Strategic Plan Implementation Council meeting minutes for Monday, April 16, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, David Tamanaha, Lori Govaars, Dan Kruse, and Pat Adams.

Accreditation Self Study and Strategic Plan crosswalk
Lori presented a sample of her edited template designed to track progress on both the accreditation self study planning agenda items and the strategic plan action strategies. The template was discussed and approved.

Planning process charts
Discussion continued on charts created by Dan to illustrate the MCC strategic planning processes and the campus planning process relationships. Dan will work with David to create timelines so that information reported in program reviews may be available for recommendations in Clyde's stocktaking presentations and in biennium budget requests.

In order to meet system deadlines, information from Maui CC Vice Chancellors about budget priorities is needed by the end of November.

Strategic Plan action strategy teams will need to report budget priorities on timelines that will allow input for budgeting procedures. Timelines will take into consideration how long the team has been in operation and the importance of the needs.

Carl Perkins report

Pat presented the three strategies being used for the 2007-08 Carl Perkins proposal. Work is ongoing on the balance of the proposal, due April 20, 2007. Diane is creating an overall budget and budgets for each of the strategies.

WASC report
Diane presented the report on student learning outcomes, mapping, and assessment that she compiled in answer to WASC's accreditation requirements. After department chairs and the assessment coordinator go over it, the report will be submitted to WASC.

Discussions
- The need for ongoing and updated input from program advisory committees about changing community needs
- The need for program reviews to justify requests for support with data; to make this possible, new tools may be necessary
- The need to look at issues from widely different perspectives in order to stay current

Strategic Plan Implementation Council meeting minutes for Thursday, August 24, 2006
Present: flo wiger, Suzette Robinson, Diane Meyer, Alvin Tagomori, David Tamanaha, Dan Kruse, and Pat Adams.

Action strategy teams
Suzette reported that a number of faculty and staff members have signed up for the 2005-07 strategic plan priority action strategy teams. The responsible person for each team will convene the first meeting.

ACCJC pre-visit
Diane went over the timeline for the ACCJC team's pre-visit on September 11. The official visit is scheduled for October 23-26.

Strategic Plan Implementation Council meeting minutes for Thursday, August 31, 2006
Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, David Tamanaha, Dan Kruse, and Pat Adams.

Action strategy teams
Faculty and staff are continuing to join strategic plan priority action strategy teams. A summary of their responsibilities will be sent to responsible persons and team leaders.

Budget update
The UH system will submit a three-tiered budget request, with highest priorities included in the first tier. Campus reports to the Board of Regents will need to include outcomes expected to result from budget requests and from money appropriated by the legislature. David will forward to administrators the requests that need further justification. Responses will need to be submitted by Monday, September 4.

OCET director position.
Over 20 applications are being screened for the OCET director position. Interviews should begin in mid-September.

Strategic Plan Implementation Council meeting minutes for Thursday, September 7, 2006
Present: Clyde Sakamoto, flo wiger, Suzette Robinson, Diane Meyer, David Tamanaha, Alvin Tagomori, Dan Kruse, and Pat Adams.

Action strategy teams
Suzette reported that faculty and staff are continuing to join the strategic plan priority action strategy teams and that responsible persons are in the process of scheduling team meetings. Copies of the "Plan for Operationalization of Prioritized Action Strategies," describing the duties of responsible persons, team leaders, and team members were distributed to the Implementation Council members for distribution.

Budget update
The UH system will submit a three-tiered budget request, with highest priorities included in the first tier. Campus reports to the Board of Regents will need to include outcomes expected to result from budget requests and from money appropriated by the legislature. David will forward to administrators the requests that need further justification before submittal. Responses will be needed by Monday, September 4.

OCET director position.
Interviews for the OCET director position have been scheduled; names of top applicants could be submitted by the end of September.

September 11 accreditation team visit
Diane presented the itinerary for the September 11 accreditation team visit and reported on preparations for the visit.

Board of Regents meeting
The November 2006 meeting of the UH Board of Regents will be held on Maui. Possible topics include the MCC Long Range Development Plan, the Sustainable Living Institute of Maui (SLIM), and the new student housing. Screening is currently underway for the SLIM executive director position.

