Hawai'i Community College
College Council Meeting Minutes
Conference Room 6A, WH Admin Conference room (via vidcon)
Friday, April 11, 2014
12 noon to 1:30 p.m.

Present: Manaiakalani Kalua (Chair), Noreen Yamane, Jim Yoshida, Joni Onishi, Guy Kimura, Debbie Shigehara, James Schumaker, Caroline Naguwa, Leanne Urasaki, Helen Nishimoto, James Kiley, Shana Kojiro, Noe Noe Wong-Wilson, Tanya Dean (Scopia), Duane Nishimoto

Excused: Jason Cifra, Kenneth "Marty" Fletcher, Joyce Hamasaki

Absent: Wendy Medeiros and Jacqueline Alvarez-Martinez

Guest: Malcolm Chun

1. **Call to Order**: Noreen Yamane began Chancellor's update at 12:10 p.m. Chair Manaiakalani Kalua convened from 12:30 p.m.

2. **Approval of Minutes**: Minutes of the February 14, 2014, meeting was reviewed and approved with corrections.
    a) The correct spelling of Dwayne Nishimoto's name is Duane Nishimoto. His should be listed as Present, not Guest.
    b) Instead of "and friend" in Guest section, person is Eric Aranug and his name should be listed as Present, not Guest.
    c) Add Noe Noe Wong-Wilson to the Excused section.

    Motion made my Helen Nishimoto to approve the minutes with changes. Seconded by Duane Nishimoto. All approved.

3. **Chancellor's Update- Chancellor Noreen Yamane**

    1. Today is Earth Day Celebration and Chancellor introduced Nainoa Thompson. There were several schools with students from 5th graders to high school seniors. Nainoa Thompson gave a wonderful presentation to students about the Hokule'a.
    2. The new Director of UH Center, West Hawaii is Dr. Kenneth "Marty" Fletcher. He will help us move to our new campus and construction has begun.
    3. Chancellor returned from a trip to Washington DC. A Hawaii CC student was chosen as a New Century Scholar and recognized at the reception for the American Association of Community Colleges (AACC).
    4. VP John Morton will be here at 2 p.m. to give a presentation.
    5. There will be a Kipaepae this afternoon for Keali'i Reichel.
    6. How many of you know about the grants (C3T, RDP, Perkins, Title III, etc.) at Hawaii CC? Chancellor would like to showcase our grant programs. What is their purpose? What are they doing on our campus? Suggestions include having a Hawaii CC Grant webpage. Maybe the Student Success Committee can assist with that. Currently, only VP John Morton has a Grant website. Have the grants presented at All-College meeting at the beginning of the school year to share what was done in the past and for the coming year.

7. Chancellor informed the College Council that Hawaii CC may be in the news tonight and it could be about these issues:
   1. The removal of two student government students from the Student Council, who were voted out.
   2. Collection of student fees.   In spring 2013, the UHH and Hawaii CC Student Government separated, and they are now responsible for their own fees. We still continue to collect all the fees including those for publication and recreation and those fees remain on our campus.
   3. Concerns about the management of these fees, if whether or not it is correctly managed.

   Students presented testimony at the last BOR meeting, submitted letters to Interim President David Lassner's office, and others regarding their concerns.   Keoki Kerr from the news station was on campus interviewing students. Thatcher Moats is working with Lynne Waters to respond to Media.   The Student Government will also be making a statement in response to this. VP John Morton is aware of the situation.

4. **Academic Affairs Update-VC Joni Onishi**

   1. Positions in Recruitment for Instruction
      - Academic Support C3T Farm Coordinator, APT #79688T – in recruitment
      - Academic Support DISL/MWIM, APT #777237T -- on hold due to budget
      - Academic Support HLS Media, APT #77747T – offer made, declined, abolishing position
      - Instructor HLS Mahiai, #87021 – in recruitment
      - Academic Support HLS, APT #78748 – offer made, declined, readvertised close 4-21-2014
      - Academic Support HLS, APT #78751 -- redescribe
      - Academic Support HLS Lawai`a, APT #79183T – readvertise – posted on Work at UH 4-16-2014
      - Academic Support West Hawaii, APT #80573 – PD will be revisited
      - Office Assistant III, ATE Construction Academy – Rennette Pacheco hired in casual position; looking to reallocate; pending redescription
      - Academic Support ACU IT Specialist, APT #80735T – in recruitment
      - Instructor English, Reading and/or Writing, #87109 – in recruitment
      - Instructor English, Reading and/or Writing, #82609 – in recruitment
      - Instructor Nursing 9 months, #83348 – on hold
      - Instructor Nursing 11 months, #83741 – changing to 9 mos, to be re-advertised
      - Instructor Nursing 11 month #74862 – pending redescription
      - Instructor Science #74775 – in recruitment
      - Instructor Math WH #86368 – in recruitment
      - Instructor ABRP #83638 – in recruitment
      - Office Assistant III West Hawaii, #900443 – in recruitment
      - Academic Support WH CULN, .5 APT #77175T -- readvertise; Patti Kimball hired in a casual position
      - Secretary I HOST – on hold due to budget
      - Dean for Career & Technical Education, Campus Forums on 4/15 and 4/17
      - Dean for Liberal Arts & Public Services, #89453, in recruitment

