

Strategic Plan Implementation Council meeting minutes for Monday, November 21, 2005

Present: David Tamanaha, Clyde Sakamoto, flo wiger, Alvin Tagomori, Dan Kruse, and Suzette Robinson

Revised Program Review Guidelines

The revised program review guidelines were discussed. Additional changes were suggested, e.g., including Student Services and Administrative Services cycles of comprehensive review for their units. At the Nov. 28, 2005 meeting all suggestions will be presented and changes made.

Process Charts

Dan will revise the flowcharts of the various processes by Nov. 28 2005.

Note: Implementation Council members received the following revised charts on Wednesday, Nov. 23, 2005:

- MCC Budget Process/Relationships Overview
- MCC Five Year Strategic Planning Process
- MCC Strategic Plan Relationships
- MCC Interrelationship for Continuous Improvement
- MCC Annual Planning Process and Calendar

Administrative Reorganization

Discussions will be held to address administrative reorganization in light of new and emerging needs on the campus, e.g., international students, housing, construction technology, and the roles of the Assistant Dean and the Director of OCET.

Strategic Plan Implementation Council meeting minutes for Monday, December 19, 2005

Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, Dan Kruse, and Pat Adams.

Program Review teams

Recommendations for members to serve on the 2004-2005 Comprehensive Program Review teams will be sent to deans or director for a final decision by Friday, December 23.

Program Review teams will consist of a minimum of four members and will include a student or graduate; an instructional program chair, unit chair, or department chair (past or present); a community member (can be someone from another campus); and an executive committee member.

Each program coordinator will serve as the team convener; then each team will choose its own chair. The deadline for completion of team reports is January 20, 2006. Recommended length for reports is 2-4 pages.

Discussions and information:

The need for a new faculty assessment leader when Lynn moves out of the position at the end of the semester.

The possibility of identifying a second baccalaureate degree to be offered by MCC. The timeline would depend upon joint junior and senior accreditation commission agreements.

The new date for Senator Clayton Hee's visit to the MCC campus and the Kihei and Lahaina facilities is December 29, 2005.

MCC's Suzette Robinson, Alvin Tagomori, and BK Griesemer will take part in accreditation visits to various colleges this coming year.

Self-Study Standard committees are making progress on the Accreditation Self-Study. The document will cover descriptions, evaluations, and plans of action for the areas covered in the four accreditation standards.

Meetings on administrative reorganization are scheduled for Tuesday, Wednesday, and Thursday of this week.

Fresno City College's website may give ideas for data collection and retrieval.

Three new Academic Senate Ad hoc committees have been formed to study issues involved with international students, resident students, and civic responsibility.

Dan will chair the continuing committee studying issues involving additional baccalaureate degrees. flo will ask Vinnie Linares, former chair of the committee, to submit a report summarizing the committee's work so far.

Spring 2006 meeting schedule

The Strategic Plan Implementation Council meetings will be held at 10:30 a.m. on Mondays during Spring 2006 semester.

January 9, 2006 meeting

The following subjects will be scheduled for discussion and/or editing at the January 9, 2006 meeting:

1. Late Registration Policy
2. MCC Annual Planning Process and Calendar
3. Process for policy statements
4. Policy for Externally-Funded Classes and Year Round Program Maui Community College
5. MCC Lecturer Recruitment, Selection, and Appointment Policy

Strategic Plan Implementation Council meeting minutes for Thursday, May 18, 2006

Present: flo wiger, Suzette Robinson, Diane Meyer, Alvin Tagomori, and Pat Adams.

OCET deficit

Suzette reported that the steps taken to reduce the deficit in OCET should result in dramatic cuts in the deficit by the end of the year.

Update on new positions

Diane reported on the current status of new positions that are in the process of being filled. The five faculty construction academy positions will be advertised beginning Sunday in the Maui News. The positions close June 3. Diane will work on the paperwork for the construction academy clerk position, and Alvin will work on the counselor position. Ads for the Hawaiian studies and biology positions should be out by next weekend.