Akaku board
flo reported that the Akaku TV board has disbanded and will be reconstituted by a "master" appointed to do so. MCC and the Department of Education will each have a seat on the new board.

Spring registration
Alvin reported that because of the delay in implementing the seventh edition of the Banner student information system, systemwide registration for Spring 2007 will begin December 4, 2006. The MCC schedule of classes will be out in early November, giving students an opportunity to plan their schedules.

Strategic Plan Implementation Council meeting minutes for Thursday, September 28, 2006
Present: Clyde Sakamoto, Diane Meyer, David Tamanaha, Dan Kruse, and Pat Adams.

BOR meeting in Kauai
Dan reported on the September Board of Regents meeting that he attended on Kauai.

The results of the Quality of Faculty Worklife survey sent to 3,490 UH faculty members are available on the web at <www.hawaii.edu/offices/app/opp/faculty/>.

Information
Pacific Islanders will now pay 150% of resident tuition; however, more scholarships will be made available to them.

Accreditation visit
Clyde shared information from Barbara Beno, ACCJC president, on guidelines for review of Standard III.D Financial Resources during the comprehensive site visit. The accreditation team's evaluation will include analysis of the college's financial resources and determine if support for student learning programs and services to improve institutional effectiveness are sufficient.

Announcements
David reported that the MCC swap meet plan has been approved by the office of the UH general council. Implementation may take up to one year.

Clyde will schedule interviews in the near future with the finalists for the OCET director position and the SLIM project director position.

Strategic Plan Implementation Council meeting minutes for Monday, October 2, 2006
Present: Suzette Robinson, Diane Meyer, Alvin Tagomori, Dan Kruse, and Pat Adams.

Accreditation team visit
Diane reported on preparations for the October 23-26 accreditation team visit to MCC. In addition to visiting the Kahului campus, team members will visit outreach sites in Hana and Kihei and on Molokai and Lanai.

A campus-wide meeting on the accreditation visit will be held at 1 p.m. on Friday, October 20 in Ka`a`ike 105ABCD.

Program review reports
The instructional comprehensive and annual program reviews are due October 30, 2006. However, reports completed before that date can be submitted earlier.

Strategic Plan action strategy teams
As responsible person, Suzette will schedule meetings with her Strategic Plan action strategy teams in the near future. Clyde will convene the second meeting of the Strategic Plan BAC committee on October 13 at 3:30 p.m. in Ka Lama 102. Team leaders will be chosen.

Strategic Plan Implementation Council meeting minutes for Monday, May 21, 2007
Present: Suzette Robinson, David Tamanaha, Katie McMillan, Lori Govaars, and Pat Adams.

Action Strategy teams
A report covering the activities of the Priority Order Action Strategy teams will be due on June 15, 2007. Suzette will email a template for the report to team leaders, who will submit the reports to responsible persons for each team on or before the due date. Information from the reports will be shared with those taking part in the community forum scheduled for August 8, 2007.

Community Forum planning
Katie will facilitate the August 8 community forum. Diane has given Katie information folders from previous community forums. Katie will go over the list of community members who have attended past forums and compile a list of possible attendees for this year. "Save the date" messages will be mailed in mid-June, and invitations will be mailed in mid-July. Katie will bring a list of forum planning questions to discuss at the June 4 Implementation Council meeting.

Program Review Timeline
Pat will discuss with Diane editing needed for the revised timeline for the Comprehensive Program Review Teams. Diane will edit the timeline and bring it to the next Implementation Council meeting.

Self study planning agendas and strategic plan priorities
Katie has begun work on the chart that Lori designed to show progress on and completions of the accreditation self study planning agenda items and the strategic plan priority action strategies. Katie will complete the "crosswalk" and bring it to the June 4, 2007 Implementation Council meeting.

Reports and updates
Lori reported that OCET will promote its summer College for Kids with a movie night to be held on the lawn outside Ka`a`ike on Friday, June 1. In addition to the movie, "Meet the Robinsons," live entertainment will include a magician. Entertainment begins at 6 p.m. and the movie at 7. Popcorn will be on sale. Attendees should bring blankets to sit on. A section of College for Kids may also be held at the MCC Lahaina Education Center.