2. Policies
   Requesting Academic Senate review of:
       Fast Track Policy and Fast Track Form (New)
       HAW 5.304 Repeating Courses
       HAW 9.203 Faculty Five-Year Review
       Faculty Absence
       Lecturer Absence

3. General Education
   - Courses with designations: ENG 100 (Communication—Writing), ENG 102 (Critical Reading), ED 131 (Social Science), PSY 100 (Social Science), PSY 275 (Social Science), MATH 115 (Quantitative Reasoning), MATH 135 (Quantitative Reasoning), BOT 101 + Lab (Natural Science), HSER 110 (GELO 8 Self & Community)

   - Proposals submitted and in the queue for GEC review
     ANTH 200 (GELO 9 Cultural Diversity), GEOC 102 (Social Science), HUM 275 (Humanities), PHIL 120 (Humanities), SOC 100 (Social Science), SOC 218 (Social Science), SPCO 151 (GELO 1 Communication/Speech), SSCI 111 (Social Science)

4. AA Degree Task Force
   A Task Force has been formed to discuss and recommend changes (if any) to the AA—Liberal Arts Degree. Louise Pagotto (VCAA KapCC) is facilitating the Task Force. Kanoe Lambert, Transfer Counselor, serves as a resource on the task force. Members:
           English – Caroline, Robyn
           Humanities – Jessica, Sam
           Math – Jill, James
           Natural Science – Laura, Brianna
           Social Science – Trina, Claudia
   The AA Degree Task force met for the first time last week and the deadline is at the end of this semester.

5. Academic Master Plan (AMP)
   - The AMP was updated with information taken from the Annual Program Reviews - Academic Master Plan (AMP) Priority Actions (see column, "2012-2013 Annual Review"). New priorities (if any) were added
   - Programs and units need to check for accuracy. Delete priorities that are irrelevant.
   - All edits are due to Joni by April 18, 2014.

6. HawCC – Auto Admit Report / Spring 2014 (see handout- Attachment #1). Joni will update report showing Native Hawaiians.

7. UHCCP 9.104 Lecturer Evaluations http://uhcc.hawaii.edu/OVPCC/policies/index.php
   Implementing UHCCP 9.104, lecturers will need to submit a Self Assessment. According to the policy deadline is April 1, 2014. HAW policy as well as procedures and rating sheet, sent notice. Deadline for submittal to DC is June 15, 2014 Gave lecturers UHCCP 9.104, HawaiiCC draft policy, Rating Sheet.

8. 2013 Program-Unit Review Process Improvement Summary (See handout- Attachment #2))
Now we have to be sure that the "Responsible Party" does what they were supposed to do and follow through on the recommendations.

9. Task Force to address Recommendation #2
   A. Task Force was established to assure that the College fully meets what is expected in Recommendation 2 of the ACCJC 2013 follow-up report.
   B. The Task Force met to review the recommendation and charged the Assessment Committee with the following.
      - Thoroughly review what is being asked of College Recommendation 2. In order to fully meet the Standards, and to fully satisfy the 2006 recommendation, the team recommends that the institution complete the identification of SLOs at the course, program and institutional levels. Further, the team recommends that the College implement a full and ongoing cycle of authentic assessment that assures continuous quality improvement of teaching and learning.
   2. Determine specifically what needs to be done to correct any deficiencies.
   3. Show that we have implemented a full and ongoing cycle of authentic assessment (ILOs, PLOs, SLOs for both academic program and service units).
   C. All reporting to the various governance bodies must be done by May 9, 2014.

10. CERC
    A. On February 19, 2014, the 2013 Comprehensive Reviews were posted on Google Docs for committee members to review.
    B. Met on March 4, April 2, April 3, April 8, and will meeting on April 14, 2014.
    C. Completed the following:
       - Response Memos to all Initiators/Writers of comprehensive reviews.
       - Memo to Chancellor with recommendations.
    D. In Progress
       - Recommendation regarding process.
       - Recommendation on Reporting templates

    Comment: CERC members ask who reviews the Annual reviews? So much work as been given to respond to the Comprehensive Review writers/initiators and nothing is formally given to the Annual review writers/initiators. We're looking to see if perhaps we can do away with the Comprehensive review. CERC will need to meet again to discuss. A recommendation will go to the Chancellor and then to the College Council.

