

## **Implementation Council meeting notes for September 17, 2007.**

Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Dan Kruse, Michele Katsutani, Alvin Tagomori, David Tamanaha, Lori Govaars, and Pat Adams.

### **Data availability**

The availability of data such as that used in the Remedial/Developmental report was discussed. Data that will be made available for the new initiatives, e.g. Achieving The Dream, is expected to bridge the existing data gap.

### **Supplemental budget request**

Suzette went over the priorities included in the supplemental budget request; the order of their placement was clarified and discussed.

1. Campus security (part of a UHCC system-wide request)
2. Equipment replacement (part of a UHCC system-wide request)
3. Business office support positions
4. TLC director
5. Instructional designer (electricity funds)
6. Clerk (summer school funds)

The first three items will be top priorities in the UHCC budget request. After system-wide consultation, the equipment replacement item was placed in #2 position; as a result, the TLC director position, a Maui CC priority, was moved to #4 position.

### **Discussions**

The need for each academic support unit to collect and analyze data that will show how the unit influences student success was discussed.

The need to focus on meaningful directions and purposes for meetings was discussed.

### **Actions**

Council members will come to next week's meeting prepared to discuss what the Strategic Plan Implementation Council should accomplish in the coming year and to make suggestions for how the goals could best be accomplished.

### **Meeting schedule**

Implementation Council meetings will be held on Mondays from 10:30 a.m.-noon in Ka Lama 102.

## **Implementation Council meeting notes for September 24, 2007.**

Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Dan Kruse, Michele Katsutani, Alvin Tagomori, Lori Govaars, and Pat Adams.

### **Discussions**

The past, present, and future goals and objectives for the Strategic Plan Implementation Council were discussed. Several of the action strategy teams are engaged in important activities that have become institutionalized, e.g. technical support and academic support; others have successfully concluded their work.

Priorities in goal five, action strategy number one of the Strategic Plan align with the college and system-wide priorities of student recruitment, retention, and persistence. Several action strategy teams are working on these priorities as part of their agendas.

Action strategy teams will be encouraged to regularly take minutes of their meetings and to develop recommendations based on data. The meeting notes will contain evidence of what is being accomplished by the teams in specific priority areas, e.g. recruitment or retention, and the target audiences for their activities.

Clyde, John Morton, and David McClain will meet with the WASC senior commission in October to discuss future plans and possibilities. Information will be shared with the college.

### **Planning meeting**

An implementation council planning meeting will be held on October 8, 2007. **Dan will bring** copies of the five UH system goals to the meeting.

**All council members are to bring** to the meeting copies of Katie's matrix of self study and strategic plan goals with as many as possible empty spaces on the chart filled in with names of those responsible and actions accomplished.

### **Student withdrawals**

Current enrollment is 2970, compared to 3019 when the semester started. Some of the missing students were purged for not paying, and some withdrew.

For retention purposes, it will be helpful to know the names of the students who have withdrawn from classes and to find out why they withdrew. **Alvin** will work with Kris on a way to get the names. Teachers and counselors are being encouraged to speak with students who contemplate withdrawal and offer suggestions that could assist them to stay in college.

### **Meeting schedule**

For the remainder of fall 2007, Implementation Council meetings will be held on the following days: **October 8 and 22; November 5 and 26; and December 10. Meetings will be at 10:30 a.m. in Ka Lama 102.**