

PC Subcommittee to Revise HCC's Strategic Plan Document

Summary of meeting held on 2/25/2009

Members present: Mike Rota, Erika Lacro, Brian Furuto, Ken Kato, Grace Funai, Rose Sumajit, Keala Chock, Nicole Casison (ASUH), Jim Poole, Ross Egloria, and Vern Takebayashi

Unable to attend: Jonathan Wong, Cory Takemoto

Mike Rota and Brian Furuto passed out summaries of the Community College Inventory, and a copy of the ACCJC's 6 recommendations from our last accreditation report. After a brief discussion of both of these documents, the committee went through a brainstorming session to identify items/ideas that we felt should be addressed in HCC's Strategic Plan. The ideas that the committee members came up with were also based on our study of the recent Program Review Reports, the Planning Agenda items, an overview of the annual Budget Implementation process, and the UHCC System Strategic Goals and Outcomes. The purpose of the brainstorming was to gather as many ideas as possible.

The initial list of ideas generated from the brainstorming consisted of 33 items. At the end of generating this list, each committee member was allowed to vote for six of the items. The results of these votes as well as a first pass attempt at clustering the related items is shown on the next two pages.

The committee plans to look over these items and consolidate items that should be grouped together. In addition, the items that received the higher numbers of votes will be given greater consideration in coming up with the HCC-specific additions to the Strategic Goals and Outcomes. In addition to the ideas generated in brainstorming, Mike Rota pointed out how HCC's Strategic Plan needs to reflect what we have learned in our Program Reviews. In addition, we need to spell out how we plan to use the assessment data to continually improve our effectiveness. This will involve developing a core set of data that has to be part of any Program Review.

The process of revising the HCC Mission Statement will be kicked off on 2/27/2009 at a session facilitated by Larry Fuller (Pacific Business News). This will lead to a first draft of the revised Mission statement that will be shared with the campus.

Both the revised Mission Statement and the list of additional Strategic Goals and Outcomes will be part of the presentation Erika Lacro makes to the Board of Regents at their meeting on our campus on 3/20/2009.

Meeting time change

From now on, this subcommittee will be meeting from 1:30-3:30 pm every Wednesday. (The old meeting time was 2-4 pm).

item	# votes Recvd	Raw Goal	Related Goals					
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
1		Tools to make budget implementation process more visible	4	19	21	27		
2	2	Succession planning - all levels	4	16	19	21	27	
3	1	Enhancing Financial Aid -More Aid						
4		Relationship between the current service (base) budget and the strategic plan -Strengthen the relationship between budget and planning process	1	2	19	21	27	
5	5	Increase visibility & develop HCC identity -What is our "brand" -Who are we?	9					
6	1	Leverage our resources & strengths						
7		Distance Education support for faculty & students						
8	8	Student tracking system -External to campus (after graduation, transfer, or leaving HCC) -Alumni						
9		High school recruitment -Communication with H.S.'s	5	11				
10		Increase amount of assessment data in databases						
11	2	More engagement with high schools -Next steps -Activities to ensure that H.S. students are college ready	9					
12	3	Increase student engagement in instruction						
13	1	Improved student services & academic planning						
14	2	Developing instructional culture of evidence by strengthening data reporting -Student Learning Outcomes -Progress toward strategic goals						
15	2	Improve quality of instruction while improving production (#'s of students)						

16	4	Make clear the planning process has changed (i.e. PC, ATD, DEAC, etc.) -Strengthening the planning process -Ensuring that the process is sustainable	16						
17	1	Make more efficient use of resources -Eliminate redundancy							
18	3	Update facilities master plan -Seek funding							
19	5	Develop and/or document S.O.P.'s (standard operating procedures) and ensure communication to campus.-Succession-Planning and Budgeting Process	1	2	4	16	21	27	
20	1	Increase options for instructional delivery -Hybrid deliveries -Online	30						
21		Develop a framework for Policies & Procedures	1	2	4	16	19	27	
22		Don't recreate wheel -Take advantage of national database & guidelines ("Best Practices")							
23		Seek extramural funding that supports existing programs -Make current programs better, not funding for new programs							
24	3	Success of Native Hawaiian students	9	11					
25	2	System articulation							
26		Align external (industry) demand & internal programs -Develop a systematic process that aligns industry needs with campus programs							
27	2	Mandatory departmental orientation for new employees -Faculty - teach what to expect "How to Teach"	1	2	4	19	21		
28	1	Develop program review process	1	4	16	19	21	27	
29		Reduce labor intensive "tasks" & eliminate human error							
30	3	Expand evening credit program	20	33					
31		Expand externally funded service learning opportunities							
32		Define our ideal "customer" (student population) & what best meets their needs -What students are successful and which students return (persist)?	5	9	11				
33	2	Consolidate noncredit/credit programs	17	20	30				