Suggestions for the possible arrangement of outreach positions:

Molokai	1.0 IR, band A 1.0 Counselor
Lanai	.50 IR .50 ISS, band A
Kihei	.50 IR, band B .50 ISS, band B
Hana	.50 IR, band A .50 ISS
West Maui	.75 combined IR and ISS

Diane will work with the individual coordinators.

Reorganization update

Pat reported that the reorganization proposal will be completed after the MCC organization charts have been updated for 2006. The issues that would not ordinarily be handled in a reorganization proposal will be taken care of on the updated charts.

Strategic plan priorities

The twelve Strategic Plan Action Strategy priorities for 2005-2006 were discussed. Since many of the priorities are being accomplished in different ways, the **priorities for 2006-07 will be reduced to the following six:**

- A. Provide full student support services, including advising, tutoring, counseling, and library services, that increase student retention and success in a learning-centered environment.
- B. Expand training and workforce development programs in coordination with county, state, and industry economic initiatives.
- C. Provide positive support for the development, implementation, and improvement of programs and academic support services for native Hawaiians.

- E. Provide students with access to a seamless U system with full articulation between all campuses
- F. Improve physical infrastructure by incorporating new facilities into revision of the Master Plan, including a new science building; additional nursing, dental, and health classrooms and labs; and additional faculty offices.
- G. Develop graduates who can learn new things, think critically, behave ethically, and adapt to change.

Other Action Strategy priority duties will be handled in various ways:

D—Acquire needed equipment to meet the on-going technological needs of the college campuses on the three islands—**will be handled by the Tech Support Committee.**

H—Align education policies with sustainable island living, working, and recreation—**will be handled by the SLIM committee.**

I—Strengthen the recruitment and support of international students in both credit and non-credit programs—**will be handled by the Academic Senate ad hoc committee.**

J—Develop appropriate sustainable baccalaureate degrees—**will be handled by the Academic Senate ad hoc committee.**

K—Establish comprehensive institutional effectiveness system that integrates assessment with planning, budgeting, and program implementation in a continuous improvement cycle—**will be handled by the Assessment Coordinator.**

L—Improve coordinating with DOE for early intervention, especially in the areas of math and English—**will be handled by the Articulation Coordinator.**

Team leaders who have not yet done so need to submit reports detailing what has (or has not) been accomplished in the 2005-2006 academic year. These are needed for the accreditation report.

Strategic Plan Implementation Council meeting minutes for Thursday, June 1, 2006

Present: Suzette Robinson, Diane Meyer, Patricia Adams, Alvin Tagomori, flo wiger

Self Study

Pat asked for the drop-dead deadline that our self-study has to be in the hands of the system office. Diane will email Mike Rota for that date. We assume it will be around the ending part of June. Pat is waiting for certain part of the report to be turned in, and in the meantime, has begun the editing process. We have to gather the pieces of evidence for each standard and get that posted to the web as well.

Program Reviews

Our instructional and non-instructional program reviews need to be accessible to the public on our website. Diane is working with Eryck Quesada to get all the program reviews posted to our homepage. Thus far we have two up and access is through our MCC homepage, Faculty and Staff menu, Program Reviews. Some programs were quick to respond and some have not yet responded to repeated requests. Follow up will continue.

Strategic Plan Reports

We are putting the 2005-06 Team reports on the web as well. Also Diane is checking with Eryck as to the process for editing some of last year's reports originally put up without editing. The Team reports will be accessed through the MCC homepage, Faculty and Staff menu, Strategic Plan. Suzette has received reports from Teams B, D and E and is looking for the others to come in shortly. We decided to keep Team J "*develop appropriate sustainable baccalaureate degrees*" as a strategic plan action team.

