

**HONOLULU COMMUNITY COLLEGE
CAMPUS LEADERSHIP TEAM**

**MINUTES
September 21, 2009**

MEMBERS PRESENT: Mike Barros, Jon Blumhardt, Farah Doiguchi, Dolores Donovan, Emily Kukulies, Erika Lacro, Ralph Kam, Sandy Matsui, Mario Mediati, Irene Mesina, Shanon Miho, Lianne Nagano, Ron Pine, Sam Rhoads, Marcia Roberts-Deutsch, , Mark Silliman, Jolene Suda, Jonathan Wong.

Absent / Excused: James Niino, Bert Shimabukuro, Kerry Tanimoto.

I. UPDATES AND ANNOUNCEMENTS:

Erika Lacro announced that President Greenwood will meet with FSEC, take a brief tour of the campus and be shown MELE, AEC, PCATT, METC, PVS, library and Building 2 rooftop. Announcement of the campus-wide forum with President Greenwood is forthcoming. The entire campus community is invited to attend. The College will also host a luncheon with the admin team as well as representatives of various governance bodies. Erika also added that the President will be shown Building 5 in order to underscore the need to improve the condition of our Science facilities.

Ron Pine mentioned that President Greenwood will first meet with FSEC. Ron voiced a number of concerns such as the privileges of faculty housing that have been extended for UH/M faculty but not for UH/CC faculty and the issues of articulation. He referenced a Memorandum of Understanding. Erika remarked that CCAO discussed the MOU and agreed that all students who meet core on one campus will be accepted by other campuses. If the core is different, then some students will have to make up. Math 111 has not been articulated. UH Manoa does not feel Math 135 meets their graduation requirement. Marcia Roberts-Deutsch noted that the requirement for consultation has not been honored.

Mike Barros reminded the CLT membership that the Construction Career Days (CCD) were scheduled for October 22 and 23* and asked for advice on how to get the word out. Emily Kukulies and Sandy Matsui indicated that an e-mail blast could be sent to all students. Erika recommended that a message be sent to the campus via hcc-admin-announce-bounces@hcc.hawaii.edu .

* N.B.: [The CCD schedule was subsequently changed to October 21 and 22 due to the DOE furloughs that affects Friday classes.]

Irene Mesina announced that they ATM has been installed in the library and will be operational soon. She will send out an email when it is operational.

II. APPROVAL OF MINUTES

The minutes of September 14, 2009 CLT meeting were approved with minor corrections and will be posted.

III. TOWN HALL MEETINGS:

Dates and topics for Town Hall Meetings during the fall semester have been set as follows:

Monday,	September 21 st	2:30 pm: Accreditation Midterm Report
Thursday,	October 22 nd	2:00 pm: Student Success
Monday,	November 23 rd	3:00 pm: Re-organization

Marcia informed the CLT members that an accreditation meeting was held last week. The Midterm Report is due on October 21, 2009. Friday, September 25, 2009 is the deadline for revisions.

Emily Kukulies distributed the following three handouts:

1. Monster College Advantage
2. New Student Orientation
3. Announced that there will be a debate 11:30 wed will be videoed. Gather at the lounge
4. Open house and opening gala, 11 am to 2 p.m. Bldg 7-432 Native Hawaiian Center.

IV. REGISTRATION SESSION EVALUATION: Sherrie Rupert & Rona Wong

Sherrie presented information and data on the various registration sessions. She reported that the College did well for just twelve (12) days. Sherrie and Rona distributed a summary table. (See below) She proposed that the sessions be cut back to two hours. Three hours seemed to be a bit long. Rona has developed the online version. Sherrie informed the Committee that each student is contacted by phone – approximately 900 students.

A question was raised: “Were you able to track the student cohort?” Sherrie replied that she is working with Steve Shigemoto to compare the two groups. Dolores noted that some students were quite comfortable with the UH portal. Students leave the session having registered for some of their courses. A second question was asked, “Do you know how many came in with COMPASS?” Sherrie replied, “All students have been tested. There is campus policy to place students into the course required by compass placement. Students cannot get past BANNER holds.” Recommended having Steve check to see if students took Math/Eng and compare them with other students.

