

## Minutes

### WINDWARD COMMUNITY COLLEGE STRATEGIC PLANNING COMMITTEE

March 3, 2009

Hale `Akoakoa 107/109 11:00 a.m.

Angela Meixell, Chancellor

Bernadette Howard, Director Vocational and Continuing Education

Elizabeth Ashley, Interim Dean of Instruction

Gerri Kabei, Instructor, Program Developer, Vocational and Continuing Education

Leslie Lyum, Instructor, Vocational and Community Education

Joseph Ciotti, Professor of Physics, Astronomy, and Mathematics; Director of the Center for Aerospace Education – Division II Representative

Jan Lubin, Director of Planning and Program Evaluation

Non-Committee Members Present: Richard Fulton, Vice Chancellor for Instruction; Leslie Opulauoho, Student Life

Excused: Clifford Togo, Vice Chancellor of Administrative Services, Lui Hokoana, Vice Chancellor of Student Services, Lokelani Kenolio, Puko'a Representative, Mark Hamasaki, Art Professor, Division 1 Representative, Anne Lemke, Disabilities/Admission Counselor; Early Admit and Running Start Counselor – Student Services, Tara Severns, Public Services Librarian – Academic Support, Avelina Corpuz, Janitorial Supervisor – Maintenance Staff, Geri Imai, Registrar, Karen Puu, Clerk Typist – Admissions and Records, Student Representative

Chancellor Meixell called the meeting to order at 11:05 a.m. and turned the meeting over to Jan Lubin.

Jan reported that the UHCC System Office had hoped that COGNOS would be available to all campuses so we could pull the Actual Strategic Plan Performance Data ourselves; however, this was not the case. The System Office will pull the data for all campuses before the April 9 System-wide Strategic Planning Council Meeting, which will take place at the UHCC Dole Street Office on April 9, 2009. It is uncertain when COGNOS will be available to campuses, but right now speculation is that it will not be available until the Fall 2009 semester. This means that the people who have already gone through training would have to be

retrained. It is then their responsibility to train others on campus how to use COGNOS. The original roll-out date for COGNOS was October 2008. The cubes have been harder to build than originally thought, and there seems to be a disagreement on what the dashboards should look like. Hopefully, these problems will be remedied soon so that campuses will be able to use COGNOS to pull data from the Operational Data Store (ODS), the data warehouse for student data. COGNOS cubes can also be built to work with Classware. Jan will check with Cheryl Chappel-Long on the progress of these cubes.

The data that the UHCC System Office will provide to all the CCs are 2007 Achieving the Dream data for Strategic Plan Performance Outcomes 1 and 2, and 2008 Performance Data for Strategic Plan Outcomes 3, 4, and 5. Many members of the Committee thought the all outcomes should be assessed using 2007 data. Jan stated that Nalani has pulled all the 2007 data from the ODS during Winter Break, and that this will be displayed along with the 2008 Performance data. She also stated that the System Office doesn't want any changes to be made to the goal numbers for "Expected Outcomes." We have already exceeded out 2012 expected outcomes for enrollment, but these numbers may fall drastically once the economy stabilizes. Therefore, no change will be made in Windward's expected outcomes, and we will simply report whether we exceeded the expectation, met the expectation, or did not meet the expectation in our Performance Measures Outcome Assessment. This also will be part of the Progress Report to the ACCJC due on October 15, 2009. John Morton will be coming to each campus between now and the end of May to discuss how each campus has done against the projected performance measures established for all Strategic Plan outcomes.

Jan then handed out a template that she would like to be used in all Annual/Program Reviews by departments and non-instructional units. The template includes columns for the UH System Strategic Plan, The UHCC Strategic Plan Program Goals, and Windward's CC Strategic Plan Performance Outcomes, which will be supplied to the various units. It would be the unit's responsibility to fill in the Unit's/Department's Activity to Achieve the Outcomes, the Person(s) Responsible, the Resources Needed, and the Timeline for Completion. Vice Chancellor Fulton suggested adding a column after Activity to Achieve the Outcomes for Operational Benchmarks, which the Committee agreed was a good idea.

Vice Chancellor Fulton said that the benchmarks that were originally established by the Deans of Instruction may be changing because a lot of the CC Liberal Arts programs were “Unhealthy” based on the benchmarks that had been established. This was mostly because many students do not finish their degrees at the CCs before they transfer to a 4-year school. This brought up the discussion of whether Windward was a transfer or degree-seeking institution. Transfer is in the Strategic Plan, but output is usually measured in Graduation. Jan has been going to all the departmental meetings and asking that they make sure that students declare their Academic Program Certificates so they can be counted as Output.

Vice Chancellor Fulton said that even transfers were hard to report correctly. We could follow those who went on to UH-System Schools, but not those who went elsewhere. Jan stated that this was true before, but that HPU, Chaminade, and BYU-Hawaii now belonged to the National Student Clearinghouse, so that reporting, though it was still difficult, was easier than it was before these schools joined. This is the first year that reporting from these schools will be available through Clearinghouse Reports.

Joe Ciotti asked if Departments could just fill in numbers for the various Strategic Plans, which is also possible. Joe also asked whether they would need to do the form in addition to the departmental report. The answer was that the form should be part of the departmental report and not separate from it. Leslie Opulauoho asked if this for this year or next year. The form should be used beginning AY 2009 since all the Annual/Program Reviews had already been completed.

The meeting was adjourned at 12:05. The next meeting will be set up via Doodle for after the System-wide Strategic Planning Meeting on April 9, probably, the week of April 21 – 26.

Respectfully submitted by: Jan Lubin