

## **Strategic Plan Implementation Council meeting minutes for Monday, Oct. 17, 2005**

Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, Jeannie Pezzoli, and Pat Adams.

### **Community Forum followup**

**Diane** reported on evaluations, comments, and voting results from community members who attended Tuesday's Community Forum. Community members voted workforce development and training as their top priority.

Information about the Community Forum will be posted on the MCC website. **Suzette** will write letters to community members who attended the Community Forum and to those who were unable to attend. The letters will refer the recipients to the website, where they will find Clyde's power point presentation, information on MCC accomplishments during the past year, and strategic plan action strategy priorities for the coming year.

Judging from overall comments, the forum was a success. Evaluation comments and suggestions from community members will be analyzed and acted upon when appropriate.

The invitation list for next year's Community Forum will be expanded to ensure a broad representation of the various areas of Maui County.

### **Accreditation update**

**Diane** will ensure that MCC accreditation reports submitted in the last several years, including the midterm, focused midterm, and progress reports will be posted on the MCC website within the next week.

The latest MCC progress report and the UH System progress report with MCC's embedded comments, due to ACCJC on October 15, were mailed on Friday, October 7. They were also emailed to the campus.

The MCC delegation to the WASC senior commission workshop on November 2 will include flo, Suzette, Diane, Pat, David Grooms, and possibly Alvin. Diane will email the attendees the agenda for the meeting.

As a follow-up to the October 15 progress report, WASC representatives Barbara Beno and Joe Ritchie will visit the MCC campus on November 14 to review progress on Program Review and assessment activities. An Executive Committee meeting will begin the day, with faculty and staff visits scheduled as requested.

### **Program Review Process**

Suzette and flo reported that many of this year's Program Review reports have been submitted by program coordinators. Others will be submitted this week.

Clyde is requesting that Comprehensive Program Review reports and validation attachments be organized in a consistent manner so they are more easily reviewed.

The process for Executive Committee validation of Comprehensive Program Review reports will be re-examined and clarified.

The Program Review summary report will be emailed to the campus so that everyone will have an opportunity to review it.

## **Strategic Plan Implementation Council meeting minutes for Monday, April 25, 2005**

Present: Clyde Sakamoto, Suzette Robinson, David Tamanaha, Alvin Tagomori, Diane Meyer, Dan Kruse, Lynn Yankowski, and Pat Adams.

### **Program Review**

Lynn presented for comparison two self-study guides for Program Review. The guide used by those completing annual and comprehensive program reviews this past year has been modified according to feedback from those using the guide and from those reviewing the program reports.

Statewide templates will be agreed upon for instruction, student services, and administrative services. At MCC, under instruction will be a template for academic and educational programs, including OCET, TLC, library, outreach education centers, and the University of Hawai`i Center.

System committees are meeting to discuss a system-wide minimum core Program Review template. Until one is decided upon, MCC will continue to use its current system.

Clyde: Program Review data should be common to the system and easily retrievable on the Banner system. In order to satisfy ACCJC requirements, processes must be the same across the system.

### **Accreditation Self-Study**

The recommended steering committee members and accreditation standard chairs will be invited to take leadership roles in the preparation of the self-study that will be accomplished in preparation for the 2006 WASC accreditation visit. An informational meeting will be held before the end of the semester.

### **Strategic Plan Action Strategy Teams**

**Suzette has received all but six** end-of-the-year reports from Strategic Plan Action Strategy team leaders. A "Success Day" celebration will be held on May 6. Diane, Suzette, and Pat will plan the celebration.

## **Strategic Plan Implementation Council meeting minutes for Monday, October 31, 2005**

Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Alvin Tagomori, Dan Kruse, and Pat Adams.

