

**HONOLULU COMMUNITY COLLEGE
STRATEGIC PLANNING COUNCIL**

**MINUTES
October 12, 2007**

Members present: Brian Furuto, Erika Lacro, Sandy Matsui, Ken Kato, Scott Murakami, Beng Poh Yoshikawa, Jan Lubin, Jim Poole, Ross Egloria, Kyle Higa, Bill Becker, Bert Shimabukuro, Sam Rhoads, Marcia Roberts-Deutsch (Recorder), James Niino, Cory Takemoto, Shanon Miho, Vern Takebayashi (Chair), Jonathan Wong.

Members absent: Ramsey Pedersen.

Guests: Keala Chock, Jan Petersen.

The meeting began at 9:00 a.m. in 2-416, the classroom newly configured for MELE classes. Members of the Strategic Planning Council (SPC) were introduced to representatives from Belmont University, HCC's partner in this venture, including President Robert Fisher and Dean Wesley Bulla. Chancellor Pedersen also spoke about plans to convert the old Machine Shop into a MELE Center. The SPC then moved to 2-614 for the remainder of the meeting.

Approval of Minutes: The minutes from the September 14 meeting, prepared by Cory Takemoto, were approved as presented. (M/S: Yoshikawa/Roberts-Deutsch; unanimous.)

Discussion of administrative location of MELE: Vern Takebayashi thanked Chancellor Pedersen (in absentia) for allowing the SPC to play a role in making a recommendation as to the best alignment of this new program within the college. Keala Chock, who is serving as coordinator for MELE, noted that it is a new and interdisciplinary program that involves components of business, audio-engineering, with a strong Liberal Arts core. His primary concern is that we make a decision that will best serve MELE, the college, and the music industry in Hawai'i.

Vern Takebayashi asked each SPC member and guest to speak in turn about the central issue of whether MELE should be housed in University College or Tech II. Given the interdisciplinary nature of the program, as noted by Keala Chock, the question of "best fit" was an important part of this discussion. Comments from members and guests present, summarized here, touched on a number of issues, including the importance of retaining a Hawaiian emphasis in addition to business and technology, the kinds of degrees offered, transfer and articulation options, the need to continue to have someone directly responsible for the program in the initial stages of its growth and development, independent of administrative alignment within a division. Sam Rhoads proposed that rather than trying to decide whether to put MELE in either UC or Tech II, a new division be created, Interdisciplinary Studies (IS), that would house MELE and other programs of a hybrid nature. The model was of interest to SPC members, and will be discussed further, but it did not resolve the more immediate concerns of how to manage the process of curriculum

development and review, which needs to move through a Division Curriculum Committee (DCC) and the Committee on Programs and Curricula (CPC.) After further discussion, it was agreed that, for now, Keala Chock would work with Marcia Roberts-Deutsch and Sam Rhoads in preparing program and curriculum proposals, which would then be reviewed by a jointly constituted committee of the UC-DCC and the Tech II DCC.

Vern Takebayashi summarized the deliberations as follows:

1. For now, the SPC makes no recommendation as to MELE's alignment with an existing Division.
2. Marcia Roberts-Deutsch and Sam Rhoads will assist Keala Chock, as needed, with curriculum proposals.
3. A joint DCC will review those proposals and forward them to the CPC.

The SPC took formal action on this process and approved it. (M/S: Becker/Lubin; unanimous.)

It was also moved that the SPC should conduct a straw poll of initial response to the concept of a new IS division, which members of the SPC supported. (M/S: Rhoads/Poole; unanimous.)

HCC Statement on the relation between Assessment and the Strategic Plan: Vern Takebayashi asked members of the SPC to review a revised version of this document, noting that it integrates various aspects of assessment into the planning process, including for start-up or seed projects where data are not initially available. The statement was approved and will be forwarded to the Chancellor. (M/S: Takemoto/Roberts-Deutsch; unanimous.)

Discussion of the Strategic Plan cycle: This agenda item was tabled to the November meeting of the SPC.

Discussion of support for conversion of website materials by DE faculty: Jan Petersen, DE Coordinator, provided an overview of the problem and its current status. The UH system will be moving from WebCT to Sakai, but has not provided a definite timetable, though it is assumed that the migration would need to be completed by Fall 2008. Jan Petersen, who has been meeting with HCC's DE faculty, acknowledged the need to provide answers and support for faculty in making this transition. She noted that there are three categories of faculty with different needs: 1) faculty who teach cable courses (not problematic, and Elton Ogozo can assist them with individual needs); 2) faculty who teach online courses who use WebCT (can be handled with the mass migration); and 3) faculty who teach online courses whose resources are not on WebCT. It is this last group which is faced with the most problems, since their online materials would need to be moved individually—potentially a very time-consuming process. Bill Becker indicated that they could continue to house their materials on the HCC server, but longer-term management of this issue needs to be resolved. It was noted that this may be an issue that should be handled by the CLT rather than the SPC, and VCAA Erika Lacro will follow up.

Use of Moodle for SPC online discussions: Bill Becker, who has been working on this question, indicated that this would be available soon. Erika Lacro asked why use Moodle

and not Sakai for this purpose, and Bill Becker noted that it worked better for smaller-scale meetings.

The meeting was adjourned at 10:57 a.m.

Respectfully submitted,
Marcia Roberts-Deutsch

NOTE: The Strategic Planning Council meets next on Friday, November 2, 2007 at 9:00 a.m. in 2-614.