

Summary Notes
Planning Council Meeting
May 9, 2008

Present: Sandy Matsui, Scott Murakami, Steven Shigemoto (for Jarren Uyehara), Ralph Kam, Mark Silliman, Gary Boydell, Cynthia Smith, Ross Egloria, Jim Poole, Kyle Higa, Bill Becker, Sam Rhoads, Marcia Roberts-Deutsch, James Niino, Cory Takemoto, Shanon Miho, Dianne Repsholdt, Vern Takebayashi, Jonathan Wong

Excused: Erika Lacro, Ken Kato

Not Attending: Ramsey Pedersen, Brian Furuto, Bert Shimabukuro, Dolores Donovan, Kerry Tanimoto

Guest: Student representative - Robin Grant

Meeting was convened at 9:05; Meeting was adjourned at 10:10

MINUTES

Summary notes from the April 18th meeting were sent out to Committee members for review. However, some members could not access the attachment. Vern will resend for later review and approval.

RESPONSE TO UHCC STRATEGIC OUTCOMES

DISCUSSION

Vern reported on a presentation given by John Morton and Mike Rota to a gathering of administrators, staff and faculty leaders. They presented the current draft of UHCC System Strategic Plan Sub-Goals with current data measures, and projected improvement in those numbers the College should be striving to achieve, extending to 2015. The UHCC system would like the campus to respond to whether these numbers are acceptable, reasonable, or need to be adjusted, by the end of May.

These numbers will likely need to be adjusted based on what elements of the current strategic plan proposals are funded. There will need to be continued campus discussion about current benchmark numbers and projected improvements. These outcome goals can continually be adjusted as more information becomes available. While there will be no concrete penalties for College's failing to meet yearly goals, falling short of projected numerical targets will require evaluation of reasons why, and possible restructuring of campus strategies. It was emphasized that ongoing discussion by those involved with the Achieving the Dream project will possibly impact these numbers. Data for the Achieving the Dream strategies are still being input. It was emphasized that campus actions and strategies should be aligned with the UH, UHCC and HCC Strategic Plans and will in some cases need to be coordinated between and across campuses.

Action Taken:

Motion for Planning Council to form a subcommittee to work on the College response to the current projected UHCC Strategic Plan Outcomes document: Marcia

Seconded: Cynthia

Approved: unanimously

Subcommittee volunteers: Vern Takebayashi, Ralph Kam, Mark Silliman, Jonathan Wong, Charles Miller, Jan Petersen.

POSITION DESCRIPTIONS

DISCUSSION

The Council discussed the two draft position descriptions sent via email earlier in the week - for Planning Council Chair, and Faculty-at-Large. Changes were made to the description of Chair to remove specific email announcement address (which might change over time) and instead indicate "official announcement list " for items # 2 and # 3. It was agreed that indicating specific duties related to the creation of the strategic plan as the direct responsibility of the Chair was not warranted since the degree of individual responsibility (versus a larger committee) is up to the Chair and the council membership each year.

ACTION TAKEN

Motion to accept position description for Planning Council Chair with changes noted: Vern

Seconded: Marcia

Approved unanimously

Motion to accept position description for Faculty at Large: Vern

Seconded: Marcia

Approved unanimously

STRATEGIC PLAN REVIEW PROCESS REPORT

DISCUSSION

Vern referred to a report on the strategic planning process that he drafted, with substantive revisions by Marcia. He asked the Council members to review carefully, in particular the history of the process as it has evolved over the years. Need feedback on improvements indicated; areas where some improvement has occurred but more needs to be done, and areas where no steps have yet been taken to improve the process. The final report will need to include results from the campus survey asking for evaluation of the recent cycle of strategic planning, as well as including any recommendations that might result from the recent Progress report Visit.

One concern voiced was that not all Program Review reports directly included items for the Strategic Plan. The alignment between what programs indicate as needed in their program review, and submissions to the strategic plan, will need to be done more systematically next

year. It should be the responsibility of Deans, Division Chairs, in addition to Assessment Officer, to ensure this link. Once current budget submissions are acted on, will need to make clear to the campus which were approved for funding, and that those that were not will need to be resubmitted, likely with additional justification, next year. Next year, the Assessment Officer will provide to the Planning Council a summary of all program review budgeting requests. It was also pointed out that this year, the creation of Strategic Plan revisions led to revision of a Program Review so the relationship is dynamic. In the fall, might help programs by providing examples from this year's Strategic Plan where direct link to assessment evidence was used. Need to make sure that next year the Planning Council members have timely access to the program reviews.

One item in the draft review document was discussed - the possibility of the creation of an institutionalized, standardized database of evidence for programs to use for program review. Would supplement, not supplant, current system data supplied. The benefits were discussed (standard data, easier to train faculty/staff to interpret/easier to track trends). Need to be able to store data to do longitudinal assessment. Will require commitment of resources to include person contracted/assigned.

It was also discussed that the College needs to include ASI (Academic Support, Student Services, Institutional Services) in assessment activities, including measures in such a database. Will continue to be working based on assessment of service outcomes to help these departments formulate contributions to the Strategic Plan.

ACTION TAKEN

(It was determined that no vote was needed to create a sub-committee)

A committee was formed to undertake finalizing the review of the strategic plan process and identified improvements to be made.

Sub-committee volunteers:

Vern Takebayashi
Marcia Roberts-Deutsch
Ross Egloria
Bill Becker
Mark Silliman
Cynthia Smith
Kyle Higa

STORAGE OF PLANNING COUNCIL DATA AND DOCUMENTS

DISCUSSION

Vern raised the question of where to store documents and who would have the responsibility to maintain key documents such as the strategic plan. The group discussed options of contracting out storage, using UH storage, and in-house at HonCC - through ITC and/or

Administrative Computing. The pros and cons of each solution was discussed. This would include storage of forms/templates; data input, web interface capabilities and summary results.

ACTION TAKEN

FSEC will discuss with Tech Advisory Committee and ITC the development of a system and protocol for maintaining key documents including designating who will administer and update these documents.

TRANSITION IN SELECTING THE CHAIR

DISCUSSION

Vern emphasized that the Council needs to plan for a smooth transition in power in the fall. The group discussed who was eligible to run (all members? just faculty and staff?) This will need to be clarified prior to the election (should check minutes from Spring 2007). Tentative goal is to select the new chair in October to enable that person to fully understand duties and processes.

ACTION TAKEN

Vern and Council members will look closely at past minutes and the Charter to determine who can run for Chair in the fall.

SUMMER MEETINGS

DISCUSSION

The group will not meet in the summer unless necessary. However, all members are asked to check their email regularly in case feedback or a vote is needed. Will also try to use Lulima as the forum for posting up information.

PLANNING AGENDA UPDATE

DISCUSSION

Marcia raised the point that there are several items on the Planning Agenda that include the Planning Council and CLT. There should be discussion in the fall between these two groups to clarify the still sometimes fuzzy line between them in terms of duties and responsibilities.

ACTION TAKEN

In the Fall, leaders of Planning Council and CLT will take up this discussion.

The AOC will work on updating status of all planning agenda items and sending out updated list to responsible parties indicated.