### **Process charts**

Process and relationship charts were discussed, edited, and placed in priority order:

1. MCC Interrelationships for Continuous Improvement (draft)
2. MCC Five-Year Strategic Planning Process (draft)
3. Annual Planning Process and Calendar (draft)
4. MCC Budget Process/Relationships Overview (annual, biennium, supplemental, long term)

**Dan will** make the suggested changes in the charts and bring them to the next meeting for further discussion.

The four additional charts could serve as drill down for the first four:

1. MCC Strategic Plan Relationships (draft)
2. Plan for Operationalization of Prioritized Action Strategies—Structures and Relationships (draft)
3. Relationships Between Plans (draft)
4. MCC Metaprocess (draft)

Uses for these charts will be discussed after the first four charts are finalized.

### **Program Review**

Even though Program Review is an important process that brings campus needs to light, other processes are also needed to bring forth certain needs, e.g. new programs. These processes could include discussions and data collection in departments.

## **Strategic Plan Implementation Council meeting minutes for Monday, May 2, 2005**

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

### **Accreditation self-study**

An informational meeting for steering committee members and accreditation standard chairs for the self-study that will be accomplished in preparation for the 2006 WASC accreditation visit will be held from 9 to 11 a.m. on Thursday, May 5 in Ka Lama 107.

### **Strategic Plan Action Strategy Teams**

All faculty and staff members are invited to attend a Strategic Plan Success Day celebration and pizza party to be held from 10 a.m. to 12 p.m. on Friday, May 6 in Ka Lama 103.

Action Strategy team leaders will each report briefly on one success of the year; Clyde and flo will discuss external and internal issues that may need to be addressed in the coming year; and plans will be made for 2005-2006 Strategic Plan priority-setting activities to be held in August 2005. A summer Community Forum will give community members an opportunity for input on priorities.

Attendees are asked to bring a copy of the MCC Strategic Plan. (It is easily printable from the MCC website.)

## **Strategic Plan Implementation Council meeting minutes for Monday, June 6, 2005**

Present: Suzette Robinson, David Tamanaha, Alvin Tagomori, Diane Meyer, and Pat Adams.

### **Summer tuition rate discussion**

Possibilities for inconsistencies in summer tuition rates were discussed. For instance, students in programs that continue through the year should be charged regular (not summer) tuition rates.

**David** will check all summer classes and review the rates being charged.

**Diane** will check the BOR policy on the establishment of summer tuition rates.

### **Strategic Plan Action Strategy Team reports**

**Suzette reported** that all end-of-the-year reports from Strategic Plan Action Strategy team leaders have been posted on the web.

### **Community Forum**

Community members will be invited to a Community Forum to be held on August 5, 2005. The group will discuss community priorities and make suggestions for MCC Strategic Plan Action Strategies for 2005-06.

### **Program Review**

**Alvin reported** that administrators are meeting to discuss common areas that all community colleges will be able to share in their program reviews, as required for ACCJC accreditation.

### **Job Training grant**

Suzette will schedule an informational meeting to be held over Polycom for faculty and staff at Maui, Kauai, and Hawaii CCs who may be involved in preparing a Department of Labor workforce training grant. The DOE and industry will partner with the colleges in the grant. Possibilities, responsibilities, and a timeline will be discussed. The grant is due to the federal government on July 6, 2005.

## **Strategic Plan Implementation Council meeting minutes for Monday, June 20, 2005**

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

### **Assessment Coordinator**

We are in need of appointing an assessment coordinator for 2005-06 and beyond. The person must be someone with data research skills and knowledge. flo will be talking with those people who were recommended.

### **Perkins grants**

Mini-grants to use lapsing money are due to Suzette today (6/20) and will be reviewed by CTE Deans on Friday 6/24. So far she has two grants in hand: one for science lab equipment for \$5,400, and the other for Kalama computer upgrades for \$6,200. RFP for Perkins carry over money for program improvement are due to Suzette by July 1, and to Dole Street by July 15.

She has one for travel for all the Achieving Standards activities totaling \$9,200. Diane will work with Jill on a program brochure proposal. flo will approach Jill.

### **Summer tuition rate discussion**

We are awaiting clarification of this item from the system-wide Deans' meeting. For next summer, either we use spring tuition for resident and non-resident students being taught by 11-month faculty, and we use summer tuition for resident and non-resident students being taught by 9-month faculty or lecturers, or we use summer tuition rates for all students regardless of which faculty are teaching the course.

