Ka Piko Student Success Center Minutes
October 22, 2012, 2:00-3:30 p.m.
Learning Library Commons Room 110

Present:
Kai Noa Lilly, Ka Piko Coordinator
Ardis Eschenberg, VC for Student Affairs
Jean Shibuya, Writing Lab Resource Teacher
Leslie Lyum, Writing Lab Resource Teacher
Nancy Heu, Head Librarian
Ellen Nagaue, Testing Center Coordinator
Ann Lemke, Disabilities/Admissions Counselor
Leslie Opulauoho, Counselor/SAC
MJ Lewis, Speech Lab Coordinator
Johnny Singh, Math Lab Coordinator
Ellen Ishida-Babineau, Dean for Academic Affairs/Academic Support

No Minutes to Review

I. Old Business
a. Unit updates
   i. Speech lab: MJ reported the following:
      1. The lab has extended hours and days. Student help hours have been increased.
      2. MJ distributed the most current usage data from the Speech lab.
      3. The AV equipment is not the same as in the classroom so students cannot easily translate their classroom skills to the lab equipment.
      4. She has requested a SmartBoard in the lab; she is willing to give up the current new equipment that was purchased for the lab.
      5. On order are two wall timers.
   ii. Assistive Technology: Ann reports that Stacy is now available for 40 hours a week. The following are some of her duties:
      1. She will collect data on the services.
      2. She will continue to acquire texts and convert them for the print disabled.
      3. She will interact with students by discussing books and teaching students how to use appropriate software and equipment, such as scanning material, using the SmartPen and Dragon Naturally Speaking.
      4. Stacy will also work with instructors and provide rationale for using the assistive technology.
      5. Ann is requesting that two computers (one Mac and one PC) be made available to students.
   iii. Library: none
   iv. Ka Piko Center: Kai Noa provided several updates.
      1. Kai Noa is in discussion with Bonnie on the signage for the center.
      2. The original concept of a One-Stop Center has evolved mainly due to facilities limitations.
         a. Student Affairs personnel prioritized the services to be provided at the LLC.
         b. One room is for the SI coordinator and another for SI study and instruction.
         c. Peer mentors will remain in Akoakoa; Kai Noa’s office will be in Akoakoa.
         d. Space allocation is an issue because there are not clear boundaries for the center.
         e. Two WAI students were assigned to the center.
   v. Math Lab: Johnny reported the following:
      1. Even though a scanner will be available in the lab, he would like to continue to use sign in sheets.
      2. A SmartBoard is not needed in the lab.
3. The current white board is not easy to clean; Johnny would like to change the boards to regular whiteboards and bulletin boards.
4. Clocks are on the way.

vi. Writing Lab: Jean reported the following:
1. Half the students do not have student IDs.
2. The students range from developmental education students to students taking 200-level courses. Some of these students have been from KapCC and Manoa.
3. Jean is currently working with Manoa to hire a graduate student to assist in the Writing Lab. This person would work 10 hours per week in the late afternoon and evening.
4. The Writing Lab accommodates walk-ins.

vii. Testing Center: none

b. Student help concerns: Kai Noa raised concerns about student help assigned to the center.
   i. Two students were assigned in the center to assist students and encourage them to “sign-in” using student IDs, but the students felt they were could be more useful somewhere else.
   ii. These students have been reassigned to the quiet study area and SAC.
   iii. A suggestion was to use students only at peak hours or during the first several week of school.
   iv. Related to Math lab: tutors work with walk-ins one on one. The Math Center in Manaopono is for the math redesign courses. Students in the math redesign classes will use the Math Center to get additional help.
   v. Nancy suggested that Leslie and/or Jean could walk around the commons to assist persons; however, doing so would leave the Writing Lab without a resource teacher for walk-ins.

c. Data collection: Discussion on what and how data is collected occurred.
   i. Using scanners at different labs will require students to have student IDs.
   ii. Per VC Eschenberg, four additional scanners ($150 each) can be purchased to collect data in the different Ka Piko center areas: Writing Lab, Testing Center, Speech Lab, Math Lab, and Assistive Technology. Some areas can share the scanner.
   iii. According to Kai Noa, data can be entered without the student ID but this should not be made known to students; the goal is all students will have an ID, not only for student activities but also for the library and Ka Piko.
   iv. Tutors need to be trained to encourage students to use the scanner. Johnny suggested that emails be sent to students at the beginning of the semester about getting a student ID.
   v. The transition period for requiring the student ID at different functions can be this academic year, Fall 2012-Spring 2013.
   vi. There was a discussion on students who do not have WCC as their home campus.
   vii. Mid-term surveys will be distributed to students to gather data on the Ka Piko Success Center overall. Each unit has a basic survey that focuses on the unit; some units have added their own items to the survey. These surveys, the basic unit and mid-term, were developed by Renee Arakaki and the Ka Piko Student Success Center committee.

II. New Business
a. Kai Noa reported that he, Johnny, MJ, and Ellen IB met with members of the accrediting team last week.

b. Continual collaboration between Academic Affairs and Student Affairs is essential.

c. All units (members of the Ka Piko Student Success Center) should receive training about what kinds of data SARS collects and what ways the data can be presented.

d. All units should meet to discuss on mutual funding needs and collaborate on budget requests for the PBC.

III. Future Meetings
a. October 29, 2012, Monday at 3:00 p.m. in LLC 220: To learn about the kinds of data SARS can provide.
b. November 5, 2012, Monday at 3:00 p.m. in LLC 220: To review data from the mid-term survey administered on October 30, 31, and November 1, 2012.

IV. Action Items

Item 1: The surveys will be administered on October 30, 31, and November 1, 2012. Kai Noa will print the surveys for next week.

Item 2: Kai Noa will compile the results of the surveys.

Item 3: Purchase scanners for data collection (Student Affairs). VC Eschenberg will look follow up.

Item 4: Purchase or find two computers, one Mac and the other PC, for the Assistive Technology office. VC Eschenberg will follow up.

V. Meeting ended at 3:30 p.m.

Recorded by Ellen Ishida-Babineau