## Ka Piko Meeting
Minutes of November 16, 2011
Alakai 123

Attendance: Wei Ling Landers (for Clayton Akatsuka), Jean Shibuya, Mary Segura, Nancy Heu, Kai Noa Lilly, MJ Lewis

I. The chart reflects our discussion:

<table>
<thead>
<tr>
<th>Title III Funds (2010-2015)</th>
<th>G-Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Akoakoa 130</strong></td>
<td><strong>Hale A’o</strong></td>
</tr>
<tr>
<td><strong>Transfer:</strong> <em>Sarah Inouye, Kuulei Lessary</em></td>
<td>Ka Piko</td>
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<tr>
<td>Evaluator: <em>Renee Arakaki</em></td>
<td>Coordinator/Tutoring Co-coordinator: <em>Kai Noa Lilly</em></td>
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<tr>
<td>SI Coordinator/ Peer Mentoring/Tutoring Co-coordinator: <em>Loea Akiona</em></td>
<td>Writing (drop-in tutoring; independent study) lab; tutors certified and trained by English faculty. English faculty will be assigned to lab (Leslie Lyum and others as assigned by department)</td>
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<tr>
<td>Academic Advising (To be determined)</td>
<td>Speech lab; tutors certified and trained by speech faculty</td>
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<tr>
<td>Financial Aid (roving)</td>
<td>Testing Center: Ellen Nagaue</td>
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<td>Career Advising: <em>Ryan Perreira</em></td>
<td>Tutoring Coordinator: (Duties will be co-coordinated by <em>Kai Noa Lilly and Loea Akiona</em> until a permanent position can be funded.)</td>
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</tbody>
</table>
II. Personnel Responsibilities

1. Ka Piko coordinator
   - Coordinate staff and overall planning.
   - Plan and monitor budget.
   - Coordinates the assessment of KaPiko Center outcomes (includes data collection and analysis).
   - Write Program Review report for tutoring and testing.
   - Attend any Academic Support meetings and report activities to Dean of Division I.

2. Tutor coordinator
   - Coordinate general tutoring and student staff of math, speech, chemistry, and writing
     - scheduling
     - payroll
     - hiring?
   - Provide general tutor training
   - Handle initial intake and referrals to appropriate offices

3. Testing Center Manager
   - Coordinate the testing center
   - Hire and supervise student help: check student time sheets and upgrades
   - Order supplies

III. Outcomes: Tutoring should have common outcomes.

IV. Next meeting: December 7, Wednesday at 2:00-3:30 in Alakai 123. Bring outcomes to meeting.