2013-2014 Senators:

Senators Present:

Dave Krupp (Off-Campus Chair)  Janine Oshiro (Language Arts)
Deacon Hanson (Math/Business)  Kaʻala Carmack (Humanities)
Ellen Nagaue (Academic Support)  Kathleen French (CC Chair) Ex-Officio
Floyd McCoy (Natural Sciences)  Kathleen French (Social Sciences)
Heipua Kaʻōpua (Recording Chair)  Liko Hoe (Presiding Chair)
Jamie Boyd (OCCE)  Lisa Gillis-Davis (Student Affairs)

Senator(s) Absent: none

Guests: Doug Dykstra, Chancellor
         Jan Lubin, (Director of Planning and Program Evaluation)

1. Meeting Called to Order: 1:00 pm. Liko Hoe welcomed Dave Krupp as the new Off-Campus Chair. He also noted that Kaʻala Carmack will be replacing Ryan Koo as the FS representative for the Humanities department.

   Approval of minutes: Motion to approve September 3, 2013 minutes submitted by Liko Hoe. Motion passes via voce

2. Chancellor Doug Dykstra gave a brief presentation to the Faculty Senate on the Accreditation Follow-up Report. Chancellor Dykstra noted that all edits to the Follow-Up Report must be submitted to Jan Lubin by 9/25/13. The final report must be submitted by 10/15/13. The ACCJC campus visit will likely occur in early November. He pointed out that John Morton is now a member of the ACCJC. Chancellor Dykstra indicated that if a single team comes, a single member may likely be assigned to each community college. He also affirmed that WCC is not backing down on our rebuttal document. Chancellor Dykstra expressed his displeasure with the accreditation team’s performance.

   • Recommendation #1, Development and Assessment of Student Learning Outcomes: Chancellor Dykstra emphasized that the General Education (Ged Ed) learning outcomes have already gone through one complete cycle using the old Gen Ed learning outcomes. This process has been well documented. WCC is now midway through the second cycle with new Gen Ed outcomes. The current project to complete our new and improved Gen Ed learning outcomes represents a campus effort to condense our former Gen Ed learning outcomes from ten to four. We expect to complete our assessment by Spring 2014. This second cycle is value added—an improvement to make Gen Ed outcomes more amenable to evaluation and analysis.

   • Chancellor Dykstra confirmed that Student Affairs had already identified SLOs in six major areas prior to the ACCJC visit. The remaining three areas—Financial Aid, Admissions and Records, and Outreach—had process or service outcomes, however they now have SLOs. Ardis Eschenberg has assessed the SLOs for all Student Affairs department with the exception of mental health counseling.

   • Recommendation #2, Integrated Planning: Chancellor Dykstra asserted that the Visiting Team made erroneous claims stating that WCC’s technical and administrative services have not been represented in long-term budgeting and planning processes. On
the contrary, he pointed out that their representatives have been part of the Planning and Budget Council (occupying 5 seats) from the beginning. This recommendation should never have been there. The Accreditation Team, in response to the College’s rebuttal did edit this integrated planning recommendation to remove any implication that the College had been negligent in addressing these concerns since 2006.

- During the next visit of the Accreditation Team, the Chancellor will request a daily report of the team’s activities.
- Our Accreditation report was 350 pages. Accreditation team members couldn’t absorb it all along with the voluminous documentation that was provided. Chancellor Dykstra asked if the ACCJC should establish limits on what and how much should be included in the report.

**Recommendation #3, Student Learning Programs and Services and Resources:** We could make improvements in this area; APT (non-teaching positions) and clerical staff need to be evaluated on a regular basis. Staff Development: we have hit campus targets every year for the last several years. Something we have not done is to provide APTs with sabbaticals. The HGEA contract states that a campus may send an APT on sabbatical if the campus has sufficient resources. Proposals will be judged and prioritized based on funding availability.

**Recommendation #4, UH Systemwide Technology Plan:** The Chancellor reported that WCC has not focused on our media and computer technology (which will cost us $164K from summer school funds). Fortunately we hit new enrollment highs for Summer School 2013 enrollment to provide some leeway in funding the campus equipment needs. Administration is considering a package of fees that may include fees for technology (computer/printers), educational media, science lab, and music/art studio applicable only to students enrolled in those classes. Also under consideration is a parking fee and a Supplemental Instruction fee since Title 3 funds will expire soon. Although the foregoing fee initiatives are under consideration, it is highly unlikely that all of them would be presented as a package. Any proposed fee or fees will be presented for vetting to the Faculty Senate as well as the Student Government before seeking approval from the Board of Regents.

**Recommendation #5, Board & Administrative Organization:** According to Chancellor Dykstra, the Accreditation Team claimed WCC did not respond on this issue until 2011, and then we distributed campus governance evaluations but stated that we were discouraged by the lack of response and have no plans for improving the process in the future. The Chancellor explained that the College has done governance evaluations since 2008, but too many entities were evaluated in the old process. The new process eliminates separate evaluations by external/external constituencies of the entities being evaluated. Moreover, the new process focuses evaluation on the major administrative and governance entities eliminating excessive evaluative duties that can lead to survey weariness on the campus.