Sandy Matsui commended their work. Scheduling was very challenging and the online version was a major accomplishment. Kudos!

69 sessions scheduled — 33 VOC, 28 LBRT, and 8 MIXED sessions

57 sessions conducted, 12 cancelled — 29 VOC, 20 LBRT, and 8 MIXED sessions

April 21 — 30 2 weeks with 4 sessions per week
 May 5 — 14 2 weeks with 3 sessions per week
 May 19 — July 8 (scheduled 4 sessions per week)
 4 weeks with 2 sessions per week
 4 weeks with 3 sessions per week
 July 14 — July 29 3 weeks with 4 sessions per week
 Aug 4 — 6 3 sessions that week
 Aug 10 — 14 8 sessions that week

Signed up — 954 students

Attended - 777 students

Show rate - 81%

Average show rate per session — 66%

Online registration became available August 14 and was taken down on August 26, 12 days later. In that time 68 students viewed the site and answered the quiz correctly to have their holds lifted and 54 actually registered. Of the 54 who registered, 28 came in to see a counselor. Below is the summary of the registration session evaluations. We were not consistent in gathering the evaluations hence the low total number.

Honolulu Community College — Registration Session Evaluation: 4/21/09 to 8/14/09

No. of Responses: 513	Strongly Disagree	Disagree	Somewhat Agree	Agree	Strongly Agree	No Response
I understand what my program requirements are	11	2	36	194	270	
	2%	0%	7%	38%	53%	
I am familiar with the Schedule of Classes	13	3	43	169	284	1
	3%	1%	43%	169%	284%	1
I am comfortable with registering through the MyUH portal	11	4	41	148	309	
	2%	1%	8%	29%	60%	
I am registered for courses	21	10	45	109	321	7
	4%	2%	9%	21%	63%	1%
The counselors were helpful and courteous	12	0	8	76	417	
	2%	0%	2%	15%	81%	

Chart prepared by L. Chin
 August 26, 2009

V. CLOSING ANNOUNCEMENTS:

Emily Kukulies reported on the New Student Orientation (NSO). She mentioned that a total of 2,000 invitations made via calls and/or emails. She further added that students can either call in or use the online feature.

Emily handed out copies of the Monster College Advantage. She told the Committee this organization sent someone from the mainland (free of charge) to speak on the importance of and the need to attend college. They gave an hour presentation on each of these days. NSO topics also included Student Success, Campus Life, and Campus Resources. Lanyard USBs were given out with “Digital Success Guides” preloaded. The USBs had room for students to store their own stuff on the memory stick.

Emily reported that IDs were issued to 1,009 credit students, 22 apprentices, 26 non-registered students and 506 Continuing Education students. Lastly, Emily announced that the College is hosting a political debate on campus on the topic "How Should We Reform Health Care?" between Honolulu City Council Member Charles Djou and Hawaii Democratic Party Chairperson Brian Schatz. She encouraged us to send our students and join the event on Wednesday, September 23rd at 11:30 am in Bldg 2! She expects it will be an exciting event that is sure to make the news.

Location->	Bldg 2, Rm 201	Bldg 2, Rm 214	Ground Floor
8:00	Student Check In Welcome from Students		
8:30	Welcome from the College Mike Rota, Chancellor		
8:45	About NSO Today! Emily Ann Kukulies, Student Life & Dev, Director		
General Session 9:00-9:50	College Advantage		
Session 1 10:00-10:50	Student Success	Campus Life	Campus Resources Tour
Session 2 11:00-11:50	Student Success	Campus Life	Campus Resources Tour
Session 3 12:00-12:50	Student Success	Campus Life	Campus Resources Tour
12:50 p.m. Lunch with Faculty & Students in the Cafeteria Bring your completed event evaluation to receive your lunch. Please recycle your name tags on the way out of lunch. <i>Sponsored by ASUH-HCC Student Senate & Campus Activities Board</i>			

The CLT meets next on Monday, October 5, at 1:00 pm in 2-214.

Submitted by
Mark Silliman, recorder