

# **Campus Leadership Team**

## **Honolulu Community College**

### **Meeting Minutes – January 7, 2008**

The regular meeting of the **Campus Leadership Team** was called to order at 1:03 p.m. in the Honolulu Community College, Building 2-214, by Erika Lacro, Interim Vice Chancellor for Academic Affairs.

**Present:**

Jon Blumhardt, Gary Boydell, Jerry Cerny, Dolores Donovan, Ralph Kam, Emily Kukulies, Erika Lacro, Jean Maslowski, Sandy Matsui, Irene Mesina, Lianne Nagano, Jim Poole, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, and Jarren Uyehara.

**Guest:** Ken Kato

**Absent:** Ralph Hiatt, James Niino, Kerry Tanimoto

#### **1. Welcome**

Erika Lacro welcomed everyone back for the Spring term. Erika welcomed John Blumhardt back from his sabbatical. Erika recognized Jarren Uyehara in her interim role as Director of Institutional Research. Erika and Sandy Matsui officially welcomed and introduced Kimberley Gallant, our new Mental Health Counselor.

#### **2. Approval of Minutes**

The draft minutes from the last CLT meeting on December 3, 2007 are attached to today's agenda. Erika mentioned that Marcia had circulated the minutes back in December. Erika requested any additional comments or corrections to the minutes be forwarded to her by end of business today so that the minutes could be finalized and posted.

#### **3. Updates and Announcements**

- 3.1 Jerry Cerny provided an update on Faculty Development sessions for the Spring.
  - a) March 24 and 25: UHCC Perkins funding will be used to host the Ford PAS training sessions. HCC will have approximately 15 spots for faculty. More to come on this as plans are firmed up.
  - b) Friday April 18: UHCC system-wide mini conference on assessment. There will be a formal registration held for this session, but Jerry felt that there would be enough room for any faculty who were interested in attending.
- 3.2 Erika directed everyone's attention to the agenda. Jarren had provided enrolment numbers from Spring 2007 and 2008 for comparison. At this point, 2008 enrolment is up by 129 in full time, day classes and by 259 in apprenticeship.
- 3.3 Erika reviewed the dates for the Summer term (see today's agenda). Erika requested the Division Chairs to please work closely with Ken Kato as the schedule of classes is developed in order to maximize access to the buildings for maintenance and repair activities while minimizing the disruption to summer classes/students. Erika also

suggested that the Irene and the other library staff review the planned maintenance schedule along with faculty needs so as to identify a period where the library may be closed for the scheduled repair work.

- 3.4 Irene Mesina notified the CLT that Linda Soma, a full time instructor in the Library had retired at the end of December. With the earlier retirements of June Higa [retired at the end of October] and Linda Ching [retired at the end of December], this latest retirement leaves the library short one full time faculty member and two full time support staff. Irene mentioned that she is looking at emergency hires to help staff the library and maintain operational hours.
- 3.5 Jim Poole reminded the CLT that the Board of Regents will be meeting at HCC on March 13 and 14. The FSEC chairpersons meet at the same time/location. Jim requested that he be kept in the communications/planning loop for the sessions to ensure the room needs of the FSEC are met. Marcia reminded everyone that CPC and the Planning Council are also scheduled to meet on March 14, and asked if that would be a problem. Jim suggested that the meetings should be able to run concurrently without any difficulty.

#### **4. Student Services – Sandy Matsui**

- 4.1 Sandy introduced Kimberley Gallant. Kimberley is HCC's new Mental Health Counselor. Sandy reviewed Kimberley's background and extensive experiences. Sandy stated how very fortunate HCC is to have secured Kimberley as our counselor.

Kimberley indicated that she was pleased to be joining HCC. She also requested that she be allowed to sit in on some classes in order to observe faculty and student interactions.

Sandy indicated that there will be an announcement forthcoming on the process faculty should use to refer students to Kimberley.

Ken asked about Kimberley providing some training to his security staff on how to deal with students with mental health issues.

