

## PLANNING COUNCIL MEETING NOTES

*Notes from Friday September 8, 2006*

**Members Present:** Vern Takebayashi, Cynthia Smith, Marcia Roberts-Deutsch, Sherrie Rupert, Kyle Higa, Bill Becker, Cory Takemoto, Scott Murakami, Von Scott-Wong, Libby Jakubowski, Sam Rhoads, Stacy Rogers, Sharon Ota, Sandy Matsui, Allen Tateishi for Bert Shimabukuro, Jarren Uyehara for Jan Lubin, Rob Edmondson for Stacy Rogers; Ramsey Pedersen

**Not Present:** Ross Egloria, Jan Lubin, Bert Shimabukuro, Stacy Rogers

**Convener:** Mark Silliman

**Note taker:** Nida Chock

Mark Silliman called the meeting called to order at 9:00 a.m.

### **TOPIC: Opening Remarks (Mark Silliman)**

- 1) Mark welcomed everyone back and members introduced themselves.
- 2) Mark announced that he would convene the meetings with Robert's Rule loosely while Brian is on leave and Nida will take notes.

### **TOPIC: Review and Approval of Old Minutes (Mark Silliman)**

Mark asked if anyone had any modification/deletions/additions and Nida will make notations accordingly.

***Vote: Approve the minute as is:***

- Cynthia Smith moved to approve the minutes.
- Marcia Roberts-Deutsch seconded the motion.
- ***Motion was unanimously agreed upon.***

### **TOPIC: Operational Issue: Meeting Dates for November (Mark Silliman)**

Marcia suggested the 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 9:00 am – 11:00 am due to the upcoming holidays and to make sure the CPC meetings do not conflict with the PC meetings.

***Vote: Meeting Schedule for November:***

- Sam Rhoads proposed 1<sup>st</sup> & 3<sup>rd</sup> Fridays of November.
- Cynthia Smith seconded the motion.
- ***The motion was unanimously agreed upon.***

Beng Poh mentioned that the accreditation team will be here from October 23 - 26 and suggested having them attend our meeting. Attending one of our meetings would be great since it's one of our highlight and strong points that we have moved forward in planning.

It was unanimously decided that Wednesday, October 25 at 2:30 pm be set for the accreditation team to attend.

Cynthia will make arrangements for the October 25 and Nida will check on the November dates.

**TOPIC: Re-establishment of the Distance Education Committee (Cynthia Smith)**

Last year there was an Adhoc group on dealing with the development of a Distance Education (DE) Plan so that we have a plan for DE efforts.

Ken Johnson did an excellent job convening but is no longer on the committee this Fall and will not be continuing those duties.

Recommends that we find out where things were left and reconstitute a new Adhoc committee to continue at least in terms of fact finding. There is no report that some of the facts that we were looking for in terms of costing, effectiveness, etc.

She would like to continue with the DE planning and kick-start that again.

Vern Takebayashi was on last year's committee and one of things that was decided was that any new DE course has to pass muster with DE Review Board. Anything that doesn't pass will not be allowed to happen. It was the main thing that was decided on at that point. Tele courses were also discussed as to whether they actually are able to get the funds to make them 504 Compliant. If there is not enough to do that than Jon Blumhardt suggested that they not be offered. A large part of what needs to be done is whether we are compliant with the various sections of ADA.

Bill Becker stated that any DE efforts has to have a close relationship with the ADA advisors group because they have a lot of input before courses get offered so that we don't end up retrofitting.

Marcia asked if the committee discussed assessment of DE courses.

Vern stated that the assessment issues were discussed and agreed that it needs to be done. No mechanism was set and the committee did not get that far with the discussion.

Ramsey mentioned that we have 1800 courses out there in the University System. The issue of ADA compliance is a university-wide issue that has to be deal with. It's not just our campus' issue and so that they have to take action.

Ramsey reported that the Chancellor's would start talking about reconvening the Distance Learning committee of the community colleges separate from the University so the university can start dealing with some of our issues again.

Vern suggested that any new or existing courses the recommendation was that a text version of their lectures was available.

The committee wanted to say that for any new courses that's a requirement if that's the only way to basically make it ADA compliant. But it was only a recommendation the committee wanted to make.

Cynthia will check on the DE committee minutes that were sent out and can be passed on and share with the PC members of what needs to be done to continue.

Still need to look at resources, current status of assessment of classes, fact finding of how much courses are costing across the board, etc.

Cynthia will talk to Ken if there's any proposal that needs to be brought up now and what further work needs to be done. Do we continue with the last group or start a new group?

Bill and Beng Poh said that if the old group is willing to continue that would be better.

Sharon stated that Sheryl Legaspi needs to be replaced due to a new appointment.

***Vote: Cynthia to reconvene and start the Distance Education subcommittee but not chair and will replace personnel if needed.***

- Cynthia Smith proposed the motion
- Bill Becker seconded the motion
- ***The motion was unanimously agreed upon***

### **TOPIC: Status of Administrative Assessment (Ramsey Pedersen)**

- Collecting all of the evaluations done last year from administrators that have their accomplishment and outcomes in terms of their activities as well as goals for their units this year in terms of what they want to do
- Evaluations will be depersonalized and not made public just like the faculty evaluations
- All contents in terms of units and activities will be placed forth ~~ we'll have the management and the outcomes
- Administrators are evaluated on the 360 Evaluation (Online evaluations from constituents from the outside, peers and subordinates) ~~ only people in the University that are evaluated on the 360. Evaluators come from a list of names that the immediate supervisor and the individual being evaluated selects from
- Will ask Brian to take that aggregate data in terms of performance of all administrators and give you the means across the scale and make that public in terms of the overall administrative evaluation process ~~ given this information, it should be able to tell you the information that one needs to assess where you are, what your outcomes are and what you've achieved ~~ This will be the administrative review
- We will review ourselves as an administrative unit. No individual review of administrator will be done
- Administrators will reviewed as a group and made public before accreditation

- Data collected will be used as a baseline. We will see how useful that is and decide if there are other things we want to do

Cynthia suggested that Ramsey write a template/timeline of said assessment process. Also make clear what is to be shared with the campus. Most importantly, the goals set by administration, and how and when these goals are to be met and how and when it is shared with the campus so they can be assessed on it the following year.

