

Planning Council Meeting
2/8/08
9:00 a.m. – 11:00 a.m.
2-614

Call to Order: 9:07 a.m. by Vern Takebayashi

Roll Call: Present: Ramsey Pedersen, Erika Lacro, Sandy Matsui, Scott Murakami, Jarren Uyehara, Jim Poole, Ross Egloria, Kyle Higa, Bill Becker, Bert Shimabukuro, Sam Rhoads, Marcia Roberts-Deutsch, James Niino, Cory Takemoto, Shanon Miho, Jonathan Wong, and Vern Takebayashi
Not Present: Brian Furuto, Ken Kato, Femar Lee, and student representative

Approval of Minutes: Minutes for 12/7/07 meeting were approved as submitted

- I. Purpose and Function of Governance Committees: Brief discussion revolved around the clarification of roles of CLT and PLANNING COUNCIL.
- II. Discussion of collegiality between both committees in regards to use of end-of-year monies and other committees where roles and purview overlap
 - a. Definition of Collegiality: Friendly relationship
 - b. Jim Poole brought up the BOR's definition of collegiality: Friendly relationship between Chancellor, Deans, the Faculty and the governance committees they can form
 - c. Ramsey clarified the BOR policy and its history. The ACCJC team members on a whole come out of the California system which has a "shared governance" model, not a collegiality structure. The model in Hawaii is different due to collective bargaining agreements and State Law (State Management Rights Act). ACCJC bases its recommendations off of the California model.
 - d. Jim Poole will come up with an MOU on collegiality. He recommends that PLANNING COUNCIL be put under Faculty under the collegiality agreement policy of the BOR
 - e. The point was brought up that the CLT is a management group, not a Faculty committee.
 - f. Discussion revolved around relationship of CLT and PLANNING COUNCIL, PLANNING COUNCIL sets long-term visioning, CLT acts as a tactical organization to implement the long-term vision
 - g. Motion: Vern moved that, "With consideration to end-of-year monies, the CLT will take into account the priorities of the strategic plan and will provide a report to the Planning Council."
 - i. Sam, 2nd
 - ii. Motion passed
- III. Assessment and Planning Guide
 - a. PLANNING COUNCIL will review Jim's proposed plan.

- b. Jim will post to Laulima site and planners-l
- c. Motion: “The Planning Council will adopt as a working document the Assessment and Planning Guide with the agreement that it will continue to develop and refine it in the future
 - i. 2nd
 - ii. Motion passed unanimously

IV. Small Program Vulnerability

- a. Discussion began on how to best protect our small programs (compared to peer groups on other campuses)
- b. Small programs may need to be consolidated
- c. Small programs may be defined as those with one or two faculty
- d. Definition of viability for a program needs to be made
- e. This not a critical issue at the moment but is one that needs to be planned for.
- f. PLANNING COUNCIL will continue to discuss, Ramsey suggested discussing this over the summer along with the CPC.

V. Motion for all Division Chairs from University College to Serve on PLANNING COUNCIL

- a. Introduced by Marcia via memo
- b. Jim discussed the collegiality issue again
- c. Ken, via e-mail, brought up the concern that the PLANNING COUNCIL is a campus-wide body, not a faculty body as Administrators do sit on the PLANNING COUNCIL as ex-officio
- d. Motion: by Jim, “PLANNING COUNCIL become a Faculty body as to align it with the BOR policy.”
 - i. Motion not seconded
 - ii. Motion died
- e. Marcia moves that, “All Division Chairs of the University College serve on the PLANNING COUNCIL”
 - i. 2nd by Sam
 - ii. Motion passed unanimously

VI. Program Review Process

- a. Discussion revolved on the form Program Assessment reports should come in to the Planning Council
- b. Wording of PLANNING COUNCIL’s achievements and work in progress

VII. Amendment to PLANNING COUNCIL Charter to Revise Membership [Delete Director of International Affairs and replace Accreditation Liaison with ALO]

- a. PLANNING COUNCIL voted for this via e-mail discussion and was in favor of removing the Director of International Affairs and replacing the Accreditation Liaison with the ALO.
- b. Recommendation will be forwarded to FSEC (Jim to take back) and SSEC (Jarren to take back). All three groups (PLANNING COUNCIL, FSEC and SSEC) will forward recommendation to Chancellor

- VIII. Strategic Planning Review
 - a. Ross has agreed to provide summary report to PLANNING COUNCIL for each program assessment
 - b.
- IX. Budgeting Process
 - a. Ramsey discussed the Budgeting Compact
 - b. Discussed Program Review
 - c. Wants to hold a Town Meeting to discuss the process and all its inter-related pieces
- X. Alignment of UHCC Strategic Plan Goals
 - a. Alignment of Old Goals with New Goals
 - b. Do we want to start from scratch?
 - c. Do we need a subcommittee to realign the goals?
 - d. Should we send it back down to the programs and have them realign the goals?
 - e. Vern is developing an online database that will build the Strategic Planning Document
 - f. A subcommittee will be formed to work on aligning the goals
 - g. Ramsey clarified the planning process: System Plan, UHCC Plan, Campus Plan, Bi-ennium Budget. Campus should move forward in developing its plan and not wait for the System Plan to be finalized
- XI. Public Relations Process
 - a. Based on 12/7/07 meeting minutes, Bryan announced flow process from Public Relations soon, PLANNING COUNCIL would like to review that when available.
- XII. Next Meeting: Friday, March 14, 2008, 9am – 11am, 2-614
- XIII. Adjournment
 - a. Meeting was adjourned at 10:47 a.m. by Vern Takebayashi