Our next meeting will be Thursday, June 8, at 10:30 a.m. in Kaaike 210

Strategic Plan Implementation Council notes for June 15, 2006

Present: Diane Meyer, Pat Adams, Alvin Tagomori, flo wiger, Dan Kruse

Program Reviews

The system wants to see the comprehensive program reviews posted online. All of our program reviews are now posted on the MCC homepage, under Faculty and Staff or under About MCC, program reviews. These are the 2004-05 reviews. Four have yet to be posted but the rest are there from instruction, student services and administrative services.

Accreditation

We have word that the final self-study is to be sent to Mike Rota's office by July 28, 2006. Thereafter it will be reviewed by the Board of Regents on August 4, and presented at their August 24 meeting. We are to send three copies on July 28 to Mike's office. There may be edits from this process. Also an abstract must be emailed to Mike and signature page signed by the campus also to Mike. Evidence for the self-study is being posted onto the MCC homepage, and will continue to be posted through the summer.

Budget

Our biennium budget has gone to the system. Priorities will be set but we don't know what they are yet. The meeting of Chancellors' will meet to discuss priorities. At the July Board of Regents' meeting the Chancellors will each be given 5 minutes to present how their campus budget requests are tied to program review. The Nursing Initiative is still being discussed as well as a tuition differential for Pacific Islander students who currently pay resident tuition. The proposal is to raise it to 150% of resident tuition for these students.

Strategic Plan Implementation Council meeting minutes for Thursday, July 27, 2006

Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, and Pat Adams.

Self study

Copies of the accreditation self study and the ABIT report were displayed and discussed. Pat will deliver three copies of each document to the system office on Friday, July 28.

Convocation

Plans for the Monday, Aug. 14 opening day convocation were discussed and a tentative schedule set:

8:00-9:00 a.m.	Breakfast
9:00-10:00 a.m.	Recognitions: <ul style="list-style-type: none">New faculty and staffService awardsSpecial appreciationGeneralSpecific
10:00-10:15 a.m.	Strategic plan
10:15-11:30	“Building connections” activities

New faculty and lecturer orientation

Instructional designer Mary Jones will work with Diane and flo to facilitate the new faculty and lecturer orientation at 5:00-7:00 p.m. on Tuesday, August 15 in Ka Lama 104A

Faculty meeting

In order to provide sufficient room for everyone to attend and participate, the faculty meeting scheduled for 8:30-10:30 a.m. on Wednesday August 16 will be held in Ka`a`ike 105 a-d.

Strategic plan processes

Strategic plan action strategy team reports will be discussed and made public so that everyone understands what has been accomplished and what the priorities are for 2006-07. Additional team members will need to be engaged for the coming year.

Leadership retreat

Planning is underway for a leadership retreat and workshop, tentatively scheduled for 9 a.m. to 4 p.m. on Wednesday, August 9. Executive committee members, department chairs, program coordinators, student leaders, and others will be invited.

Information: The chancellor, vice chancellors, assistant dean of instruction, and institutional researcher will attend a UH system program review meeting on August 7 and 8.

Strategic Plan Implementation Council meeting minutes for Thursday, August 3, 2006

Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, Alvin Tagomori, David Tamanaha, Dan Kruse, Mary Jones, and Pat Adams.

Strategic plan action strategies

Additional faculty and staff will be invited to join the seven strategic plan action strategy teams that will serve during 2006-07.

Suzette will send out information about objectives and responsibilities of action strategy team members, team leaders, and responsible persons.

Accreditation team pre-visit

Diane handed out the schedule for the September 11, 2006 WASC accreditation team pre-visit to MCC. **Diane will** check on how many of the pre-visit team members MCC will be responsible for funding.

Leadership retreat

Plans for the leadership retreat and workshop, tentatively scheduled for 9 a.m. to 4 p.m. on Wednesday, August 9 were discussed. A location is yet to be determined. Clyde, flo, Suzette, David, Dan, and Alvin will invite participants from each of their areas.

Goals and activities for the retreat were discussed and tentative plans made. **Diane and Mary will** work out the details.