

Planning Council Minutes

March 23, 2007

Meeting called to order at: 9:03AM

Meeting adjourned at: 10:56AM

Members Present: Vern Takabayashi, Ken Kato, Jonathan Wong, Jerry Cerny, Jim Poole, Beng Poh Yoshikawa, , Jarren Uyehara (for Jan Lubin), Sherrie Rupert, Kyle Higa, Scott Murakami, Bill Becker, Rob Edmondson (for Marcia Roberts-Deutsch), Cory Takemoto, James Niino, Sam Rhoads, Brian Furuto, Twylah Evans, Ross Egloria, Sandy Matsui

Members Absent: Ramsey Pedersen, Stacy Rogers, Bert Shimabukuro

Guests: Cynthia Smith

Agenda

1. Approval of previous meeting's minutes
2. Discussion of format for meeting minutes.
3. Discussion of allowing a group to select their "permanent" representative on the Council.
4. Discussion on whether to allow a designated proxy to vote.
5. Strategic Plan Oversight Committee Update (Scott Murakami, Marcia Roberts-Deutsch).
6. Report on options for carrying out online discussions (Bill Becker).
7. Brainstorming on how to deal with Recommendation 2 from the accreditation team. This is the recommendation dealing with the use of student learning outcomes to assess institutional effectiveness and how these assessments should be used to make plans for improvements. The letter that references this recommendation is at: http://honolulu.hawaii.edu/intranet/accred/pdf/commission_letter.pdf
8. Come up with action items on how to deal with item 7 (Recommendation 2 from the accreditation team)
9. Brainstorming on Planning Agenda item I.B.1. (See document at: http://honolulu.hawaii.edu/intranet/accred/reports/pdf/planning_agenda_100206.pdf). In particular, the first two items that has to do with the Planning Council.
10. Come up with action items for Planning Agenda item I.B.1

Agenda Items

1. Approval of previous meeting's minutes. Jim motioned for approval of minutes. Beng Poh seconded. Motion carried unanimously.
2. Discussion of format for meeting minutes. Discussion primer is attached as Attachment 1. Concerns were brought up by members including problems with chronological order,

adding additional items for the format, and using a voice recorder. For the issue of using a voice recorder, there are issues such as who will transcribe, who will store, conversion to digital file, and if there is an actual need to record the entire meeting (accreditation issues, issues of privacy, issues of disclosure). Cory will investigate ways to get the data from a digital tape recorder into a format that can be easily listened to. He will update the committee on this at the next meeting. Beng Poh motioned to accept the format of the minutes. Twylah seconded. Motion passed unanimously.

3. Discussion of allowing a group to select their “permanent” representative on the Council. Discussion primer is attached as Attachment 2. Vice Chancellor Academic Affairs, Vice Chancellor Administrative Services, Dean of Student Services, and Director of PCATT are considered ex-officio (non-voting) positions and should not be allowed member substitutions. Tech 1, Tech 2, and UC Division Chairs should attend PC meetings and not be allowed member substitutions. There needs to be a clear delineation between a representative, a substitute (temporary), and a proxy. Also, the question was raised why the need for a “permanent substitute”? If person A has to permanently substitute for person B (say a year), then person B shouldn’t serve on the Council in the first place because there should be an obligation for participation on this committee. Sam moved for no member substitutions. Cory seconded. Motion passed.
4. Should a proxy be allowed to vote at Planning Council meetings? Discussion primer is attached as Attachment 3. Sam made a motion that proxies be allowed and the chair be notified (regardless of who notifies the chair or what medium is used to notify the chair). Jim seconded. Motion passed with one opposition vote.
5. Strategic Plan Oversight Committee Update. Updated draft is now posted. Items deleted are in strike-through. Items added are a different color. There is a strategic plan town meeting on April 20th. An email should be sent out (from someone on the ad hoc committee) to the campus alerting everyone that the update is posted. Jan Lubin’s name should be added since she represents the staff on this ad hoc committee.
6. Update on legislative activity. All Tier 1 and Tier 2 budget initiatives passed through the House. Waiting to see what passes through the Senate. Our number one priority is what was discussed last spring. MELE has priority over STEM because MELE would be housed within HCC institution.
7. Report on options for carrying out online discussions. Discussion primer is attached as Attachment 4. No discussion followed.
8. Brainstorming on how to deal with Recommendation 2 from the accreditation team. This is the recommendation dealing with the use of student learning outcomes to assess institutional effectiveness and how these assessments should be used to make plans for improvements. The letter that references this recommendation is at: http://honolulu.hawaii.edu/intranet/accred/pdf/commission_letter.pdf. Committee moved into 2-603 to work on this activity using an online discussion board. The discussion can be found at <http://accredb.hcc.hawaii.edu/pc/brainstorm1.php>. It should

be noted that this current solution is temporary since it is not password protected and is publicly accessible. At the moment, no action items have been introduced to deal with this accreditation team recommendation.