Chancellor Dykstra exclaimed, “Although our accreditation visiting team was inexperienced, and it failed to even attempt to corroborate negative information about our campus, WCC could have made our document more self-critical.” We can resolve this by having a significant number of planning agenda items describing how we plan to improve in the future. Although WCC submitted 36 planning agenda items, the Team claimed that we failed to provide a sufficient number of items. When challenged about this in the rebuttal, the Team backed off and simply reported the number of planning agenda items in the Self-Study allowed the reader to determine if 36 is sufficient.

ACCJC is currently circulating re-written Standards which has reduced their number and will no longer include Student Affairs as a separate entity; thus, it is less likely that SA will be asked to write SLOs for process outcomes oriented offices.
John Morton submitted five UHCC recommendations intended to be included in all Community College Follow-Up reports verbatim.

Jan Lubin noted that the Accreditation Follow-Up Report is due by 9/27 to Debra Nakagawa. She will get it to the BOR by 8/30. One Accreditation team will be visiting seven schools in Hawai‘i.

- **Reports**
  - CURRICULUM COMMITTEE (CC)- (Kathleen French)
    - No report from CC
  - ACCFSC/CCCCFSC (Dave Krupp): (CCCFSC Retreat Notes attached to FS Minutes)
    - John Morton gave presentation on UHCC outcomes (See link at: http://uhcc.hawaii.edu/OVPCC/docs/presentations/2013/BOR_CC_Committee_Report_August_2013.pdf)
    - Dave received paper copy of Morton’s PowerPoint presentation. UHCC enrollment looks good! Various success indicators were mentioned.
    - Performance funding measures – WCC was 100% on target so we receive 100% of our budget allocation (Rec #4: funding from 2006 $394,000 based on performance based funding
    - Morton reported on Achieving the dream data
    - Morton discussed the five UHCC accreditation recommendations
    - Dave Krupp will be on the Sustainability committee.
    - Morton is addressing post-tenure requirements; passing it on to UHPA
    - Lecturer Evaluation: Campuses are inconsistent in their evaluation. The current system is based on the number of credits taught. It was suggested that lecturer evaluation be based on merit, not just credits
    - Financial Aid funding uses 8% from tuition & fees; WCC got $487,553

- **Old Business**
  - None

- **New Business**
  - Ellen Nagaue offered a suggestion from her department to make Ballot Bin private so that administrators can’t see who voted. (Note: The recent election for FS Off-Campus Chair was conducted by Heipua Kaʻōpua, and not by anyone from administration.)
  - Liko Hoe stated that Academic Grievances Committee members will be randomly selected

- **Announcements**
  - None

- **The meeting was adjourned at 2:12 pm**

Next Meeting: **Tuesday, October 1, 2013, 1:00pm, Palanakila 117**

Minutes submitted by: **Heipua Kaʻōpua, PhD**
Recording Chair

Attached: **CCCFSC Retreat - Meeting Notes**
CCFSC Retreat - Meeting Notes
Dave Krupp
September 13, 2013

The Community Colleges Council of Faculty Senate Chairs (CCFSC) met from 1:00 p.m. until 5:00 p.m. on Friday September 13, 2013. The meeting was a retreat for outgoing and incoming faculty senate (FS) chairs. Consequently, no minutes were taken. Vice President for the University of Hawai’i Community Colleges (UHCC) John Morton presided over the meeting. Following the retreat, John Morton treated the FS chairs to dinner.