11. Committees

    A. Ad Hoc Technology Advisory Committee
       - Recommended to administration a proposed Technology Organizational Structure.
       - Recommended to administration a proposed Position Description for a newly created "Technology Manager."
       - Revised/streamlined Goals/Strategies for the Technology Master Plan (TMP) with priorities identified.
       - Drafting the TAC committee functions and membership based on proposed organizational structure, PD and TMP strategies

12. Please support Christopher Jacobson Earth Day events on Saturday.

5. **Administrative Affairs Update- VC James Yoshida**

    1. Presented the proposed the Administrative Affairs Reorganization Org chart. This is subject to union consultation and system review and approval.
    (See handout-Attachment #3)

    We will be separating operations out from the POM box which currently is composed of janitors, grounds, security and facilities. We are moving Facilities out to a separate box and Campus Safety and Security to a separate box. Facilities will include overseeing all campus based and system wide construction and renovations such as Hale Aloha renovations, Palamanui campus, power upgrade, termite damage and many more. The Campus Safety and Security box will have a Safety/Security Chief and security officer.   All the campuses will be moving towards the structure we propose. This only represents general funded positions which in on this official organizational chart. Changes are being made only in the existing structure.

    The other reason for separation is that the Legislature has just appropriated a bunch of security officer positions for the system and we are going to get six. However, we are not removing all the contract security completely, although that is in the long-term.

    Right now we have 4 grounds keeper positions and two are vacant. We want to redescribe the vacant positions to Bldg and Grounds Custodian II, so they can work both indoors and outdoors. It still has to go to union consultation and get system approval.   The Planning, Operations and Maintenance personnel have been informed of the proposed reorganizations.

    2. Updated progress on Hawaii CC renovations and projects.
    (See handout-Attachment #4)

    It was mentioned that the BOR seems to think we don't know what we want-whether to move to Komohana or stay at the Manono Campus. We need to make our intentions clear to them.

6. **Student Affairs Update- VC Jason Cifra- Excused**

7. **West Hawai'i Update- Director, Marty Fletcher-Excused**

8. **OCET Update- Interim Director, Debbie Shigehara**

    1. During the month of June and early July be prepared to see future Hawaii CC students on the campus. OCET will again be offering our annual Summer Youth Academy, an enrichment program for K-6 students in STEM and career explorations fields. We will also be working with the DOE to award high school elective credit to students interested in finding out more about Marine, Ocean and Aquaculture in West Hawaii and Health Occupations and Electronics in East Hawaii.

    2. Approximately 300 prison guard candidates will be participating in testing for the Department of Public Safety at the OCET Computer lab beginning next week until early May.

3. We continue to offer a mandatory 8-hour certificate training for all security guards as required by the DCCA in Hilo, Kona and soon in Waimea.

4. The UHCC continuing education units have decided to require 9 credits competencies and student learning outcomes for all non-credit workforce development classes. Classes are listed in our Destiny on-line Registration system so there is consistency with classes offered statewide.

9. **Unfinished Business**

1. Facilities Policy Update- Jacqueline Alvarez-Martinez (Not present)
   Discussion let by James Yoshida:
   There is a BOR Facility Policy, but the campus does not have a policy. The campus has a Facilities Use Practices, Procedures and Terms of Use. There was a concern that the procedure was developed without any input.

   The procedure can be problematic. There are challenges to comply with the Dept. of Health and what they were being told. Any food to the general public needs a permit from the Dept. of Health, however when people called the Dept. of Health, they got conflicting answers. The Dept. of Health refused to give a written verification. Can we note on the form, the response from the Dept. of Health?

   There is a request to have a training session for Student Life on how to fill in the new forms. Training was given to Student Government, but not to Student Life. The training session should also be open to everyone else.

   VC James Yoshida said the plan is to revisit and revise. Suggestion is to make the documents form fillable.

2. ILO Assessment-James Kiley
   Presented his Institutional Assessment Coordinator Report
   (See Handout-Attachment #5)

   Two major items-
   Institutional Learning Outcome Assessment plan is now in progress. We took questions that were aimed at the students and put them in the graduate survey. The ILO on-line survey to faculty and staff will be out in the next week or so, so please fill it out. It will also be sent various programs and committees.

   Closing the loop. The assessment reporting form will have additional text boxes with questions regarding what happens after the action plan is done, any recommendations that might have worked and also to request evidence of dialogue in the program or unit that support the changes. The results will be incorporated into the October report to the ACCJC.

10. New Business:

1. Nominations are being taken for College Council Chair and Vice Chair. The College Council will ask Doris Chang, Chancellor's secretary to take the nominations. Elections will be at the May College Council Meeting.

11. Future Agenda Items:

1. Please submit a Proposed Agenda Items Form to the Chair at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.

12. Announcements:

1. Cherisse Souza will be the next Student Government President and will be the representative for the Student Government and Student Council.