## **Implementation Committee minutes of July 11, 2005**

Present: flo wiger, Suzette Robinson, Pat Adams, David Tamanaha, Alvin Tagomori, Diane Meyer

Meeting convened at 10:00 a.m. by Suzette. The Community Forum on the Strategic Plan was the first topic. This event will be held on Friday, August 5, 2005, in Paina from 2:45 to 6:00 p.m. It will be a repeat of last year's successful forum.

Suggested agenda is as follows:

- 2:45 Light refreshments
- 3:00 – 3:10 Welcome by Clyde (purpose for being here)
- 3:10 – 3:30 Overview by Suzette  
overview of strategic plan process, 2004-05 action strategies and results, results of August 2004 forum, next steps
- 3:30 – 3:40 External factors to consider in setting priorities for the coming year – Clyde
- 3:40 – 3:50 Internal factors to consider – flo
- 3:50 – 4:00 Break
- 4:00 – 5:00 Groups discuss priorities for 2005-06; establish priorities; add new priorities; narrow down priorities to 3 to 5; write on easel paper and post
- 5:00- 5:30 Community members prioritize the action plans by placing dots on posted papers
- 5:30 – 6:00 Results of priorities  
Evaluation (Jeannie please prepare one)
- 6:00 Heavy pupus
- 6:30 Pau

Faculty and staff will be invited to participate as small group facilitators, note takers and resources for community members.

### Assignments:

- Diane List of invitees and addresses to Chancellor's office to prepare mailing of invitations  
Talk to Eryck regarding info on a url  
Reserve Paina for event and organize food
- Suzette Have graphic artist prepare invitations by July 18  
Chancellor's office to mail out invitations after url is up and running
- Kate Have 2004-05 action strategies enlarged at Kinkos
- Other: Have materials available on each table; get dots

### The webpage should contain the following documents:

The MCC Strategic Plan

Outcomes of Strategic Plan Action Strategies

The priorities for 2004-05 that have been established by MCC

The action strategy team reports for 2004-05.

## **Strategic Plan Implementation Council meeting minutes for Monday, August 1, 2005**

Present: flo wiger, Suzette Robinson, Alvin Tagomori, Dan Kruse, and Pat Adams.

### **August 12 Community Forum**

Approximately 200 community members have been invited to a Community Forum to be held in the Paina building from 2:00 – 5:30 p.m. on Friday, August 12, 2005. The group will discuss community priorities and make suggestions for MCC Strategic Plan Action Strategies for 2005-06. The agenda for the forum is being finalized.

### **China partnership**

**Dan reported** on his recent trip to China and his discussions of opportunities for Chinese students to attend Maui Community College.

### **UH System template**

flo reported that it is likely that the system template for Program Review will be similar to MCC's current template. A UH System template will meet ACCJC accreditation requirements and will make it possible for each campus to create its own variations.

## **Strategic Plan Implementation Council meeting minutes for Monday, August 22, 2005**

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

### **Fall 2005 meeting schedule**

During Fall 2005, the Strategic Plan Implementation Council will meet on Mondays at 10:30 a.m. in Ka`a`ike 210 except for the following dates, when the meetings will be held in Ka Lama 102:

August 22

October 31

November 28

December 19

### **Community Forum**

The suggested date and time for the re-scheduled Community Forum is Wednesday, October 12 from 3-6 p.m. Diane will check the community calendar before plans are finalized. At the Forum, community members will discuss and vote on MCC Strategic Plan Action Strategy priorities for 2005-06.

### **Priority Action Strategies**

The results of the August 15 voting by faculty and staff on Strategic Plan Action Strategy priorities for 2005-06 was discussed. One issue that people are concerned about is where to get information about the Banner system. Diane will handle instructional questions about Banner.

