** Chair Stearns called the meeting to order at 9:00 am

II. **Review of January 31 meeting minutes:** No corrections. Minutes are approved.

III. **Institutional Learning Outcomes (ILOs)** – **Chair Stearns**  
[Handout ILO Definitions]

Chair Stearns shared the recommended ILOs that the subcommittee worked on. The subcommittee matched up with the ILOs with Program Learning Outcomes (PLOs) to see any gaps.

A motion was made by Chair Stearns to adopt the newly created ILOs. Marcia made a motion to adopt the revised ILOs. Sterling seconded the motion.

There was discussion on the motion. Jim Poole commended the group for their work on these, but asked to table the motion. Looking at the ILOs it seems more focused on Liberal Arts, but not so much for CTE. Jim would like to go back to the CTE faculty to get their feedback and asked for a delay in voting on the newly proposed ILOs. The ILOs are only a few years old and last spring the ILOs were assessed and are measurable.

The discussion continued by other members of the PC. With the new catalog for AY 2014-2015 pending, it is ideal that the revised ILOs be voted on so that the catalog can go live on the website by Monday.

It was noted that Jim was a part of the ILO sub committee. Waiting to say something about the ILOs until the college was of off warning and showing no concern about having the revised ILOs in the catalog marginalizes the CTE folks. General education is 25% of the requirements for CTE degree programs. General education is common to all students no matter what program they are in.
Chair Stearns added that everyone is teaching to these ILOs. The college does need to deal with the assessment individually and do more than just a knowledge survey.

It was further mentioned that ILOs across the nation in other institutions that are similar to Honolulu CC programs map back program learning outcome to the ILOs. Tech II has mapped their SLOs to the ILOs.

The ILOs are an excellent set of core competencies and address areas that are deficient in the business community. These ILOs are clearly applicable and map back easily. These are the values that we want to cultivate. This is a continuous process towards improving the ILOs.

Some questions that came up from the group. Make the ILOs map to the PLOs - didn’t all the programs map back to the ILOs? How are we as an institution assessing what are we providing to our students, and to think beyond the courses it also needs to extend to the student services.

The motion was voted on.
One vote oppose to the motion. Other voting members voted to approve the revised ILOs. Due to the majority vote, the revised ILOs were approved and will be adopted.

IV. **Program Budget Rankings** – Vice Chancellor Boettner

[Handout of the second round of the rankings]

11 items were ranked 7 or higher on the list.

Question came up if we could reorder the rankings in ascending order and give to Erika for her consideration. This will be a document that the college uses as a reference if money comes available. It is important to communicate the importance of a shared governance process as a part of the annual budget cycle. The outcome of the process will help programs with their annual program reviews.

Standing approved budget requests from last year, and the ones that got the 11 items that ranked 7 or higher will be sent to the campus and given to Erika.

For the next cycle all budget requests need to be resubmitted. There will not be any carry over requests from previous years. The process will start brand new for the next budget cycle

[Handout - Biennium Budget Policy Paper]
The purpose of this policy is for all units to look at their objectives and be able to justify their budget requests.

Planning Council is asked to look over the document and know that there will be a change to the budget process for all campuses independent to the College’s budget ranking process.

The College budget consists of general funds, tuition and fees, and special and revolving funds. This policy looks at all three areas. The PC will have to get involved in the process and that the PC may need to work over the summer to get the budget done.

V. Strategic Planning Update
[Handout – UHCC Strategic Planning Council 3/21/14]
Honolulu’s strategic plan plan ends in 2015. The new plan is being discussed now at the UHCC System’s level and may be completed this summer.

Dean Ho gave an update on the reverse transfer or automatic conferral will help us meet the goal for this year; however, moving forward we are on the decline and not awarding what we should be awarding. For the past three years we have not met our degree/certificate performance measure.

This affects too, STEM graduates and we need to look at what programs have heavy Native Hawaiians. The Records office has been asked to pull the data and will share at the next meeting. Programs need to look at and understand the data in their area. Need to support initiatives like the 15 to Finish for students to take more credits. We also need to take a look at how many Distance Education classes we are currently offering.

The slide on page 11 is on the new plan that focuses on access/success for under represented populations: Native Hawaiians, Filipinos, and Pacific Islanders. There will be an added focus on part-time students taking (6-11) credits. Shift the focus of the College to Reading, Writing, and Math. STEM completion and transfer tracked for under represented groups in addition to general population. There will also be an added focus to increase student semester hours and lessen time to degree.

VI. Accreditation and Assessment Update – Dean Roberts-Deutsch
The financial report and the annual report had a new format that required more narrative. The reports will be in a form that will be posted and set to the campus and will post last years report.

Actionable Improvement Plan is being worked on by the committee and governing committees. The College has completed many of the items and
we will have a good doc to work from when we prepare for the mid-term. Two reports – follow up report in October, no follow up visit and a mid-term report due Spring ‘15 which will be our half way point.

ACCJC is proposing to extend the assessment period from 6 to 7 years and revise standard redundancy and place more emphasis on faculty evaluation.

The Assessment Showcase is scheduled for May 8th. It will be an opportunity to report back to the campus on survey results, report on Distance Education, and CTE programs to talk about their assessment methods. Part of the day there will be small working groups to follow up on the SLO inventories and to develop rubrics or other assessments.

VII. **Meeting Adjourned** at 10:12 am by Chair Stearns.

Next meeting to be held on May 23 at 9am.

*Minutes submitted by Billie Lueder.*