2. Hawaii CC is participating in the Merry Monarch parade this year and the co-chairpersons are Jason Cifra and Raenette Pacheco from ATE. Raenette is chairing the float committee. The theme for the Merry Monarch this year is World Wide Bridge and Hawaii CC's theme is Sail to Success. Joel Tanabe is putting together a canoe presentation. We'll need foliage and Monstera leaves to decorate. A schedule will be coming out to help decorate the float on Thursday and Friday after work and the parade is on Saturday. Manaiakalani Kalua will serve as Master of Ceremonies at the Merry Monarch events.

   Sunday, April 20, 2014
   UNUKUPUKUPU will perform for 1 ½ hours at Civic Auditorium

   Monday, April 21, 2014 at 12 noon
   Kipaepae for the Aotearoa New Zealand National Championship Kapa Haka Group

   Tuesday, April 22, 2014 from 12 noon.
   UNUKUPUKUPU perform at Naniloa Hotel

   Saturday, April 26, 2014
   Merry Monarch Parade
   Meet at the Kamehameha statue before 9:30 a.m.
   Wear Hawaii CC T-shirt, 1.8 miles

3. May 8, 2014-Hawaiian Blessing Ceremony for Graduates at dawn at Coconut Island. Open to the community. The next day will be at Kona

13. The next meeting is on Friday, May 2, 2014 at 12:00 to 1:15 p.m. in conference room 6A & WH Admin. Conf. Rm.
    Recorder will be Joeanne Losalio-Watson

14. Meeting adjourned at 1:45 p.m.

    Recorded by: Janice Watanabe, Administrative Affairs

HawCC –Auto Admit Report/Sp 14   3/25/14 5:56 PM/ki

Data retrieved from DATA METRIX.

234 HawCC Students offered Auto Admit Sp14 = 148 Standard (Initial)
86 Re-offered

75 Accepted = 66 Standard & 09 Re-offered

of the 75 Accepted = 59 Manono Students
16 West Hawaii Students

Campus students selected:

16 West Hawaii Students = 05 UH Hilo
06 UH Manoa
05 UH West Oahu

59 Manono Students =   52 UH Hilo
04 UH Manoa
03 UH West Oahu

*75 HawCC Students =   57 UH Hilo
10 UH Manoa
08 UH West Oahu

Degree selected: W.H. Students
Hilo 05
Art
Adj
Com. Sci
Gen. Bus
Psy

Manoa 06
Ed. Elem (2)
Elec. Eng
Journ.
Mgt.
Soc. Work

West Oahu 05
Eced (2)
Gen. Bus
Gen.
SSci.

Degree selected: Manono Students
Hilo 52
Adj (9)
Ag4 (2)
Biol. (3)
Com (2)
Com. Sci (3)
Eng.
Gen. (3)
Gen. Bus (3)
HwSt.
Kes.
Ling. (2)
Math (2)
Nurs. (2)
Physics
Pre-nurse (3)
Psy (7)
Pol. Sci
Soc (6)

Manoa 04
Ed. Sec. Ed.
Kin. Rehab Sci.
Nurs.
Sec. Lang. Stud.

West Oahu 03
Eced. (3)

Degree selected: Total # of HawCC Students

Hilo 57
Art
Adj (10)
Ag4 (2)
Biol. (3)
Com (2)
Com. Sci (4)
Eng.
Gen. (3)
Gen. Bus (4)
HwSt.
Kes.
Ling. (2)
Math (2)
Nurs. (2)
Physics
Pre-nurse (3)
Psy (8)
Pol. Sci
Soc (6)

Manoa 10
Ed. Elem (2)
Ed. Sec. Ed.
Elec. Eng
Journ.
Kin. Rehab Sci.
Mgt.
Nurs.
Sec. Lang. Stud
Soc. Work

West Oahu 08
Eced. (5)
Gen. Bus
Gen.
SSci.

2013 Program - Unit Review Process Improvement Summary   4Mar14

Group	Program	Feedback Date
Group 1:	Units	28Jan14
Group 2:	Instruction	28Jan14

Summary Meeting Participants:

Noreen Yamane (Chancellor, UHCC IPRC Rep)

Joni Onishi (Vice Chancellor for Academic Affairs)

Jim Yoshida (Vice Chancellor for Administrative Affairs)

Deborah Shigehara (Interim Director, Office of Continuing Education and Training)

Dr. Marty Fletcher (Director, UH Center West Hawaii)

Joyce Hamasaki (Interim Dean, CTE)

Guy Kimura (Interim Dean, Lib Arts & Public Srvcs)

Shawn Flood (Institutional Analyst)

James Kiley (Institutional Assessment Coordinator)

Donnalyn Kalei (comprehensive instruction template/process)

Larissa Leslie (comprehensive unit template/process)

Trina Nahm-Mijo (annual instruction template/process)

Steve Schulte (annual unit template/process)

[Note: Those listed above attended one or more of the 3 meetings we held on campus in support of this work on March 4th, 12th, or 21st.]

