Ka Piko Student Success Center Minutes  
October 29, 2012, 3:15-4:15 p.m.  
Learning Library Commons Room 220

Present:  
Kai Noa Lilly, Ka Piko Coordinator  
Jean Shibuya, Writing Lab Resource Teacher  
Ellen Nagaue, Testing Center Coordinator  
Ann Lemke, Disabilities/Admissions Counselor  
Stacie Phasouk, Assistive Technology Specialist  
Leslie Opuluohu, Counselor/SAC  
MJ Lewis, Speech Lab Coordinator  
Johnny Singh, Math Lab Coordinator  
Ellen Ishida-Babineau, Dean for Academic Affairs/Academic Support

Minutes reviewed and corrections made. Approved minutes should be posted on the Ka Piko Website.

I. New Business
   a. Kai Noa reported that a scanner and laptop will be deployed to each lab, the Testing Center, and Assistive Technology. Bryan Tokuda will load the SARS programs into the laptops.
   b. There are 15-16 reports that could be generated by SARS, which could be customized for each lab, Testing Center, and Assistive Technology. Most of us would probably need up to five reports for our areas.
   c. Kai Noa will schedule training this week for each unit.

II. Old Business
   a. Kai Noa distributed Ka Piko surveys, which the labs and Testing Center would administer to users of our services on October 30, 31, and November 1, 2012.
   b. Student help concerns: Kai Noa reported that two student workers were reassigned to 'Ākoakoa, and they would be called upon to staff LLC Ka Piko at the beginning of semesters to assist new students in the use of the scanners.
   c. Leslie Opuluohu will also schedule times in LLC Ka Piko for student ID applications.
   d. Jean Shibuya requested that the Testing Center put signs on the Writing Lab door in the event either she or Leslie Lyum was not able to cover posted times.

III. Future Meeting: 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. Meeting ended at 4:15 p.m.

Recorded by Ellen Nagaue