Ka Piko Meeting
Minutes of March 13, 2012
Manaopono 107
2:00-3:00 p.m.

Present: Clayton Akatsuka, Jean Shibuya, Mary Segura, Nancy Heu, MJ Lewis, Ellen Ishida-Babineau, Ardis Eschenberg, Kai Noa Lilly, Loea Akiona, Renee Arakaki, Ardis Eschenberg

Excused: Ellen Nagaue

Guest: Russell Uyehara, TRiO

Meeting called to order at 2:05 p.m.

I. Minutes of February 28, 2011 meeting approved.

II. Ka Piko Survey Procedure prepared by Renee was discussed and approved. See attachment for proposal.
   a. At each visit, the student will complete the area’s individual survey for at least the first semester.
   b. In the first year, there will be two exit Ka Piko Surveys for students to complete: mid-term and at the end of the semester.
   c. The coordinator will collect data from each area and submit the report to Renee and to the Dean for Academic Affairs, Division I.
   d. For the first year, Ka Piko units will meet very two weeks to review the service surveys to discuss staffing, hours, and services. Adjustments will be made accordingly.

III. No modifications were made on unit outcomes; MJ’s unit survey will the basis (generic questions that are relevant to all other units. MJ will send her survey.

   Action: All units should review the MJ’s survey make modifications to suit individual units.
   Please have this done as soon as possible.

IV. Data collection and tracking
   a. Russell Uyehara (substituting for Roy Inouye) attended the meeting to explain how TRiO tracks students for tutoring and other services. SARS, used in the system for counseling appointments and scheduling, is used by TRiO to keep track of tutoring information. The advantage of using SARS is that it can be deployed immediately, but its use requires manual manipulation of the data. Another disadvantage is the servers are located at LCC and if the servers go down, the system cannot be used. However, one can use a barcode and/or user ID to sign in.
   b. Kai Noa provided more information about CSO, a program that the system has purchased. One advantage is that it is web-based. Right now it is used primarily in the Career Center, but other modules can be added for other services.

   No decision made on what system Ka Piko will be using for data collection and student tracking.

V. Passing on the Torch—Kai Noa, as the designated coordinator, will assume the responsibility of conducting future meetings.

   Suggestion: The group needs to meet at least once a month during the academic year once the center is in operation.

IV. No meeting was set for the rest of the semester, but I suggest we meet in April to follow up on the surveys and the tracking system.

VII. Meeting Adjourned: 2:45 p.m.