### **Topics to be discussed**

During Fall 2005 meetings, the Strategic Plan Implementation Council will schedule discussions on Strategic Plan Action Strategies; Program Review; and the WASC report. On October 17, information and evaluations from the Community Forum will be discussed.

### **Program Review reports**

The process for and evaluation of Program Review reports was discussed. The role of evaluation teams will be clarified.

**flo reported** that she will hold meetings with program coordinators to discuss the new UH System Program Review template. This template will bring very little change in Program Review reporting, since it is similar to the one MCC is now using.

## **Strategic Plan Implementation Council meeting minutes for Monday, August 29, 2005**

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

### **Community Forum**

Because of conflicting schedules, a new date will need to be set for the Community Forum that was tentatively scheduled for October 12. At the Forum, community members will discuss and give input on MCC Strategic Plan Action Strategy priorities for 2005-06.

### **Campus Priority Action Strategies**

The top six campus Strategic Plan Action Strategy priorities for 2005-06, as voted by faculty and staff on August 15, are D, J, K, E, G, and C. Four others, H, N, A, and F, will be needed for college administration and accreditation purposes. Suzette will send information to the campus about the makeup and implementation of 2005-06 Action Strategy teams.

### **MCC Budget cycle**

So that data from annual and comprehensive program reviews may be used in budget requests, priority lists of needs from Administrative Services, Student Services, Instruction, Academic Support, and individuals will be submitted to David Tamanaha **by January 30, 2006**. In the future, CIP issues may need to be added to annual program reviews.

### **Timeline:**

September 30, 2005	Annual and Comprehensive Program Reviews due to dean or director
October-December 2005	Campus review and analysis process, including review by dean or director
January 30, 2006	Draft of Priority lists for Instruction, Academic Support, Student Services, Administrative Services due to Administrative Services Director

**The Program Review process will be discussed at the September 12, 2005 meeting of the Implementation Council.**

**Strategic Plan Implementation Council meeting minutes for Monday, Sept. 12, 2005**  
Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, Alvin Tagomori, Dan Kruse, and Pat Adams.

### **Community Forum**

The community forum will be held from 3-6 p.m. on October 11, 2005. Information for attendees will be available on the web.

### **Program review template**

**flo reported** that the system template for instructional Program Review is nearing completion. The community college campuses will create their Program Review reports within the context of the system template. Suzette will offer a Program Review report workshop on September 19 for program coordinators.

### **Discussions**

How programs are added, put on hold, or stopped out was discussed. flo will review curriculum committee history with BK.

How strategic plan priorities are set, e.g. voting by faculty and staff, community input, and ongoing need was discussed.

**Clyde** reported that conversations are being held with the Department of Education about the remediation process for students who test into basic English and math. The classes are held on the MCC campus and taught by MCC instructors who are paid by DOE at a much lower rate than MCC instructors receive.

Clyde will ask John Morton for the use of the newly acquired document management software that can be used in data management and analysis.

### **Program Review Timeline**

Sept. 30, 2000	Instructional and Student Services annual and comprehensive Program Review reports due to Dean or Director
Oct.-Dec. 2005	Review of comprehensive reports by two committees: Internal, composed of program chair, student, and community member. Validation review, composed of three Executive Committee members.

The Implementation Council members are discussing ways to streamline the process and to clarify the roles of each group.

January 30, 2005	Budget priorities go to Executive Committee and then to the Chancellor for inclusion in budget planning.
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**Strategic Plan Implementation Council meeting minutes for Monday, Sept. 19, 2005**  
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Tamanaha, Alvin Tagomori, Dan Kruse, and Pat Adams.

**Community Forum**

The community forum will be held from 3-6 p.m. on October 11, 2005. **Diane** will call MCC faculty and staff members who have agreed to serve as facilitators and note-takers and in other roles.