Dolores asked Sandy/Kimberley about a specific student situation. Sandy indicated that Kimberley will be the first contact for all of our faculty/student concerns, but that Kimberley will also be in a position to make the appropriate referrals to outside agencies for additional support services.

- 4.2 Upcoming Community College Survey of Student Engagement (CCSSE)  
Sandy indicated that this annual survey will be conducted again in the spring term. Sandy requested that the faculty please be advised that some of their classes will be chosen for implementation of the survey. The survey itself will take the majority of the scheduled class time to complete (approximately 40 – 45 minutes). Sandy anticipated that the actual implementation will take place sometime in March or April.

Sandy indicated that we normally get about 3 – 4 week’s notice before the actual survey date. She will advise the Deans and Division Chairs of the date just as soon as she can so that the individual faculty involved may have some time to plan for the lost class period.

Erika also indicated that ten (10) extra questions will be added to the survey this year – all relative to the Achieving the Dream initiative. As a result, HCC will not have the opportunity to add any additional questions this year.

- 4.3 Student Postcards – Sandy displayed a sample of the postcard that the UHCC marketing office has sent to “missing” students. The target for the mailing was the students who had started in a program, and for whatever reason, had left the program within the last year. The postcard was an invitation to return to complete their studies. Approximately 4,000 postcards went into the mail in November. Of that list, 499 were HCC students – and these students are identified by major. Sandy inquired as to whether the program areas would like to follow-up on the mailing with their specific students.

Sam asked what privacy issues were involved in sharing the list. Sandy indicated that the program may have the list of “their” students without any difficulty, but may not have the entire list.

Sam requested a breakdown of the 499 names by program major.

Sandy requested that the program faculty contact her directly for their list of names should they wish to undertake any follow-up on this mailing campaign.

- 4.4 Change in Registration Dates – Sandy announced that a change has been made in the early registration dates for Summer 2008 and Fall 2008. Due to the fact that the usual registration date conflicts with the international Banner conference which many of our Banner staff attends, the UHCC system has agreed that the early registration date will be April 21<sup>st</sup>, 2008.

Ralph Kam asked if there was going to be an upgrade to Banner this year. Sandy indicated that a new version is under development, but will not be implemented this year.

- 4.5 Disenrollment Process – Sandy announced that the UHCC system has agreed to a revised implementation of the disenrollment (purge) process. After the Spring 2008 term, there will be only two disenrollment dates. The specific dates are to be confirmed, but Sandy suggested that the first one for the Fall 2008 term will likely occur in late June or early July, and the second sometime in August. This involves the students who are removed from the classes they have registered for because of nonpayment of their tuition fees. The implication of this change is that HCC will cease its current practice of removing students every five (5) business days.

Sandy went on to indicate that this system-wide change will necessitate HCC reviewing and revising some of its policies with regards to the student registration/payment process (such as attendance, fee payment, student withdrawal from classes, tuition refunds and financial aid).

Jarren indicated that for the Spring 2008 term, the old practice of removing students will continue.

Ken asked how the students will be informed of this change. Sandy replied that an intensive information campaign is being planned, utilizing such vehicles as MyUH, all printed publications, and notices on the web site.

Sam asked about the practice that many faculty follow with regards to requesting the withdrawal of students because they are “no shows” at the beginning of classes. The purpose in doing this is to open up seats for those students who are waiting to get into a particular course/section. Sandy encouraged faculty not to request a disenrollment solely for non attendance. Sandy also indicated that faculty will certainly be consulted, as will CLT, as the policies are revised with regards to this issue.

At the conclusion of this discussion, Erika asked Sandy about New Student Orientation for Spring 2008. Sandy replied that the orientation sessions are set for 8:30 am this Wednesday and Thursday (January 9<sup>th</sup> and 10<sup>th</sup>). Sandy invited all faculty and staff to attend and welcome our new students. Sandy also indicated that the academic counselors are continuing new student registration sessions throughout the week.

#### **5. Spring 2008 CLT Meeting Schedule**

The meeting schedule for the Spring 2008 term was attached to the attendance sheet for this meeting. It is attached to these minutes for your review. Please sign up to volunteer as the Recorder for one of the meetings.