Katie will talk with Sharane about publicizing OCET's College for Kids offerings and the movie.

OCET classes being planning include a class on how to pack items sold on E-Bay, a popular subject since so many people are buying and selling items on E-Bay. OCET is also looking for a CDL teacher to replace one who recently left.

David reported that work to move the swap meet from its present location to the Maui CC campus is continuing but may be delayed because of environmental considerations and the rising costs of preparing the land. The swap meet owner has so far handled land clearing work and costs involved.

The target for completion of the newly renovated student services building is June 30. Move-in preparations are underway.

Plans to use green building technologies for the science building are being discussed. Since the LEED concept is more expensive, program space may need to be revised in order to stay within the estimated costs.

Katie reported on her marketing activities. These include plans to visit the student housing site in preparation for an advertising campaign. As part of the UHCC system statewide advertising campaign, photos of Maui CC students will appear in Queen Kaahumanu Center posters.

Pat reported that the request for the consolidation of the carpentry, building maintenance, drafting welding, and sustainable technology programs into one Sustainable Construction Technology program, recently approved by the Academic Senate, is proceeding through the system and should be presented to the Board of Regents at their July meeting.

Pat will work with David and others to complete a draft of the latest reorganization document. The plan is scheduled to be presented to the BOR at their November 2007 meeting.

Suzette reported that discussions with county council members indicate that Maui CC's $250,000 request for sustainable alternative energy that was removed from this year's county budget will most likely receive support next year. In the meantime, the college will be working on its plans for creating a program that will benefit the community.

Strategic Plan Implementation Council meeting minutes for Monday, June 4, 2007
Present: Suzette Robinson, Diane Meyer, David Tamanaha, Alvin Tagomori, Dan Kruse, and Pat Adams.

Program Review timeline
Diane's edited version of the "Comprehensive Program Review Teams Timeline" was discussed. The timeline covers dates for submission of instructional, student affairs, and administrative affairs documents. The timeline will be put on the web for easy access and will be presented to the Academic Senate for information in the fall.

Strategic Plan Action Strategy team reports
Year-end reports from Strategic Plan Priority Action Strategy teams will be due June 15. On May 21, Suzette emailed a template to team leaders for their use in compiling the reports. Team leaders will submit the reports to responsible persons for each team on or before the due date. Information from the reports will be shared with those taking part in the community forum scheduled for August 8, 2007.

Career Connections
Diane reported that sixteen people have indicated that they will attend the Career Connections demonstration to be held from 1 to 3 p.m. on Thursday, June 7 in Ka Lama 206A.

Self study planning agendas and strategic plan priorities
Pat reported that Katie has completed preliminary work on the chart that shows progress on and completions of the accreditation self study planning agenda items and the strategic plan priority action strategies. Katie has asked for input; the chart will be discussed at the next Implementation Council meeting.

Sustainable Construction Technology consolidation
The proposal to consolidate the carpentry, building maintenance, drafting welding, and sustainable technology programs into a Sustainable Construction Technology program was discussed and approved by the UHCC chief academic officers. After revision, it is scheduled to go to the Board of Regents in July.

Strategic Plan Implementation Council meeting minutes for Monday, April 23, 2007
Present: Suzette Robinson, Diane Meyer, Alvin Tagomori, David Tamanaha, Lori Govaars, Dan Kruse, and Pat Adams.

Planning process charts
Dan presented an edited draft of the "MCC Strategic Planning Process and Calendar," a chart that illustrates the month-by-month deadlines of a two-year Maui CC planning process. **Dan will** edit as discussed and present the final chart on May 7.

Dan will edit the "MCC Annual Strategic Plan Process" chart by deleting dates and adding a list.

Diane will bring the time line for program reviews to the next Implementation Council meeting for discussion.

The draft of the "MCC Planning Process Relationships" will be tabled for the time being.