Instructional Program Review Process Question	Summary	Improvements	Responsible Party
1. Did you find the annual program review training helpful? If not, what could be done differently to better suit your needs?	Numerous requests for feedback on the annual reviews. Currently there is no mechanism in our existing process to support this.	The Dean of Liberal Arts and the Dean of CTE programs will ensure that prompt feedback is given to each program that submits an annual review.	Dean of Liberal Arts Dean of CTE
	Lack of clarity about steps within the annual process. Currently there is no mechanism in our existing process to support this.	Joyce will create an annual review process that includes a description of each step in the process, along with its corresponding due date.	Joyce
	Some writers expressed a desire to have more time to write their reviews.	All training will now be conducted in the month of October to allow everyone extra time for their reviews.	All Trainers

2. For those programs that used a template this year (either comprehensive or annual), did the templates suit your needs? If not, what can we do to improve them?	Some writers expressed frustration that the templates were requiring more information than what was needed for their reviews and that the templates were too complicated.	Joni will organize a team charged with modifying/simplifying ALL templates. The published feedback from the program review questionnaire will be used as a guide to ensure that the needs of the organization are being met.	VCAA

CERC |
| 3. All program review presentation material, templates, and documentation are made available to you through the Hawaii Community College websites. Do you find this method of delivery useful? If not, what could be done differently to better suit your needs? | Some writers expressed concern that not all of the information they needed for their review on the college's website was in the same place. | IR will work with the web developer to see if there are some opportunities to alleviate this concern. | IR

Web Developer |
| 4. This year we provided three separate training sessions (one for CTE programs, one for the Liberal Arts program, and one for Units) to better fit your individual needs. Was this helpful? Should we continue | Some commented that they were unable to attend their training at the day and time scheduled. | A scheduling tool is currently in use to ensure that the day and time that most folks are available is taken into consideration when planning the training. It is impossible to set a day | IR |

this practice?	and time that everyone can make. We will continue to seek out the most convenient scheduling for everyone. Additionally, we will have 2 training sessions scheduled for instruction. (Units scheduling will remain the same.)	All Trainers
5. Again this year, your annual reports of program data (ARPD) were delivered to you completely on-line. Did you encounter any issues with this form of delivery?	Data was entered for instruction by the VCAA's office so no one on campus from instruction interacted with the tool this year.	No issues reported
6. In general terms, what can be done to improve the existing program review process?	There is currently no evaluation step for the new annual and budget review process, and there has not been a full evaluation of CERC published.	There will be an evaluation step added to the annual and budget review process. This evaluation will encompass all areas of the review (ARPD, Assessment, Comprehensive and Annual	IR Assessment Coordinator VCAA

	Reviews, and CERC. The Faculty Senate in conjunction with the Admin Team will ensure that the entire instructional program review process is evaluated every year, once the review process has ended. The evaluation needs to take place prior to Summer break, and feedback from campus will drive the plan for next year's review. IR will develop the survey and will ensure that a summary of this work is published every year. Joyce will add this step to both the comprehensive and annual review processes.	Admin Team Faculty Senate Joyce
7. Do you feel that appropriate resources are allocated to conduct a program review of meaningful quality? If not, what resources do you need? Please be specific.	Some writers indicated that they did not have appropriate resources (people, time, etc) to conduct their reviews. We are currently not using campus resources as effectively as we should.	The training for the reviews will now take place in October to allow extra time to write the reviews. The Chancellor will consider inviting the	All Trainers

		Faculty Senate to the table to share in the governance and evaluation of the current instructional program review process on campus.	Chancellor Faculty Senate
		Joyce will add this additional step to both the annual and comprehensive review processes.	Joyce
8. Is there anything else that you would like to add that you feel would create a more inclusive and positive environment to develop your program review?	Suggestions from the face to face group feedback were; since we have beefed up the annual review template to the point that it is as detailed as the comprehensive review, why not get rid of the entire comprehensive review process on campus and just have one review. If a program or unit is due for a comprehensive review, they simply write "comprehensive review" on their title page prior to submission.	Joni can evaluate the possibility of making this change when she brings her team together to evaluate the templates.	VCAA CERC