9. For agenda items 9 and 10, brainstorming for Planning Agenda item 1.B.1 and coming up with action items, were left to the committee to complete on their own time before the next scheduled PC meeting.

10. Meeting adjourned at 10:56AM

Planning Council – Format for minutes

- Members present, members absent, and guests.
- Agenda items/questions requiring votes
 - Motion – and person making the motion
 - person seconding the motion
 - Vote tally
- Action Items
 - Action to be taken
 - Person(s) responsible for taking the action
 - Status of any previous action, if any
 - Deadline for action to take place
- Reports made to committee on previous Action Items
 - Summary of reports of action items
 - Long reports should be made available online.

Discussion of items should only be included in the minutes if necessary to clarify reports or action items. A member wanting to require the inclusion of the discussion should start by stating “For the record ..”.

Should Planning Council allow designated representatives instead of going strictly by titles?

For the purpose of this discussion, the term member substitute will be used as a person that is chosen by the group they represent to serve on the Planning Council instead of the person named in the title. The question is whether the Planning Council should allow member substitutes to serve.

- A member substitute only makes sense for certain positions on the Council. For example, there are a number of positions that are already representative positions. This would include all liaison positions and representative positions. In addition, the ex-officio positions (Chancellor, Executive Assistant to the Chancellor) should not have a member substitute.
- Based on the online discussion, a member substitute would have to be a permanent substitution to ensure continuity.
- If we decide to allow member substitution, we need to decide which (if any) of the following positions would be allowed to have member substitutions:
 - Vice Chancellor Academic Affairs
 - Dean of Student Services
 - Vice Chancellor Administrative Services
 - Director of PCATT
 - Director – International Programs
 - Director – Management Information and Research
 - Tech 1 Division Chair
 - Tech 2 Division Chair
 - University College Division Chair Representative
- If members substitutes are allowed for any of the positions, who decides if they need to make a substitution, the person with the title or the group that is being represented. If the group is choosing the substitute, is this only after the person with the title decides a substitute is needed?

Should a proxy be allowed to vote at Planning Council meetings?

Currently our internal rules do not allow a proxy to vote. The rationale at the time this was decided was to strongly encourage members to attend meetings. The question is whether this should be amended.

- If anyone is designating a proxy, the Chair must be notified via e-mail prior to the day of the meeting. (This is regardless of whether the proxy can vote or not.)
- If we allow a proxy to vote, it has been suggested that the process would involve the standing member sending a memo to the Chair with the proxy's name and with a statement that said person has been given full voting rights for the meeting.

Electronic tools and resources required by HCC Planning Council members

1. **Announcements**

Short announcements of upcoming meetings, date and time changes etc.

2. **Document archive**

This is where documents in Word, Excel or PDF format are organized and stored. This resource needs a file organization system that scales well over the years. Should have place for items such as approved meeting minutes, budgets, legislative agendas. It must be password protected.

3. **Forum**

A threaded discussion resource will facilitate a non-synchronous discussion or E-meeting of planning council issues. A discussion group will shorten the meeting times by letting some of the discussion take place out side of the general meetings.

4. **Collaborative document building system**

Document building system should include version control and archives. This type of resource could be used by subcommittees or small groups to sequentially add edits to a document. The history of changes are recorded

5. **Calendar**

Easy to view calendar of meetings and other events of importance to Planning Council members

Suggested solutions

1. Announcements: Email is still the best for this because everyone reads email. It is a good for short "In your face" announcements
2. Document Archive: Web site of some type. Possibly the Intranet with password dedicated protected Planning Counsel area? Best if it is easily maintained by PC participants. Moodle? Sakai? UH web portal?
3. Bulletin Board or threaded discussion group. Many programs or services available. It should be confidential-password protected. Provides an archive of items discussed.
4. Various systems available for collaborative authoring
5. Calendar: Many systems available

An integrated solution is recommended with a single sign on for the various resources.

One suggestion is to use Moodle, which is actually a learning Management System similar to WebCT. Although it is primarily designed as a course management system most of the resources needed by a group such as SPC are available. There are many customized modules and plug-ins available. Other open source portals, and applications are also available.