Minutes

WINDWARD COMMUNITY COLLEGE
STRATEGIC PLANNING COMMITTEE
November 5, 2007
Hale `Akoakoa 107/109 1:00 p.m.

Angela Meixell, Chancellor
Bernadette Howard, Director Vocational and Continuing Education
Lui Hokoana, Dean of Students
Steven Nakasone, Director Administrative Services
Mary Segura, Instructor – Integrated Academics
Heipua Kaopua, Counselor – Student Services
Elizabeth Ashley, Interim Assistant Dean of Instruction
Michael Tom, Academic Computing Coordinator – Academic Support
Joseph Ciott, Physics, Astronomy, and Mathematics Professor; Center for Aerospace Education Director – Natural Sciences Department

Excused:
KC Collins, Director of Development – Marketing and Fund Development
Lokelani Kenolio, Counselor and Mentor Coordinator – Student Services
Karen Puu, Clerk Typist – Admissions and Records – Clerical Staff
Anne Lemke, Disabilities/Admission Counselor; Early Admit and Running Start Counselor – Student Services
Avelina Corpuz, Janitorial Supervisor – Maintenance Staff
Geri Imai, Registrar
Libby Young, Journalism and English Professor – Language Arts
Student

1. Review of Slark Debriefing: The Chancellor shared the briefing paper prepared by Dr. Julie Slark after her October work with WCC. Dr. Slark commended the faculty and staff on their commitment and hard work. She also reviewed the decisions that had been made, and the next steps. She stated that she found a “culture of evidence at Windward.”
2. **ACCJC Visit Schedule**: The team meeting requests were shared and teaching faculty were asked for their available times. The committee decided on 10 a.m. for the Strategic Planning Committee, followed by the Budget Committee at 10:30 a.m. The Chancellor was to check with Libby Young to see if the schedule would work for her.

3. **Review of timeline**: The Committee discussed the timeline that they had started with Dr. Slark and added more detail as follows:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 5</td>
<td>Strategic Planning Committee meets to</td>
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<tr>
<td></td>
<td>a. Follow up and prepare for visit</td>
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<td>b. Plan Strategic Plan approval and sharing process</td>
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<td>c. Other coordination</td>
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<td>October 11 to</td>
<td>Goal groups augmented as needed, collaborate as needed, and complete draft #2.</td>
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<td>November 6</td>
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<tr>
<td>November 14</td>
<td>All columns completed and criteria met. Expanded Planning Committee (October group) reviews draft #2 and provides feedback.</td>
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<tr>
<td>December 13</td>
<td>Draft #3 completed, responding to feedback from Strategic Planning Committee. Introductory section and summary with charts, data, etc., complete. Send to College.</td>
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<td>January 8</td>
<td>Spring Convocation. College-wide sharing and revisions via group activities around the five goals</td>
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<td>January 9 to February 18</td>
<td>Strategic Planning Committee creates draft #4 from input</td>
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<td>Late February</td>
<td>Final to College</td>
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March 18  Faculty Senate endorsement

March 31  Complete and submitted to System Office

4. Review of Revised Planning Policy: Joe Ciotti shared a draft revised Planning Policy that he and Tara Severns had volunteered to do after the third October meeting with Dr. Slark. Discussion followed about the concept of an Educational Master Plan concept. It was decided that the new Director of Planning and Program Evaluation would be responsible for consolidating the various plans into one collection as the Educational Master Plan. Dates were added to the timeline section of the draft.

It was noted that the new plan would have increased focus on System directives and environmental data. Mike Tom and Joe Ciotti volunteered to work on some added language to that effect.

5. Other Business: The Chancellor is to send the goal group drafts, and the criteria to the expanded group before the November 14 meeting.

Next meeting, expanded committee: November 14, 2007, Hale ~Akoakoa 107/109 at 1 p.m.