Unit Review Process Question	Summary	Improvements	Responsible Party
1. Do you find the annual unit review training helpful? If not, what could be done differently to better suit your needs?	Lack of clarity about steps within the annual process. Currently there is no mechanism in our existing process to support this.	Joyce will create an annual review process that includes a description of each step in the process, along with its corresponding due date.	Joyce
	Some units would like more time to write their reviews.	All training will now be conducted in the month of October to allow everyone extra time for their reviews.	All Trainers
	Numerous requests for feedback on the annual reviews. Currently there is no mechanism in our existing process to support this.	VC's and Directors will ensure that prompt feedback is given to each unit that submits an annual review. Joyce will add this to both the annual and comprehensive review processes.	VC's and Directors
			Joyce

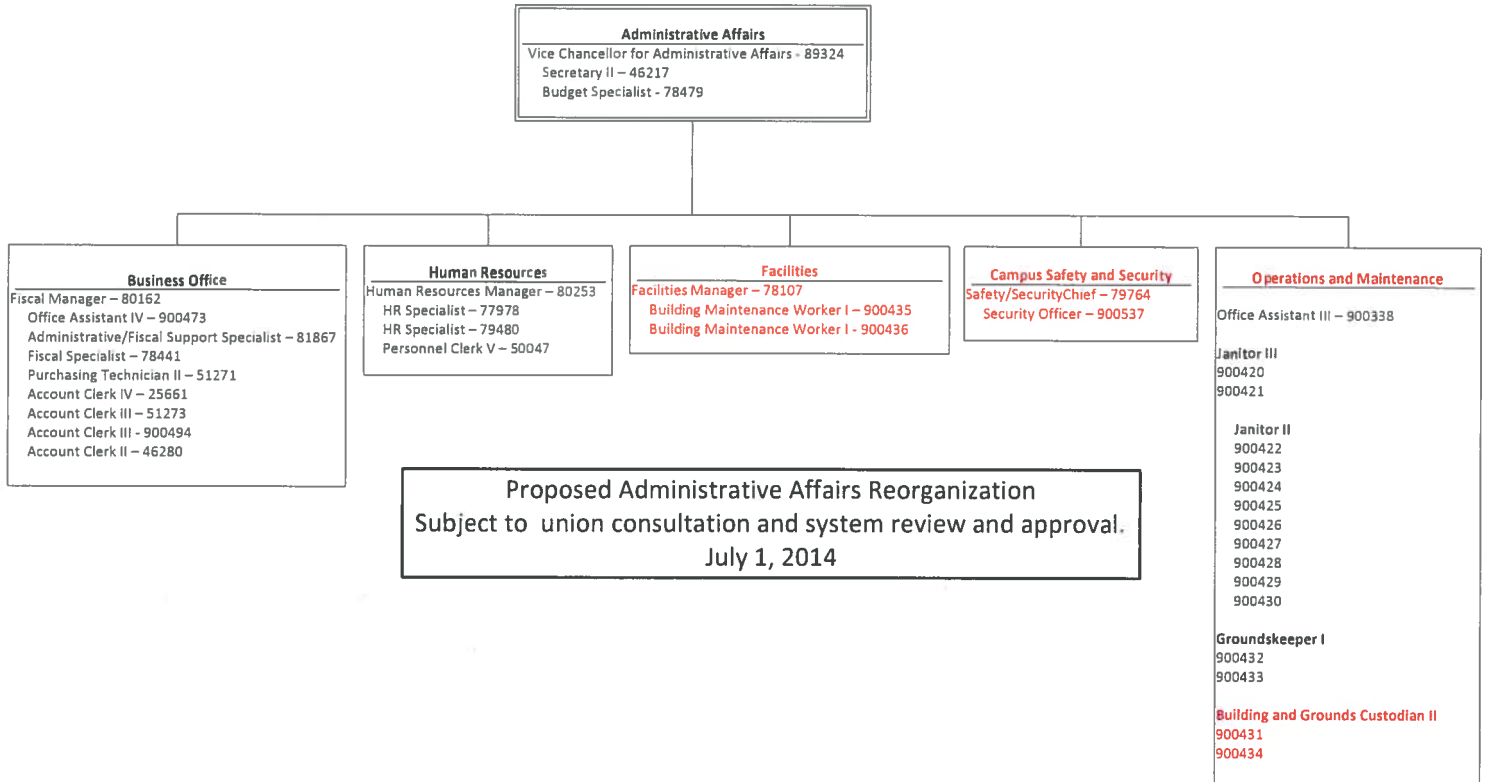| Question	Finding	Action Plan	Responsible
	Several writers are still indicating that they are not receiving any training specific to their units.	This is already part of the comprehensive review process (step #7). VC's and Directors need to work more closely with their constituencies to ensure that unit specific training is being provided on campus. Joyce will add this step to the annual and budget review process.	VC's Directors Joyce
2. For those units that used a template this year (either comprehensive or annual), did the templates suit your needs? If not, what can we do to improve them?	Some units thought that the template was geared more towards instruction in the way that it was developed.	Joni will organize a team charged with modifying/simplifying ALL templates. The published feedback from the program review questionnaire will be used as a guide to ensure that the needs of the organization are being met.	VCAA CERC
3. All program review presentation material, templates, and documentation are made available to you through the Hawaii Community College websites. Do you	Some writers expressed concern that not all of the information they needed for their review on the college's website was in the same place (i.e. spread across various websites)	IR will work with the web developer to see if there are some opportunities to alleviate this concern and improve web navigation.	IR Web Developer

