

Implementation Council meeting notes for December 10, 2007.

Present: Clyde Sakamoto, Diane Meyer, Dan Kruse, Alvin Tagomori, Dorothy Tolliver, Debbie Winkler, and Pat Adams.

Team leaders and representative of Strategic Plan Action Strategy Teams I and D reported on team activities.

Action Strategy Team I Report

Dorothy Tolliver and Debbie Winkler, team leaders, reported on the accomplishments of Strategic Plan Action Strategy Team I: *Provide Academic Support services to promote student retention and academic success.*

Team Members:

Mike Albert, Pam Alconcel, Lynn Britton, Donna Haytko-Paoa, Mickey Helm, Marge Kelm, Jon Lightfoot, Karen Muraoka, Becky Speere, Dorothy Tolliver, Kyla Wayas, Debbie Winkler, Marti Wukelic. Responsible Person: Pat Adams

Number of meetings held:

Ten; all meetings were by Polycom, along with numerous emails.

Major accomplishments/decisions:

- ❖ 10/16/2006—Upon request to the campus Strategic Plan Implementation Council, permission was given to form Strategic Action Strategy Team I; the Action Strategy was added to the 2006-07 Priority Order list.
- ❖ Dorothy Tolliver and Debbie Winkler serve as co-chairs; Pat Adams serves as responsible person.
- ❖ Strategy focused on staffing, equipment, and services for academic support (Media, Library, Ka Lama Computer Lab and TLC) and for all MCC educational sites including Molokai, Lanai, Hana, Kihei and Lahaina.

STAFFING:

- ❖ The team discussed priority listing of positions and equipment for future budgeting and biennium requests as well as a plan for expansion of academic support and distance education services.
- ❖ The team agreed that the long-term effect should be stable and fully functioning academic support and distance education centers with the ability to provide full services for students, faculty, and staff and to have the time and staffing to program additional new and innovative services.
- ❖ The team agreed that if academic support could begin to build staffing and equipment to support short and long-range goals, immediate results would be shown in longer hours of

operation; ability to service additional students with tutoring, research, computing needs and on-site classes; and increased ability to assist faculty with services, including repair of equipment, installation of software, and other academic support assistance.

- ❖ The team decided that the first priority was to provide a priority listing of positions for future budgeting and biennium requests.
- ❖ The team compiled a spreadsheet with all the positions listed in each unit's priority order including salary, fringe benefits, and justifications.
- ❖ The team decided not to submit the top positions as a total, but instead each academic support unit would submit its own priorities as individual units.
- ❖ The ABIT Library Assistant IV position was moved from RDP funds to general funds; it is still a .50 position

EQUIPMENT AND FACILITIES:

- ❖ Equipment was designated as second priority.
- ❖ The Ka Lama Computer Center and The Learning Center have received new computers from the student tech fee.
- ❖ The Library has installed Pharos sign-up software in their public access Internet workstations, ensuring that UH system and MCC students, faculty, and staff are the primary users of the workstations.
- ❖ In May 2008, the Library will be renovated; this will include the replacement of the air conditioning system and flooring, interior and exterior painting, and repair of the exterior building fascia.
- ❖ The moldy carpet in The Learning Center will be replaced with new anti-mold carpet.
- ❖ The team agreed that adequate facilities are needed for all outreach education centers to support the expanded services and that the acquisition of land for expansion on Molokai was especially important.

SERVICES:

- ❖ A plan for expansion of academic support and distance education services was third priority.
- ❖ The Library, Ka Lama Computer Center, and The Learning Center continue to coordinate operating hours to meet the varying schedules of students.

- ❖ The Library, Ka Lama Computer Center and The Learning Center continue to coordinate Pharos and computing services.
- ❖ The Library, The Learning Center, and the Media Center cooperate in the distribution and holding of the distance education classroom tapes for on-site student viewing.
- ❖ The Learning Center and the Media Center will investigate the possibility of on-site tutoring through video conferencing.
- ❖ The committee will assist in coordinating library services during the library building renovation, including the housing of staff and materials.
- ❖ The Library created a patron conduct code that was shared with the team's members. The Learning Center will be adopting the conduct code for its use.
- ❖ Synergy of the group led to the development of a grant committee to search for grants to expand library services to the Maui CC Education Centers and to the Kahului campus.