Board of Regents (BOR) Community Colleges Committee

- First meeting in August (no regular schedule for meetings established)
- Info presented
  - UH and UHCC Strategic Outcomes
    - Mainly about enrollment trends (2006-2012)
    - Overall UHCC enrollment
      - now 33,715 (way above goal based upon 3% increase per year)
      - slight decline in recent years
      - 3 campuses continue to grow (WCC, KauCC, LCC)
      - not really explained by the recession
    - UHCC Native Hawaiian enrollment
      - pattern similar to overall pattern
      - but recent slight downward trend not as distinct
    - High School enrollment
      - not as markedly above goal
      - in spite of falling HS graduations
    - From underserved regions (trend is similar to overall pattern)
  - Performance Funding Measures (funding depends on hitting metric targets - $3 million)
    - Degrees and Certificate Achievement
      - most campuses higher than goal
      - WCC about 33% above goal
    - Native Hawaiian Degrees & Certificates Achievement
      - most campuses higher than goal
      - WCC about 42% above goal
    - STEM Degrees & Certificates Achievement
      - overall not much better than target
      - WCC’s performance result an artifact of not having STEM degrees and certificates until recently
      - former UHCC students receiving STEM degrees at four-year UH institutions way above goal
    - Pell grant recipients
      - exceeding goals
      - consequence of pushing completion of forms
      - how many graduate?
  - Transfers to four-year institutions
    - to UH four-year institutions
      - overall UHCC exceed targets but not by as much
      - Native Hawaiian transfers way above goal
    - to non-UH campuses
      - don’t have all of the data for all schools
      - not much deviation from targets
- Chaminade apparently very aggressive in attracting UHCC students
  - Performance Initiatives FY 2014 Allocation
    - WCC hit targets and to receive 100% of performance fund allocation
- Other Outcomes Reported
  - remedial/developmental AtD (Fall 2011 cohort) success
  - UHCC fall-to-spring persistence
  - UHCC fall-to-fall persistence
  - Fall AtD 2011 cohort persistence
  - AtD 1st year success: full-time vs. part-time
  - full-time versus part-time enrollment
  - credit breakdown of part-time enrollments
- Role of the UHCC BOR Committee?
  - recommends to BOR mission, planning, workforce development, transfer, access (dL, developmental ed), etc
  - does not make recommendations regarding positions
- Advisory Task Group (ATG) on Operational and Financial Controls Improvement’s Recommendations
  - Organizational chart
  - UH CC chancellors currently report to UH President and UHCC VP simultaneous
  - Recommendation: UHCC chancellors to report to UHCC VP
  - Wants operational stuff to be up to CC Chancellors
  - Re-establish a UH VP for administration (system administrative functions)

**UH Accreditation Recommendations**

- #1 – Assessment of Analytical Tools and Planning Process
  - largely describes the role of the Strategic Planning Committee
- #2 – AAS General Education Requirements
  - related to remedial/developmental English and Math being used to satisfy gen ed requirements in AAS degrees
- #3 - SLO Assessment for Lecturer & Post-Tenure Evaluation
  - post-tenure review re-evaluation
    - established in 1990 but not revised
    - OVPPC recently revised policy & submitted to UHPA
  - lecturer evaluation
    - needs to be more uniform across the system
    - promotion based upon performance (merit) versus credit alone
    - electronic portfolios with continuous input & automatically populated data
- #4 UH - Systemwide Technology Plan
  - online dynamic plan that captures across all the things going on in one location and tie to actual results
  - clarify system vs campus roles
- #5 – BOR Review & Self Evaluation

**Strategic Planning Council**

Working groups goals or focus from UHCC Strategic Plan
- Goal A (part 1): Educational Effectiveness and Student Success
  - special emphasis on part-time student access and success and adult learners
  - Including review of other underserved populations
• Goal B: Functioning as a Seamless State System
  o transfers and articulation
• Goal C: Promote Workforce and Economic Development
  o special emphasis on STEM, workforce – energizing areas, and reviving the global curriculum
• Goal D: Hawai‘i’s Educational Capital/Resources and Stewardship
  o what it means to be a Native Hawaiian serving institution
  o government/non-profit partnerships
  o entrepreneurship, commercialization, resource base
• Goal E: Develop Sustainable Infrastructure for Student Learning
  o clean energy, sustainability
• Focus Area 1: Distance Education
  o infrastructure for student learning, ADA delivery, rigor, student success
• Two meetings per year
  o Spring meeting looks at results
  o Fall meeting focus post 2015

Budget Allocation

• gen fund decreased since 2009
• gen fund allocation usually based on current service base plus any legislative approved program change requests (usually honored by receiving campus)
• tuition/fees up – campuses retain tuition income
• but still need $’s to make up salary return and increases
• Augmentation
  o enrollment growth funding
    • subsidized the cost of new classes
    • $3.3 million
    • F13 funding ($385,343) supported 268 WCC classes
  o outcomes funding
    • based upon achievement of five weighted strategic outcomes (see above)
    • $3 million
      • from return of $6 million
    • enrollment growth & cost per FTE determines amount but outcomes dependent
    • WCC FY14 original allocation = $197,161
    • WCC FY14 new allocation = $420,748
  o innovation funding
    • designed to provide research and development funds for improvement related to strategic goals
    • areas
      • expanding financial aid $250,000
      • improving developmental education $400,000
      • Achieving the Dream $400,000
      • part-time student achievement $250,000
      • other strategic initiatives $250,000
      • equipment replacement $500,000
  o need-based financial aid funding
    • 8.8% of tuition set aside for need-based financial aid funding
    • funds pooled and re-allocated to that aid follows the need
    • need based on pell recipients
    • WCC contribution to the pool: $381,618
    • WCC reallocated amount: $487,453
• Budget Reductions
  o based upon legislative action
  o allocated based on either programmatic cuts or % of combined gen funds and tuition & fees
  o FY13 reduction $2 million
• Budget Restrictions
  o temporary by the Governor or UH President
  o UHCCs with mandatory 5% reserve requirement & desired target of an additional 5% for financial sustainability
  o WCC FY12-13 budget restrictions: $55,801
• Cost Metrics
  o WCC cost/FTE = $9,251
  o How evaluate?

**UH Executive Policy on Tobacco Products**

• Some differences among campuses