find this method of delivery useful? If not, what could be done differently to better suit your needs?		
4. This year we provided three separate training sessions (one for CTE programs, one for the Liberal Arts program, and one for Units) to better fit your individual needs. Was this helpful? Should we continue this practice?	Some commented that they were unable to attend their training at the day and time scheduled.	A scheduling tool is currently in use to ensure that the day and time that most folks are available is taken into consideration when planning the training. It is impossible to set a day and time that everyone can make. We will continue to seek out the most convenient scheduling for everyone. We will have 2 sessions for instruction. Units scheduling will remain the same.	IR All Trainers

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5. For units that submit their annual reviews on the system annual reports of program data (ARPD) website, did you encounter any issues this year with this form of delivery?	No issues reported	N/A	
6. In general terms, what can be done to improve the existing unit review process?	There is currently no evaluation step for the new annual and budget review process, and there has not been a full evaluation of CERC published.	There will be an evaluation step added to the annual and budget review process. This evaluation will encompass all areas of the review (ARPD, Assessment, Comprehensive and Annual Reviews, and CERC). The Faculty Senate in conjunction with the Admin Team will ensure that the entire instructional program review process is evaluated every year, once the review process has ended. The evaluation needs to take place prior to Summer break, and feedback from campus will drive the plan for the next year's review. IR will develop the survey and will	IR Assessment Coordinator VCAA Admin Team Faculty Senate Joyce

Question	Findings	Actions	Responsible
		ensure that a summary of this work is published every year. Joyce will add this step to both the comprehensive and annual review processes.	
	In the face to face feedback session there was an idea brought up that all offices could work one day on their unit reviews. This would be in place of their regular duties, i.e. offices would, in effect, be closed (or provide limited services) on Program/Unit Review Day, so that appropriate time to write and dialog can take place for the units. Some similar agreement should also take place for instructional programs as well.	Providing time for programs and units to dialog about their reviews, would show commitment in regards to making the program and unit review process on campus "real". It would also show that we are in fact allocating resources appropriate for this work to be completed on campus. It is requested that the Chancellor, with the input of the Admin Team, determine if this could be instituted on campus going forward.	Chancellor Admin Team
7. Do you feel that appropriate resources are allocated to conduct a unit review of meaningful	Some writers indicated that they did not have appropriate resources (people, time, etc) to conduct their reviews. We are currently not using	The training for the reviews will now take place in October to allow extra time to write the	All Trainers

quality? If not, what resources do you need? Please be specific.	campus resources as effectively as we should. The Chancellor will consider inviting the Faculty Senate to the table to share in the governance and evaluation of the current instructional program and unit review process on campus. Joyce will add this additional step to both the annual and comprehensive review processes.	reviews. Chancellor Faculty Senate Joyce
8. Is there anything else that you would like to add that you feel would create a more inclusive and positive environment to develop your unit review?	Suggestions from the face to face group feedback were, since we have beefed up the annual review template to the point that it is as detailed as the comprehensive review template, why not get rid of the entire comprehensive review process on campus and just have one review. If a program or unit is due for a comprehensive review, they simply write "comprehensive review" on their title page prior to submission.	Joni can evaluate the possibility of making this change when she brings her team together to evaluate the templates. VCAA CERC

Administrative Affairs

Vice Chancellor for Administrative Affairs - 89324
Secretary II – 46217
Budget Specialist - 78479

Business Office

Fiscal Manager – 80162
   Office Assistant IV – 900473
   Administrative/Fiscal Support Specialist – 81867
   Fiscal Specialist – 78441
   Purchasing Technician II – 51271
   Account Clerk IV – 25661
   Account Clerk III – 51273
   Account Clerk III - 900494
   Account Clerk II – 46280

Human Resources

Human Resources Manager – 80253
   HR Specialist – 77978
   HR Specialist – 79480
   Personnel Clerk V – 50047

Facilities

Facilities Manager – 78107
   Building Maintenance Worker I – 900435
   Building Maintenance Worker I - 900436

Campus Safety and Security

Safety/SecurityChief – 79764
   Security Officer – 900537

Operations and Maintenance

Office Assistant III – 900338

Janitor III
900420
900421

   Janitor II
   900422
   900423
   900424
   900425
   900426
   900427
   900428
   900429
   900430

Groundskeeper I
900432
900433

Building and Grounds Custodian II
900431
900434

Proposed Administrative Affairs Reorganization
Subject to union consultation and system review and approval.
July 1, 2014

**Hawaii Community College
Renovation Projects and Related**

In Progress:

Hale Aloha: Anticipated completion date is end of June 2014.