Program review timeline information
The following is a summary of the time span involved in implementing program review needs:

- Program reviews submitted in fall of 2006 were based on 2005-2006 information.
- Implementation of non-budget items in the 2005-2006 program reviews could take place in the fall of 2007.
- Implementation of items considered priorities by the campus and placed in the legislative budget could, if funded, take place in fall of 2008.

ABIT report
Diane reported that ABIT faculty are working on a draft of the report to be submitted to WASC by May 20. The report will include the ABIT capstone experience.

The three students who will graduate with ABIT degrees in May will also receive degrees in Business Careers.

Summer school 2007
Because the scheduled teacher is unable to be on Maui this summer, a teacher is needed for Biology 200 in the A section of summer school. Diane will ask for recommendations from the campus by putting a message on Maui Announcements. Seven students are already registered in the class.

Final exam schedules
Suzette will remind faculty that final exams should be given as scheduled.

Next meeting
The next Implementation Council meeting will be held on Monday May 7, 2007.

Strategic Plan Implementation Council meeting minutes for Monday, May 7, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Tamanaha, Katie McMillan, Dan Kruse, and Pat Adams.

County-funded projects
Suzette reported on Maui CC projects that are currently included in both the mayor's and the county council's budgets. The county budget will become official May 30, 2007.

Cooperative education:	$ 50,000
Nursing and dental:	$500,000 (These funds must be matched with non-county/non federal funds and are restricted to nursing and dental.)

Funds for a long-term care partnership to be based at Maui CC are also included at $250,000

Funding ($250,000) for sustainable energy projects was removed from the budget.

Planning process charts
The edited "MCC Strategic Planning Process and Calendar," a chart Dan created to illustrate the month-by-month deadlines of a two-year Maui CC planning process, was discussed. The biennium budget submission date was changed to January of year one. Dan will revise and bring to the next Implementation Council meeting.

Budget submission deadlines

Biennium budget period:	July 2009-2011
Legislative budget discussion period:	January 2009

Budget submissions	Decision dates
Board of Regents	October/November
UHCC	February/March
Maui CC (Stocktaking)	February/March
Academic Affairs, Academic Support, Student Services requests	May
Program reviews and Strategic plan team reports	December

Program review timeline
Submission dates on the "Program Review Teams Timeline" chart were updated to allow a more realistic schedule for program review documents to move through the review process. Under the new schedule, program reviews will be due to the Vice Chancellor on the fourth Friday of October instead of September. Subsequent submission dates to assessment coordinator, review team, vice chancellor, and chancellor were also moved forward by approximately one month. Diane will edit the document to reflect the changes.

Self study planning agendas and strategic plan priorities

Katie will work on the chart that Lori has designed to show progress on and completions of the accreditation self study planning agenda items and the strategic plan priority action strategies. Katie will get the latest update of the chart from Lori.

Strategic Plan benchmarks

According to accreditation requirements, the Maui CC strategic plan, mission, and vision all need to be revisited regularly. Clyde reported that John Morton will pass out benchmarks and targets for the community colleges, e.g. enrollments, graduation rates. These will be combined with information gathered from the fall 2007 community forum and from Maui CC discussion forums and integrated into the college's next strategic plan. The next strategic plan will need to more clearly reflect the programmatic side of the college.

The next community forum will be held at Maui CC on August 8, 2007.

Strategic Plan Implementation Council meeting minutes for Monday, May 14, 2007. Present: Suzette Robinson, Diane Meyer, Alvin Tagomori, David Tamanaha, Katie McMillan, Dan Kruse, Lori Govaars, and Pat Adams.

Registration

The difficulties reported by faculty that some students are experiencing with online registration were discussed. Alvin will look into placing signs over the computers that invite users to ask for assistance.

Planning process charts

Dan will bring the edited "MCC Strategic Planning Process and Calendar" to next week's Implementation Council meeting.

Program review timeline

Diane presented the edited "Comprehensive Program Review Teams Timeline" chart. She will make changes according to the discussion and will also update the annual program review report timeline and bring them to next week's meeting.

Self study planning agendas and strategic plan priorities

Lori went over the Accreditation Self Study and Strategic Plan Action Strategies Alignment template. Katie will incorporate the action strategies into the self study planning agendas, showing progress on and completions of goals.