The time for the meetings was discussed. It was agreed that the meetings would begin at 1:00 pm.

#### **6. Laulima Update**

Erika informed the group that the expiration date of support for WebCT is scheduled for September 28, 2008. Erika informed everyone that the UHCC IT staff have now created production accounts within Laulima for every CRN for the Spring 2008 term. Faculty can go to <http://laulima.hawaii.edu/portal> to gain access to their courses. Erika indicated that a “coaching” team was being put together to assist faculty with the transition from WebCT into Laulima.

Jerry Cerny indicated that Vern Takebayashi and Sharon Vest had volunteered to offer tutorial sessions for faculty. Jerry indicated that there would be two training sessions set up for Fridays at 9:00 am in room 2-606. (Note: Subsequently to this meeting, Jerry sent out an e-mail announcing these sessions. Please see attached copy of his e-mail.)

Ralph Kam asked what is to happen for faculty who choose not to use Laulima. Erika indicated that she would look into that question and report back to CLT.

Sam asked if the students were to use their UH account number to access Laulima courses or their HCC account number. John/Jerry both answered that the students must use their UH account. Irene raised a concern that the library staff had not been made aware of this change. Discussion ensued. It was decided that Bill Becker should be invited to an upcoming CLT meeting to provide an update on this issue.

## **7. Perkins Mini-Grant Awards**

Gary Boydell provided an update on the Perkins Program Improvement Grant Awards. HonCC received a total of \$77,551.00 in awards for eight (8) projects covering such programs as ABRP, AMT, CENT, Diesel, OSM and RAC. An additional \$25,000 was awarded for the purchase of the SARS scheduling software for the Academic Counselors.

## **8. Other Issues**

8.1 Jim indicated that the Accreditation Oversight Committee requires a representative member from the CLT for the Spring 2008 term. Anyone interested should contact Jim.

8.2 Marcia asked about the scheduling of classes for Summer 2008 and Fall 2008. Marcia indicated that she had a request to provide information regarding “parts-of-term” courses and was uncertain as to the meaning of the request. Marcia asked: “where are we in the process?”.

Erika indicated that she will meet with Jarren and provide additional information to all.

It was pointed out that at the beginning of the process of scheduling a new term, it is always useful to have the “old” or most recent term (ie. summer 2007 to summer 2008) rolled over. This provides the faculty and the Division Chairs with a useful reference point.

For Summer 2008, there was some discussion about which courses the Running Start students may wish to have access to. Erika requested that Jean provide a list of the courses she thinks these students might wish to take. Further discussion ensued with regards to the number of Running Start students that attend in each term. Sandy indicated that she expects these numbers to grow in the coming years. Sandy indicated that the Running Start students are now eligible to take any 100 level or above course that their high school selects for them. Sandy indicated that if HCC could develop a schedule of classes for a longer period (ie. a year in advance), that would greatly assist the Running Start students and their high teachers to plan their path with us.

8.3 Ken reminded everyone that as they plan their Summer 2008 schedule of classes, there will be the renovation work taking place on buildings 2 and 7. Building 2 will have

mostly exterior repairs and painting done. This work may cause periodic/sporadic significant noise interruptions. Building 7 will have both internal repairs/replacement work done, as well as roof repairs.

Erika requested that the Division Chairs please notify her and Ken of any specific room requests or concerns for the summer.

Ken mentioned that he was particularly concerned about the ICS100 lab classes and the PCATT training sessions in building 2. Sam asked if Ken was concerned enough to recommend NOT running the classes. Ken said yes.

- 8.4 Irene asked about the status of our accreditation activities. Jim indicated that March is the due date to submit our updates to ACCJC. The primary focus is the four (4) recommendations that were made during the last review visit. Jim indicated that these recommendations are only a part of the larger matrix of issues to be reviewed. Jim/Erika will provide the matrix for review. This matrix and the issue of accreditation will be added to next week's CLT agenda.
- 8.5 Erika reviewed the list of upcoming agenda items. These are mainly issues that were mentioned/briefly touched upon in the fall that remain to be addressed in greater detail.