Palamanui: Work is still progressing. Slabs have just been poured with wall anticipated to be started by the end of May 2014.

Fire Alarm Upgrade: This project is almost complete though there are a few punch list and other items to resolve.

Art Kiln: Work has been suspended temporarily to allow firing of ceramic works for students. It is anticipated there will be a work stoppage for around three weeks. Unfortunately there were other problems that came up at the start and shortly thereafter which caused delays as well.

Buildings 380 and 381 Electrical and Ceiling: Work is still scheduled to commence as soon as spring 2014 classes end. POM has been working with occupants on a relocation plan which is essentially similar to what was developed last year when the project was supposed to start.

Buildings 380 and 389B for HLS: Work on these are essentially complete although there may be a few items to resolve.

Gutters, Rainspouts, Covered Walkways: Stan's Contracting has been awarded the project. The pre-construction meeting has not yet taken place, but should be scheduled shortly.

Buildings 378 and 397 AC/Ductwork: The NTP date was set for April 1, 2014 anticipating Hale Aloha will be ready for occupancy by August 2014 at the latest so occupants of 397 (Business Office and Human Resources) may be relocated there first.

Lock and Key: Changing locks and rekeying of the Manono Campus is scheduled to start shortly.

Other Projects: There are other system-funded projects planned or scheduled; however, no start dates have been established:

    Reroof 379-A
    Repair termite damage PB15 and PB16
    Repaint 395
    Upgrade campus electrical infrastructure
    Replace 394 AC
    Asbestos abatement for 391 (Electricity)

Campus-based projects include the bio-diesel demonstration project area, Financial Aid Office and others.

Institutional Assessment Coordinator Report to Hawai'i Community College Council
March 14, 2014

Closing the Loop
ACCJC stated that the college's assessment process has not provided clear evidence that the instructional programs and support units are closing the loop with assessment action plans and goals. For some units and instructional programs, action plans have been implemented with closure but the results have not been formally documented and/or reported nor have the dialogs resulting from the full assessment process been made available. Starting with 2012-13 academic year the assessment reporting forms include a section with two questions for reporting closing the loop information:

Improvement Strategies (Closing the loop)

NOTE: This portion of the report is to be completed:
1. after the Action Plan is implemented and
2. the Action Plan's results are reviewed and evaluated (this could take multiple semesters).

Use this section to describe the changes planned for instruction, course, program or future assessment strategies. Include documentation of the dialog, process, and planning that led to the proposed changes.

Recommendations for Instruction, Course, or Program
(Based on the Action Plan outcomes, what changes should be implemented to improve student learning. Modifications might include redefining the program's mission, changing PLOs, CLOs, changing the instructional approaches or testing methods, adding/deleting courses, re-assessing courses, etc.)

Recommended Assessment Modifications
(What was learned from the Action Plan implementation that can be used to improve subsequent assessments? These changes will be incorporated into the program's five-year assessment plan.)

To facilitate closing the loop reporting, the Improvement Strategies (Closing the Loop) questions from the reporting form, along with instructions, will be sent to the academic programs and support units for completion. The reported information will provide evidence of action plan results for at least the past two years. The reports will be posted with the assessments and action plans to provide evidence for ACCJC that there is follow-up within the assessment process.

An additional question will request evidence of the dialog that took place to facilitate changes to instructional activities and support services. This evidence can come from department meeting minutes and other documents that describe the changes and process.

In addition, to facilitate a response to the recommendations from the last ACCJC report, the Assessment Committee has formed sub-groups:
- Assessment website
- Assessment training
- Assessment Committee self-assessment
- Coordinate and collect ILO assessment data
- Assessment facilitation

Institutional Learning Outcome Assessment

The Institutional Learning Outcome assessment plan is now in progress. Student Institutional Learning Outcome survey questions are embedded in the graduate survey, the Institutional Learning Outcome survey for faculty and staff will be distributed during the month of April and surveys will be sent to advisory committee members. Assessment data from the instructional programs and support units for this academic year will be compiled and added to the survey data and reported to College Council during the Fall 2014 semester.

HIS Gone WILD

A workshop with five community college assessment coordinators as panelists, along with about fifty participants discussed the good, bad and ugly of assessment as seen from their perspective trenches. The shared issues included:

- all campuses are developing database/applications/reports to support assessment,
- none of the campuses have implemented robust, full assessment processes,
- many of the campuses have been doing course level assessment and are still attempting to implement program level and comprehensive assessments,
- the assessment coordinators on the panel, other coordinators attending the workshop, and many participants expressed concern about the lack of support for assessment from UHCC System.