Ramsey said he would have the template/timeline available in the Fall.

Vern asked whether or not the goals will be made clear, who or what unit is being described and who they are associated with if the evaluations are depersonalized

The administrators had both 360's and self-evaluations in terms of major outcomes of the year of their units that they lead, and the work that they did and the goals for the next year. We can roll them out by instruction, academic support, PCATT, etc. so we can clearly see these are the units and these are the kinds of things that the units did in terms of outcomes and future goals and what the Chancellor's office did. The actual data on the evaluation will not be identified.

Sandy Matsui stated that she had no idea who evaluated her at HCC as well as on other campuses.

Ramsey stated that it (the evaluation process) was at the system level and Cynthia suggested that maybe it should be brought up at the system level that more information is needed and that if it's comments are not clear then it does not help to make improvement.

Ramsey will be putting an assessment package together before the accreditation meeting and will report to the Planning Council before being presented to the accreditation team.

Pre-visit by the accreditation team Chair will be Sept. 22 to meet with Sharon Ota, Cynthia, Beng Poh in the morning and meet with Ramsey in the afternoon.

Deadline for standard chairs is September 18 to be compiled and send out to PC before the October 13 meeting.

October 13, 2006 PC meeting will be strictly for the planning agenda and other items required to meeting the accreditation requirements. No other agenda items will be solicited. We might not be able to discuss Administrative Assessment at the October 13 meeting because Brian is on active duty leave and it would depend on what and how much he gets done when he returns in early October.

Cynthia stated that the PC needs to decide how it (conduct of the strategic plan review) will be facilitated as individuals or as a group at the next meeting.

Ramsey gave the following report on budget:

- Budget is being prioritized and put together in tiers

1<sup>st</sup> Tier

- a) funding of positions not totally funded in the past supplement budget
- b) demand fund for colleges who can show **demand** in specific areas above and beyond what their resources are to be able to tap for additional sections

2<sup>nd</sup> Tier

- a) Hawaiian items
- b) Student Service
- c) Workforce Development
- d) Lease

3<sup>rd</sup> Tier

- a) Everything else

- The President prioritizes the list and presents it to the Legislature along with the budget
- BOR will make its decision on the budget in October and forward it to the Legislature in November/December
- Brian Furuto was hired to keep our face in the Legislature
- We have cornered the market as it relates to Workforce Initiative with the Construction Academy (\$150,000; \$173,000, \$450,000 grants and \$700,000 plus supplies)
- There are no new workforce initiative in our budget request

Beng Poh ~~ Does it matter/make a difference if we expend a lot of our energy and commitment in setting priorities for our campus if the President makes the decision? Yes, it matters a lot.

Ramsey stated that we need to let the President know what we want and he will look at them and prioritize the items from there. The “title” and “wording” need to be more detailed and specific.

Sharon stated that we should “pull requests straight out of the strategic plan” when putting together a request.

Ramsey said that HCC’s Strategic Plan has to line-up with the strategic plans of the university in terms of the President’s specific goals and in terms of what was developed.

Cynthia stated that we need to do planning or get a commitment from the President instead of always dealing with “add-ons” (item put in that are not a part of the BOR budget).

Liberal Arts support the programs that provide workforce development. This statement needs to be added to the strategic plan in terms of its importance.

## **Announcements**

Sharon Ota announced that she is overseeing and guiding the strategic plan review process, which identifies August and September for the administrative review. The administrative team has been advised to begin the process and to meet with their respective units and programs to get input. Go back to your constituents and have them review the plan (on the web). She recommended getting started in September because October is a busy month.

Cynthia reported that the Self Study report went out Wednesday (9/6) and was received by Friday (9/8) thanks to the hard work and efforts of everyone involved.

## **TOPIC: Disposal of Units (Equipment being replaced)**

- Apple Company will pick up everything that is being disposed of system wide once it gets approved
- There will be a “1-shot” deal and we need to get everything together otherwise it won’t be picked up
- Make sure equipment to be disposed has been removed from your inventory and all hard disk memory deleted/erased
- The Technology Advisory Committee will be asked to provide input on a policy for erasing the data on the hard drives
- There is no space available on campus to store units before the pick-up date
- Ken Kato will resend the email regarding disposing of monitors & heavy equipment in dumpsters

Next meeting is scheduled for September 22 but Cynthia, Beng Poh and Sharon will not be able to attend.

### ***Vote: Move September 22 meeting to September 29***

- Rob Edmonson made a motion
- Marcia Roberts-Deutsch seconded the motion
- ***The motion was unanimously agreed upon***

Agenda for the next meeting so far is disposal of items and discussion of how the Planning Council can best disseminate the Strategic Plan for campus-wide review

Next meetings will be September 29 and October 13 from 9:00 am – 11:00 am and October 25 at 2:30 pm.

Mark adjourned at 10:31am.