Minutes

Windward Community College
Strategic Planning Committee Reformation Meeting
November 22, 2006
Hale Akoakoa 103 12:30 p.m.

Participants:
Michael Tom, Academic Computing Coordinator – Academic Support
Bonnie Beatson, Graphic Artist – Marketing and Fund Development
KC Collins, Director of Development – Marketing and Fund Development
Diane Nazarro, Cordinator – Food Service
Kay Beach, Professor – Office and Administration Technology Department
Jeff Hunt, Director – Institutional Research
Jerry Levinson, Manager – The Learning Center
Cheryl Santana
Dave Knupp, Professor of Biology – Natural Sciences Department Chair
Steve Nakasone, Director of Administrative Services
Mary Segura, Instructor – Integrated Academics
Janice Nuckols, History Professor – Humanities Department
Sarah Hodell, Counselor/Career Specialist – Student Services
Avelina Corpuz, Janitorial Supervisor – Maintenance Department
Leimomi Dierks
Charles Witten, Counselor – Student Services
Anne Lemke, Disabilities/Admission Counselor; Early Admit and Running Start Counselor – Student Services
Bernadette Howard, Director Vocational and Continuing Education
Lui Hokoana, Dean of Student Services
Peggy Regentine, Information and Computer Science Professor – Department of Mathematics and Business
Nancy Heu, Head Librarian – Academic Support
Tara Severns, Public Services Librarian – Academic Support
Genny Mero, Library Technician – Clerical Staff
Libby Young, Journalism and English Professor – Language Arts Department
Paul Field, History Professor – Humanities Department

AGENDA
1. Reformation of the Strategic Planning Committee for 2006-2007
a. **background: Chancellor**

The Chancellor thanked everyone for coming and gave a history of the Strategic Planning Committee back to 2002. She passed out a handout showing the make-up of WCC’s last Committee and similar committees at other colleges. She explained that the Committee membership was being supplemented because it is an expected part of the accreditation recommendations, and because the Faculty Senate expressed concern last year about how the committee was formed, and because there is general agreement that broader representation is needed.

The agenda stated the existing charge.

*To review, evaluate and update the college strategic plan at least once per year. To prioritize strategic actions based on program reviews, annual reports and summary reports from the deans and directors. To make recommendations to the Chancellor and the budget committee regarding the use of resources in the college operating budgets, and regarding resource requests for future college funds following the guidelines of WCC Policy 4.2 Strategic Planning Policy.*

The chancellor said that the committee duties for this year would be:

**Winter:**
1. Update accomplishments
2. Add items from program reviews/annual assessment reports, self study action plans, tech vision plan
3. Prioritize action agendas

**Spring:**
1. Add assessment measures and benchmarks

The schedule for meeting will be:

*Twice a month from October to January (1st and 3rd Tuesdays at 12:30 p.m., and One per month February to May and September (3rd Tuesday at 12:30 p.m.)*

It was pointed out that we are already behind schedule for this year.
b. Deliberation: all
The participants broke into two groups. Faculty met to discuss ideal faculty participation. All others met to discuss non-faculty participation.

c. Recommendation: all
Groups rejoined to share recommendations.
The non-faculty group had recommended a committee existing of representatives by both unit and classification.
The faculty group had identified faculty categories.
A combined list was made and the duplications taken out.
Discussion ensued on numbers of administrators to include, importance of overlap with budget committee, and how representatives would be chosen.
All were reminded that this is a continuous improvement process.

The resulting committee structure is:

Administration:  2
Chancellor’s Office:  1
Administrative Services:  1 (they will determine whether they need two to cover their 6 diverse sub-units)
Vocational and Community Education:  2 (at least 1 faculty)
Student Services:  1 (faculty)
Division I:  1 (faculty)
Division 2:  1 (faculty)
Academic Support:  1 (faculty)
Student Government:  1 (alternate who attends when possible)
APT:  1
Clerical:  1
O&M:  1
Community:  1

Faculty will be elected for nomination by their membership. Department chairs will send their nominations to Angela. She will appoint one from each division.
Karen Puu and Genny Muro will convene the clerical staff to select a representative nominee.

Leimoni Dierks and Jerry Levinson will convene the APTs to select a representative nominee.

Steven Nakasone will meet his people to choose a representative nominee.

Lui Hokoana will submit a nominee from Student Services. He will also submit a student government nominee.

Bernadette Howard will submit nominees for VCE.

Nancy Heu will submit the nominee for Academic Support.

KC will look into asking the ambassadors for a community representative. It was later suggested that KC, who works for the foundation, could be the “Community Representative” for the first year.

The chancellor will fill the remaining slots after seeing all nominees to assure balance. **All nominations will go to the Chancellor by December 1, 2006. The chancellor will announce membership by the end of December 1.**

The first working meeting of the new committee will be on December 5 at 12:30 p.m. in Palanakila 117.