

Planning Council Meeting Summary November 14, 2008

Attendees: Vern I don't have the roll sheet (roll is in addendum)

Notes: Brian Furuto

1. Approval of minutes from last meeting.

Minutes approved as amended

2. Recommendations on updating HCC's Strategic Plan.

At the October 10 Planning Council meeting, the Council requested the Administration to prepare a document that breaks out where the campus' resources are budgeted. Chancellor Mike Rota presented this document. The spreadsheet, titled "Honolulu Community College Program Summary", breaks down the General Fund and Tuition and Fees Special Fund data by program and area. The summary (attachment 1) includes budget information broken down by instructional program as well as the related management and support functions (Institutional Support, Academic Support, Student Services, and Public Service). In addition to allocation and financial data, the spreadsheet also includes information (by program) on program health assessment, enrollment factors, workforce supply/demand, system strategic outcomes, and unique program factors.

There was an issue brought up in regard to data validity. The PC Chair was approached by programs who informed him that the data was incorrect. Mike reminded everyone that the data contained in system reports as well as the spreadsheet developed comes from data that is input into the system by the campus. All the system does is extract information from data that is developed and input by each campus; the system does not create any data.

Mike informed the Council that there are two things that need to be completed:

- The campus should develop a Strategic Planning document that can be used as a framework for the current Strategic Plan (which is more of an operational/implementation plan) to follow.
- The campus has to prepare itself for further reductions in line with the 10, 15, and 20% scenarios that were laid out by the System budget office.

Action: Mike will send out a document titled, "Strategic Enrollment Management" and Brian Furuto will develop and gather information that can be used for the development of a true Strategic Planning document.

To address the campus' formulation of the 15% and 20% reductions, the PC Chair motioned for the formation of a subcommittee that can: 1) develop recommendations to develop the 15 and 20% reductions that will eventually be requested by the Legislature and 2) summarize the "Program Summary"

spreadsheet developed by the Administration. Motion was seconded by Marcia Roberts-Deutsch.

- ***Motion was passed unanimously.***

Action: Cory Takemoto, incoming PC Chair, will serve as the subcommittee's chair. First meeting will be held on Monday, November 24, 2008.

3. Motions to Revise Assessment and Planning Guide:

- The PC Chair motioned for the following:
 - Amend the Assessment and Planning Guide by calling for the Administration to list its Strategic Goals, including background information, which leads to emphasizing these goals above other goals.
 - ***The motion was passed unanimously.***
 - Amend the Assessment and Planning Guide by calling for a sign-off sheet for each Strategic Plan (the current operational/implementation plan) item submission. All interested and affected offices and persons will sign-off indicating that they are aware of the submitted item and inviting their input (signing off does not reflect support of the item, only awareness of the item).
 - ***The motion was passed unanimously.***
 - Amend the Assessment and Planning Guide to state that Deans and Division Chairs will be responsible for following through on operational/implementation plan items that have a weak or missing justification.
 - ***The motion was passed unanimously.***

4. Discussion on program data provided by UH System

As stated in Item 2 on the agenda, the PC Chair has been approached by programs that have told him that their data coming from the system is incorrect.

The Council was reminded that the system does not create data it only extracts data from the campuses. Therefore, the data that we gather should be classified correctly and error free before inputting into the system.

5. Update on UH System Assessment definition of terms

Ross Egloria will be posting the document in the Assessment section of the intranet.

6. Report on Town Meeting from October 27, 2008

A summary of the meeting (attachment 2) will be sent to the campus.

7. Written Criteria for Strategic Plan (operational/implementation plan)

Cynthia Smith recently sent an email listing recommended criteria that can be used to determine the prioritization of plan items (PCR's/budget requests).

The PC Chair motioned that we use this email to kick-off campus discussion to set the final criteria. Marcia seconded the motion. Discussion concluded that the motion will be tabled until further review can be done by the PC members. A vote on a list of draft items will be taken over email.

Action: Members should review the items in Cynthia's email and provide the PC Chair with feedback by next week.