

Planning Council

11/14/08

9:00 a.m.

2-614

Addendum

Present: Gary Boydell, Keala Chock, Ross Egloria, Dolores Donovan, Brian Furuto, Ralph Kam, Ken Kato, Erika Lacro, Sandy Matsui, Shanon Miho, Scott Murakami, James Niino, Jim Poole, Mike Rota, Bert Shimabukuro, Mark Silliman, Cynthia Smith, Rose Sumajit, Sam Rhoads, Marcia Roberts-Deutsch, Cory Takemoto, Kerry Tanimoto, Vern Takebayashi, Jonathan Wong

Called to order at 9:03am by Vern Takebayashi

I. Approval of Minutes from 10/10/08 Meeting

Minutes accepted as amended

II. Fiscal condition update

Chancellor Rota gave an update on the fiscal status of the College and University. He shared that the BOR did accept President's plan for 10%, 15% and 20% cut. Tuition & Fee revenues will be used as a substitute for General Funds.

Mike shared program data on each instructional and support program. Instructional program data showed program "health" indicators, number of students majoring, total instructional hours, position allocation and vacancies. The data shared by Mike was pulled by Steve Shigemoto from Banner, MAPS, etc.

Vern raised concerns shared by instructional programs about the accuracy of the data and departments have different tracking methods. Mike shared that the data pulled from Banner and MAPS is pulled in real-time. The data is calculated by live student enrollment data from Banner as well as from what declared major the student has.

Student Semester Hours is calculated by number of students enrolled in that course.

Cynthia recommended the departments sit down with Ross and Steve to get educated on the data collection and interpretation process.

Mike reviewed the budgeted positions per program. Ken provided clarification on the temporary positions listed in the position allocations column. They are not 'G' Funded but temporarily allocated slot.

Financial analysis of each program was conducted to include expenditure costs

(positions, supplies, etc) and calculation of cost per Student Semester Hour and well as tuition revenues collected.

A supply and demand analysis was also conducted per program contrasting the number of degrees awarded annually versus number of jobs available in the market. The data reflects that the majority of our programs have a lot of room for capacity to produce graduates to meet job market demand.

Analysis of program's support to the campus/system Strategic Plan was done as well as the uniqueness of each program to the campus, State and th Pacific region.

Cynthia raised the concern of how the Liberal Arts programs can analyze the data to determine the demand for Liberal Arts degrees

Economic reports indicate a 20% reduction may not be enough to meet the economic shortfall. We may need to look at elimination of positions.

BOR is looking at regular incremental tuition rate increases as opposed to periodic big jumps.

Mike called for the need to set aside time between now and mid-December to work on the budget process.

III. Discuss Recommendations on updating HCC's Strategic Plan document.

Vern recommended forming a Subcommittee to work on the Budget Reduction and Strategic Plan

Subcommittee: Sam, Jonathan, Gary, Ralph Kam, Bert (?), Cory. Cory Takemoto will head this Committee.

Committee will meet, Monday the 24th at 1:30 p.m.

Plan must be completed before PC meeting on 12/12/08

Mike talked about the differences between a Strategic Plan vs. an Operation Implementation Plan. Operational Plan would include resource allocation. Strategic Plan takes a look at a bigger picture.

Program Review outcomes, Budget Planning vs. Budget Implementation Plan

IV. Motions to Revise Assessment and Planning Guide

Motion by Vern Takebayashi: "
Second by Jim Poole

Discussion:

Motion passed unanimously

Motion by Vern Takebayashi: "
Second by Marcia Roberts-Deutsch

Discussion: Items submitted to Strat Plan Proposal should be reviewed by all parties that are involved or effected by the proposed item. Previously items were proposed for inclusion in the plan that stated a group (ie - ITC or EMC) would be involved in that item without being consulted.

Motion carried unanimously

Motion by Vern Takebayashi: "
Second by Cynthia Smith

Discussion:

Motion carried unanimously. Per Marcia, We need to think of things that come through the program Deans, parallel statement something something

V. Discuss correcting Program data provided by UH System

Vern shared that programs are concerned that data provided for Program Review are inaccurate or inconsistent.

Erika shared that data defined at the campus level is wrong in terms of co-op data. Discussion needs to happen between programs and data team to examine discrepancies in data and how to best redefine data sets to properly classify data on the input end.

VI. Update on definitions of terms associated with UH System Assessment.

Glossary link will be posted to the Program Review portion of the Intranet

VII. Report of Town Meeting on 10/27/08, sharing of feedback

Vern shared notes from the Town Meeting held on 10/27/08. Forty-Five (45) people were in attendance. Attendance indicates strong interest in more inclusion and information dissemination in the Strategic Plan process.

Notes from the session and Erika's PPT will be posted on the HCC Intranet under the Campus Communication link.

VIII. Discuss written criteria that will be used by PC to prioritize Strategic Plan items.

Motion by Vern (or Cynthia?): "
Second by Marcia Roberts-Deutsch

Discussion: More time is needed to review

Motion is tabled to next meeting. More discussion will take place via e-mail. PC members will review the document and do more discussion. PC members will read, review and make comments by Friday, November 21, 2008.

IX. Ask about updates to action items from last meeting

None

Meeting was adjourned at 10:49 a.m.