Administrative Staff Meeting Notes  
February 6, 2012

Attending: Kristine Korey-Smith (interim Director Office Career and Community Education); Cliff Togo (Vice Chancellor Administrative Services); Richard Fulton (Vice Chancellor Academic Affairs); Ellen Ishida-Babineau (acting Dean Division I); Brian Richardson (Dean Division II); Ardis Eschenberg (Vice Chancellor Student Affairs).

Chancellor announced that the February 23rd meeting of the Board of Regents (BOR) will approve a Biennium Budget Policy Paper to be deployed to all campuses in the system as guidance on the themes and types of budget requests that will be entertained by the President’s Budget Committee for a Biennium request due to the Board by September 2012.

The BOR meeting on the 23rd is hosted by our Windward campus and the Board has asked for a walkthrough of the as yet to be completed Library Learning Commons (LLC) to take place at 3 p.m. or later. The college will inquire of the Construction Management Company, Bowers & Kubota about feasibility of this hour for a tour.

Chancellor announced that the Smithsonian on Main Street exhibit entitled New Harmonies that was earmarked for a Windward CC exhibit in the new LLC beginning September 28th has been totally burned in a trucking accident during its transport across country. Other copies of the exhibit exist, but they are tightly scheduled for other sites. The College’s options include:

1. Accept one of the other copies at its earliest available date in January/February 2013;
2. Request the Smithsonian to consider re-scheduling one of the other copies to allow the exhibit to be placed in September/October 2012 coinciding with the College’s 40th anniversary celebration & the scheduled Ho’olaule’a and its 15-20 thousand visitors;
3. Scratch the exhibit altogether.

Chancellor announced that the Accreditation Self Study by the College is due to the Vice President for Community Colleges in the first week of June 2012. It will be sent to the BOR for its approval at an as yet to be scheduled BOR meeting in July.

Chancellor announced that the College has been assigned a Strategic Planning Analytical Study to conduct on behalf of the UHCC system. The research question assigned: **Do gatekeeper classes make a difference in terms of student retention and progress towards a degree?** The report is due in summer 2012 and all other community colleges have been assigned other studies as follows:

- Kauai CC: Distance Education has rapidly expanded…is it working?
• Kapi‘olani CC: Hybrid Classes…what works and what does not…How we prepare faculty and curriculum…can we show that students learn better, like it better, and that it takes fewer rooms?

• Maui & Kapi‘olani CC’s: Program level tracking of CC students to UH Manoa…success…success compared to “native” four-year students?; Leeward CC: Same question related to CC transfers to UH West O‘ahu; Hawai‘i CC: Same question related to CC transfers to UH Hilo.

• Leeward CC: Course taking patterns of CC students…are students getting the courses they need to complete in the time expected…why do CC students who transfer to UH four-year institutions complete with more credits than “native” students?

• Maui CC: Employment information on graduates at the program level…who are the employers…what are the occupations?

• Honolulu CC: Underprepared students…parameters of the study unspecified.

Windward CC has been invited by Chancellor Helen Cox at Kauai CC to attend a briefing to be presented by Kimo Perry on the Wai‘ale‘ale Program presented in Lihue on February 22nd. The College will send 4-5 representatives for the briefing and follow-up meetings preparatory to its own proposal to Castle Foundation to fund a similar program.

Vice Chancellor Fulton inquired about risk and release forms for classes in such potentially dangerous courses such as “Stagecraft” or in potentially dangerous science lab classes. He will inquire with colleagues at Leeward CC on common practices…such as safety lectures and materials to be included in the courses in questions as well as safety protocols to be followed particularly in case of an accident.

The Agripharmatech Certificate proposal is nearing completion and may be ready for the March BOR meeting.

Vice Chancellor Eschenberg reports that College Saturday at Pearl Ridge Mall will include a contingent from Windward CC on February 11th from 9 am-3 pm.

She also reports the great success of the ‘Aha Wahine conference held on Saturday February 4th and sponsored by WCC Hawaiian Studies, OHA, and NHEA, attended by some 400 women with very substantial help from the wahine and kane of Windward CC Student Services. Mehana Hind was the Windward CC point of contact for planning and Pualani Kanaka’ole Kanahele, Ph.D. the keynote speaker.

She also reports that the Supplemental Instruction Counselor position is now being recruited.

Vice Chancellor Togo will distribute the Repairs and Maintenance List for campus review by the Planning and Budget Council & Faculty Senate in this year when the State Legislature is very likely to be funding projects that are shovel ready.
Interim Dean Ishida-Babineau reports that process outcomes surveys for Admin Services offices are nearly completed and ready for deployment.

Interim Director Korey-Smith reports the Comprehensive Economic Development Conference for O‘ahu wishes to use the Windward CC campus as its host site on May 3, 2012 pending clearance by the Student Services Division for use of Akoakoa facility. The State CEDC conference is considering this College as the site for its conference on May 25th, but no formal request has been made as yet.

Korey-Smith reports that up to 150 Kailua High School students have volunteered to work in the Hawaiian Foods Garden adjacent to Hale ‘Ao pending the signing by parent/guardians of risk and release forms, preparation of a brief safety lecture to be presented to the assembly of volunteers and the presence of Windward faculty/staff as responsible parties during the work day.

Korey-Smith inquired about the possibility of tracking/flagging Certified Nurse Assistant students and will soon be requesting assistance from the Institutional Research Office pursuant to this end.

Dean Richardson reports that the results from a student survey on scheduling changes will soon be made public, moreover another survey is posted to get student responses to the summer school schedule.