**Agenda for October 11 Community Forum:**

2:45 p.m.	Refreshments
	Sign in with name, address, phone number, and email address; name tags (Michele Katsutani and others)
3:00-3:10	Overview (Suzette)
3:10-3:30	External factors (Clyde)
3:30-3:50	Internal factors (flo)
3:50-5:00	Discussion groups (facilitators, note-takers, and others)
5:00-5:30	Prioritize community action strategy selections (Suzette & Diane)
5:30-6:00	Results and evaluation

**Program review workshop**

**Suzette will** conduct an informational workshop on Instructional Program Review at noon today. She will go over the new UH Chancellors' Program Review Process and the new system templates for annual and comprehensive program reviews.

Since their reports are due on September 30, 2005, MCC program coordinators will have the choice of following the MCC or the system templates for their 2004-05 reports.

The two kinds of assessment will be discussed: direct and indirect. The indirect indices include such data as graduation and completion rates ( included in PHIs); the direct indices include assessment results of course and program student learning outcomes (SLOs) The system template allows each individual campus to decide how to handle direct assessment.

Curricular grids and program capstone experiences will also be discussed.

## **Strategic Plan Implementation Council meeting minutes for Monday, Sept. 26, 2005**

Present: Diane Meyer, David Tamanaha, Alvin Tagomori, and Pat Adams.

### **Program Review**

MCC has received the new system-wide Administrative Services Program Review template. The format is similar to the one currently in use by MCC.

### **Community Forum**

Information about the community forum, scheduled for 3-6 p.m. on October 11, 2005, will be posted on the web. **Diane** will email information about the forum to MCC faculty and staff members who have agreed to take part.

### **Accreditation Self-Study**

The accreditation self-study standard chairs and co-chairs will meet at 12:30 p.m. on Friday, October 7 to discuss details of the report. Alvin reported that the report should include at least some anecdotal data collected from various types of focus groups.

### **Flex scheduling**

Flex scheduling issues for students who are on financial aid or who are receiving veteran's benefits were discussed.

## **Strategic Plan Implementation Council meeting minutes for Monday, October 3, 2005**

Present: Clyde Sakamoto, flo wiger, Diane Meyer, Dan Kruse, Alvin Tagomori, and Pat Adams.

### **Community Forum**

Diane went over the agenda for the Community Forum scheduled for Tuesday, October 11. In addition to discussing and giving input on MCC Strategic Plan Action Strategy priorities for 2005-06, community members will also be given the opportunity to give input on what new two-year and four-year programs may be the most needed in the community.

### **Program Review**

flo reported that Jeannie has returned from an accreditation training, where she learned the importance of collecting data, analyzing it, and, most importantly, taking actions based on the findings.

She also learned the importance of Program Review for all three areas of the campus: instruction, student services, and administrative services. Because Program Review was first introduced by WASC ten years ago, it is expected to be in place for the next accreditation visits. (MCC is scheduled for a visit in 2006.)

Student learning outcomes, a requirement introduced by WASC after Program Review, will also be an important part of accreditation visits. A timeline for MCC student learning outcomes and assessment training and development will be constructed and included in MCC's self study report. In addition to listing the training activity, date, attendees, implementation, and assessment, the timeline will also include updates and outcomes.

Clyde will talk with Ralph Wolfe and Barbara Beno about progress on the proposed establishment of a joint junior/senior WASC accrediting team for MCC.

### **Legislators to visit**

On Wednesday, members of the Senate Ways and Means Committee and the House Finance Committee will visit MCC and tour the science and student center buildings. MCC administrators and faculty members will update the legislators on the need for a new science building. Planning funds for the building have already been approved by the Legislature. Renovation of the student center building is progressing.

**Strategic Plan Implementation Council meeting minutes for Monday, Oct. 10, 2005**

Present: Clyde Sakamoto, flo wiger, Diane Meyer, David Tamanaha, Dan Kruse, and Pat Adams.

**Community Forum**

The schedule for tomorrow's community forum was discussed. Clyde will update the community members on external factors and flo will present internal factors. Times scheduled for various activities will be revised as suggested.

Secretaries are calling community members who have not yet responded.

At the Forum, community members will have the opportunity to discuss the action strategies chosen as priorities by the campus and to suggest others to be considered.