Pat Adams presented the report submitted by **team leader Dorothy Pyle** on the accomplishments of Team D: *Provide students with access to a seamless UH system with full articulation between all campuses.*

Currently several on-going activities support the efforts to provide seamless access to the UH system for Maui CC students:

1. Final approval and implementation of a revised AA degree that offers flexibility and creativity to our students, and
2. Application to join the multi-campus Foundations Board, which will allow Maui CC to approve courses that meet Foundations requirements at most system schools (Hilo and West Oahu are exceptions).

1. Maui CC began a review and revision of our AA degree in 2001. The requirements of the AA that were developed by a sub-committee of the Curriculum Committee were widely discussed among the Liberal Arts faculty and presented and approved at several Academic Senate meetings. After a number of delays, the revised AA was finally approved by President McClain in summer, 2007. The AA will be effective in fall, 2008 (see attachment).

The AA contains specific Skills/Foundations requirements that will be expected of all those attaining an AA at MCC. It also contains requirements in a broad spectrum of areas that are meant to have students develop a stronger understanding of themselves and the community they live in. The AA establishes requirements in global perspectives, but also requires course completions in Asia/Pacific and Hawaii Emphasis. In addition, the AA allows for 8 to 11 elective credits. This gives AA students the opportunity to take courses that may be required in specific upper division programs. The new AA should allow students to take more courses at MCC while fulfilling both an AA and program requirements.

On-going activities related to the AA include creating a program map, working closely with the Liberal Arts counselors so that students will get accurate information, re-writing the Liberal Arts portion of the MCC catalog, and reviewing new courses for addition to the AA. The Curriculum Committee is also revising certain procedures and forms to adapt to the new AA.

2. After a meeting with John Morton in fall, 2006, it was determined that Maui CC could participate in the multi-campus Foundations Board without sacrificing the individuality of its revised AA. Initially, the multi-campus Foundations Board was made up of the colleges in the UH system that were willing to adhere to the Manoa Foundations requirements and were willing to arrange their curriculum to match Manoa's. In the past few years there has been more flexibility. In spring 2007, MCC created an application portfolio that met the multi-campus board requirements. At the board's fall 2007 annual meeting, the Maui CC application was discussed. The board asked for clarification on three things. Two of these have been accepted and we are waiting for approval of the third item (the multi-campus Board email "vote" on this was supposed to have been completed on December 7, but I have not heard anything from them yet).

Membership on the multi-campus Foundations Board will allow MCC to review and certify courses to meet Foundations requirements. This will remove the past necessity of sending each course separately to Manoa for their approval (which sometimes took years). It will allow our campus the opportunity to develop curriculum according to the needs of our students and still meet the Foundations requirements.

In spring 2007, the Academic Senate passed a resolution establishing a Foundations Board as a sub-committee of the Curriculum Committee. This MCC Board has met this fall and is currently re-certifying our basic Foundations courses (such as ENG 100, MATH 100, PHIL 110, HIST 151 and HIST 152). In the spring, the committee will finish this work and also review and approve the certification of REL 150 and GEOG 102. These will be presented to the multi-campus Foundations Board at its annual meeting in fall, 2008. This should allow a seamless, smooth transfer of these courses into all Foundations programs in the UH system.

Other comments:

1. Foundations is not the only area in which agreements are being developed throughout the UH system. There is an on-going effort concerning the HAP (Hawaii Asia Pacific) requirements, and there is some discussion that the whole area of "diversification" will be reviewed in the coming year. It is very important that Maui CC keep abreast of all of these changes so our students will continue to be able to transfer with no difficulties.
2. Maui CC should, perhaps, publish an AA program brochure that clearly outlines the parallels between the Maui CC AA and other campuses' requirements.

Contact Dorothy Pyle at dpyle@hawaii.edu if you have any questions or comments.

Discussion of action plans

- Need to find ways to connect activities of programs and units with student success, e.g., in order to justify a new position, data is needed on what difference in student **retention and success** that position will make.
- Metrics for all teams must include **retention, success, and growth**.

Next meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, January 14 in Ka Lama 102. Team reports will continue.