**Adjournment:**

The meeting was adjourned at 1:50 p.m. by Erika Lacro, Vice Chancellor for Academic Affairs. The next general meeting of the Campus Leadership Team will be at 1:00 p.m. on January 14, 2008, Honolulu Community College, Building 2-214.

Minutes submitted by: Gary Boydell, Recorder

**Spring 2008**  
**January 7, 2008 – May 5, 2008**  
**CAMPUS LEADERSHIP TEAM (CLT)**  
**SCHEDULE OF MEETINGS and RECORDER FOR THE MEETINGS**

**Please mark your calendars for CLT meetings–1/7/08 and the next 4 Mondays, then every other Monday, thereafter. Agenda items may be emailed to Erika Lacro ([lacro@hcc.hawaii.edu](mailto:lacro@hcc.hawaii.edu) or Renette Sonomura ([renette@hcc.hawaii.edu](mailto:renette@hcc.hawaii.edu)).**

Campus Leadership Team Members (20 Members):  
 Jon Blumhardt, Gary Boydell, Jerry Cerny, Dolores Donovan, Ralph Hiatt, Ralph Kam, Emily Kukulies, Erika Lacro, Jean Maslowski, Sandy Matsui, Irene Mesina, Lianne Nagano, James Niino, Jim Poole, Sam Rhoads, Marcia Roberts-Deutsch, Bert Shimabukuro, Mark Silliman, Kerry Tanimoto, Jarren Uyehara & Ken Kato (Guest)

A Signup sheet for recorders will be circulated at the first meeting. Please sign up. Thank you.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Recorder</b>
01/07/08	1:00 – 2:30 pm	Bldg 2, Room 214	Gary Boydell
01/14/08	1:00 – 2:00 pm	Bldg 2, Room 214	Mark Silliman
01/21/08	No meeting, Martin Luther King Holiday		
01/28/08	1:00 – 2:00 pm	Bldg 2, Room 214	Bert Shimabukuro
02/04/08	1:00 – 2:00 pm	Bldg 2, Room 214	Jon Blumhardt
02/11/08	1:00 - 2:00 pm	Bldg 2, Room 214	Irene Mesina
02/25/08	1:00 - 2:00 pm	Bldg 2, Room 214	
03/10/08	1:00 - 2:00 pm	Bldg 2, Room 214	
03/24/08	No meeting, Spring Recess		
04/07/08	1:00 - 2:00 pm	Bldg 2, Room 214	
04/21/08	1:00 - 2:00 pm	Bldg 2, Room 214	
05/05/08	1:00 - 2:00 pm	Bldg 2, Room 214	

Dates and Times subject to change.

1/4/08  
 doaa\Spring 2008-Schedule&Recorder-daaa.doc

From: **Jerry Cerny** [jerry@hcc.hawaii.edu]  
Sent: Monday, January 07, 2008 3:32 PM  
To: faculty-l@hcc.hawaii.edu; UC Lecturers; Tech I Lecturers; Tech 2 Lectures  
Cc: admin-l@hcc.hawaii.edu  
Subject: [Tech2lecturers-l] Faculty Development Workshops on Laulima

Hi all, Did you know the WebCT expiration date for the University of Hawaii is September 28, 2008? Start now in learning the new Sakai/Laulima system.

Production accounts are now available for every CRN for Spring 2008.

Join our ICS colleagues, Vern Takebayashi and Sharon Vest, as they cover placing resources on your site and how to set up an online forum using Discussion and Private Messages. Two introduction to Laulima workshops have been scheduled with additional workshops to follow throughout the spring semester. Mark your calendar, bring a friend and attend one of these very informative workshops.

What: Introduction to Laulima Workshop  
When: 1) Friday, 1/18, 9:00 am  
      2) Friday, 1/25, 9:00 am  
Where: 2-606

Happy New Year. Have a great Spring 2008 semester!  
Jerry