

## Minutes

### WINDWARD COMMUNITY COLLEGE STRATEGIC PLANNING COMMITTEE

April 23, 2009

Hale `Akoakoa 107/109 1:30 p.m.

Angela Meixell, Chancellor

Clifford Togo, Vice Chancellor of Administrative Services

Bernadette Howard, Director Vocational and Continuing Education

Lui Hokoana, Vice Chancellor of Student Services

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

Leslie Lyum, Instructor, Vocational and Community Education

Mark Hamasaki, Art Professor, Division 1 Representative

Jan Lubin, Director of Planning and Program Evaluation

Non-Committee Members Present: Richard Fulton, Vice Chancellor for Instruction

Excused: Elizabeth Ashley, Interim Dean of Instruction, Joseph Ciotti, Division 2 Representative, Lokelani Kenolio, Puko'a 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 1:40 p.m.. and turned the meeting over to Jan Lubin.

Jan reported that the Strategic Plan Actual data showed that Windward has met most of the Strategic Plan Performance Objectives for the current reporting period. One area which stood out was College Reading. Last year, the Institutional Analyst at the VPCC Office pulled the data differently than the current Institutional Analyst. Therefore, this year Windward had 0 people placed into College Reading since there was no College Reading course taught at Windward. Instead, these people added to the Remedial/Developmental Reading group. This will change next year, and the data will show the number of students who actually placed into College Reading even though there is no follow-up

course. This was first noticed at the Strategic Planning Council meeting on April 9. In addition, we discussed whether or not to push the data to reflect the large growth in enrollment. The decision was made not to push the data because the Community Colleges have no idea about how long the current economic situation will last, and that the enrollments in all schools may fluctuate tremendously when the economic situation improves.

This led into a discussion of what took place at John Morton's presentation on April 15, and the Strategic Planning Council's meeting on April 9. Dr. Morton's presentation showed that Windward had almost met the UHCC's 2015 goal for total enrollment. We have met the WCC 2013 goal which pushes us to over 2000 students in 2015 compared to the UHCC goal of 1,978. We also were only 50 students away from our UHCC Native Hawaiian enrollment goal of 716 in 2015 and 79 students away from WCC's 2015 goal. In fact, Windward surpassed or was near the 2015 goal for most of the outcomes presented.

Lui said that he thought a lot of people were patting themselves on the back during Dr. Morton's presentation, and that we shouldn't get to complacent about what we have accomplished. He also wanted to know what the role of the Strategic Planning Committee is. Jan said she believed that the role of the Committee was to develop, monitor, and update the Strategic Plan as needed, which Angela said was correct.

Lui then asked what we could do to keep the Strategic Plan in the fore-front for the entire College. Jan said that she had been going to all the Departmental meetings, and that something would be said at Convocation. Mark said that he thought that Convocation was a good place to keep the Strategic Plan in the fore-front since everybody is there. He stressed that Convocation is a good forum and should be used as such to keep faculty apprised of what is occurring on campus regarding the Strategic Plan and Assessment.

Lui knew about Goals 1 and 2, but asked about goals 3, 4, and 5. Jan went over each of these. For Goal 5, Clifford asked where the data came from because, it didn't come from him. Jan said it came from the System Office. Angela asked about the WCC Plan and how it matched. Jan said that she would check into this more. After doing so, the only real difference between the WCC plan and the

UHCC plan is the inclusion of service learning and internships. Jan will compile this information and present it at Convocation in the Fall.

Mark said that the most interesting thing he gleaned from the Strategic Planning Council was that COGNOS was up and available. Jan posted the URL on the whiteboard ([http://cogtest.hawaii.edu\SO\\_Dashboard](http://cogtest.hawaii.edu\SO_Dashboard)). Make sure that your monitor is set to 1024 X 768 pixels so that you can split the dashboards. The site contains actual UH System data so that you can see the true relationships – green for meeting performance expectations, yellow for cautionary, and red for not meeting performance expectations.

The meeting was adjourned at 2:40 p.m.

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 retained. 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, this 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 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 data 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. Chancellor Meixell said that APCs do not appear on the transcript and are not BOR-approved, so how could we count them. Leslie stated APCs do appear on the transcript in the note area. Chancellor Meixell said that we could count them.

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