Planning Council Meeting Minutes
May 23, 2014
9:00 am – 10:00 am
Building 2 – 614


Excused/Absent: Russell Uyeno, Keala Chock, Rose Sumajit, Pat Patterson, Bert Shimabukuro, Jon Blumhardt, Silvan Chung, Monique Tingkang, Gerimi Tangonan

I. Call to Order: Chair Stearns called the meeting to order at 9:03 am.

II. New Members
A new member guide is available on the intranet to orient new members to the Planning Council. The AY 15 Monthly Committee Meeting Schedule was sent via email to the campus by Jeff.

III. Review of April 4 meeting minutes: No corrections to the minutes.

IV. Assessment Showcase Review - Erika Lacro/Marcia Roberts-Deutsch
Another assessment workshop will be held during duty week in the fall so faculty and staff can to continue to share ideas. As a campus, we need to know that assessment is going on and is being done.

There is a concern about SharePoint and its sharing capabilities. We need to look at a plan for a structure on data sharing.

The survey results from the end-of-year assessment workshop were positive: 135 attended, with 64 responses -- 40 faculty, 14 staff, 7 students, 3 administrators. Most of the responses were in the high 4 to 5 range (out of 5), showing attendees found the workshop useful. The outcome will be posted with an executive summary. Comments will be used to aid in deciding themes for the fall workshop.

The ILO-PLO segment at the workshop looked at linking the PLOs to the newly revised ILOs. The response to this workgroup was favorable.

The General College Meeting will be held on Tuesday this fall.

V. Data on Certificates and Degrees - Katy Ho
The following points were covered:
(Handout FY2014 TFST Allocation)
- Preliminary Graduation Data 2013-2014
- Reverse Transfers degrees to include ASNS and AA in Hawaiian Studies
- Reverse Transfer: those students who moved on to 4-year and did not petition to graduate from HonCC, even though earned the degree by completing course requirements. Students will be notified and they will have a few weeks to accept the reverse transfer.
- HonCC is proactive among the other CCs about automatic conferral of degrees, thanks to the hard work of our counselors and records office for working on this task.
- Using Sheet Metal as an example, we need to ask programs to take a hard look at their degrees and make sure they are packaged correctly. Are we meeting the requirements of a certificate, for example?
- 25 students from fall were not included in the count due to two reasons:
- Missing or late grades from faculty
- Missing documents from students not from a campus in the UH system
  - A directive will come from administration to get faculty to submit grades on time.
  - Grades get rolled into a clearinghouse that has deadlines. Grades must be in on time.
    - There is a Banner automatic deadline for I-grades. If the grade is not changed, it rolls to an F grade or whatever grade given (I/F or I/A).
    - The process of petitioning for graduation may change next year.
- Automatic Conferral:
  - Need to look at certificates -- Does the industry want the Certificate of Achievement?
  - System policy for Certificates -- go back to the CCs 24 credits, and not to max 45 credits
  - 25 reverse transfers moving forward
- Velocity of Programs: December 2014 we will get this data
  - Driving this is STAR, GPS system for students
  - A student has to be admitted as a student to be in STAR
  - Access to STAR by faculty – we should think about giving access to division chairs and program liaisons

VI. Update on 2015-2020 Strategic Plan - Erika Lacro
(PowerPoint presentation)

In Fall 2014, John Morton will come back to the CCs to share the strategic plan.

We intend to create a summer working group with the Planning Council, CTE advisory boards, and administrators to do some cross work with our strategic plan and other plans. The strategic plan for our campus needs to be approved by December 2014 and implemented by Spring 2015.

Goal II focuses around non-credit students.

The CCs are looking at longitudinal data from the DOE, colleges, workplaces, and labor statistics.

For the HonCC plan we need to address the following components:
  - Part-time students
  - Distance Education
  - Noncredit students
  - Keeping the HR aspect
  - Sustainable infrastructure

VII. Next meeting: August 29th

A report back on the strategic planning

VIII. Meeting adjourned: Chair Stearns adjourned the meeting at 10:25 am.

Minutes submitted by Billie Lueder.