Community Forum

Katie will facilitate the community forum to be held from 3-6 p.m. on August 8, 2007 in Paina building. Diane will give Katie information and notes from forums held in previous years. Plans for the forum will be discussed at the Implementation Council meeting on Monday, May 21.

Graduation

Dan reported that the Maui CC graduation had been attended by members of the Tongan royal family who traveled to Maui to attend the graduation of Meleane Valevale, who received a degree in accounting. Meleane's father is the Minister of Development for the government of Tonga. Katie will submit a news item to the UH online newspaper.

The appearance of difficulties Maui CC faculty had finding seats as they marched in at the beginning of the graduation ceremonies was discussed. The confusion may have been caused by some faculty members attempting to sit in the seats where they had placed leis and other materials previous to the ceremony.

Fall 2007 Convocation

First week activities for fall 2007 were discussed. Faculty will return for the first day of the semester on Tuesday, August 14. Friday August 17 is a holiday, making this a three-day work week. The convocation will be held from 8 to 11:30 a.m. on August 14. Breakfast will begin at 8 a.m.; the program will begin at 9 a.m. Under consideration for the occasion is a discussion of health and safety issues, including appropriate responses to disruptive student behaviors.

Information

The annual golf tournament will be held on June 30, 2007.

Clyde will be on vacation from May 14 to June 4, 2007.

Implementation Council meetings will continue to be held at 10:30 on Mondays in Kaaike 210.

Strategic Plan Implementation Council meeting minutes for Monday, October 16, 2006
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Tamanaha, Alvin Tagomori, Dan Kruse, and Pat Adams. Presenters: Mickey Helm, Debbie Winkler, and Dorothy Tolliver.

Strategic Plan priority action strategy teams
Debbie, Mickey, and Dorothy presented a request that Strategic Plan action strategy, *"Provide academic support services to promote student retention and academic success."* be added to the 2006-07 priority action strategies. Since this was a previous year's priority action strategy, and since it is so important to student success, team members have continued to meet regularly, working on goals and on strategies.

After discussion, it was decided unanimously that this action strategy would be added as I, the tenth on the 2006-07 priority list. Dorothy Tolliver and Debbie Winkler will serve as co-chairs; Pat Adams will serve as responsible person.

This action strategy and any new additions of team members and team leaders will be added to the 2006-07 Priority Order Action Strategies list. The updated list will be emailed to the college.

Clyde, responsible person for action strategy team H, reported that two meetings had been held and that team members had chosen a team leader.

Budget
Ways to facilitate additional college-wide communication on the MCC budget priorities were discussed. Ways also need to be found to address priorities that include health and safety issues, repair priorities, and signage needs.

Strategic Plan Implementation Council meeting minutes for Monday, October 30, 2006
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Alvin Tagomori, Dan Kruse, and Pat Adams.

Strategic Plan priority action strategy teams
Alvin will check on additional action strategy team members and email them to Diane, who will edit the list and then send it out on Maui Announcements.

ACCJC follow-up
At the closing meeting, MCC received a number of positive commendations from the visiting WASC team. The college also received several recommendations that included ensuring that priority Strategic Plan action strategies are measurable and can be demonstrated and revisiting the college Mission Statement.

Suzette will convene the action strategy teams for which she serves as responsible party. All the teams will choose leaders and discuss important initiatives to concentrate on for the coming year.

Post tenure review
Every five years, faculty members are to undergo post tenure review. If a faculty member applied for and received promotion, that person's five years would start from the time of the promotion. Suzette will compile a list of all faculty members and where they are located in the post tenure review process.

Student learning outcomes
A fear that has been expressed in the UH system that student learning outcomes (SLOs) will be used to evaluate faculty was discussed. It was agreed that SLOs are meant to let students know what they will learn if they complete a class; assessment is how the teacher assesses what the students have learned.

Manoa Hallmarks
Dan reported that UH Hilo may be adopting the Manoa Hallmarks with slight modification. Kapiolani, Leeward, Windward, and Honolulu CCs have either adopted them or are in the process of doing so. If all of the CCs do adopt them, it would be possible for have a system agreement that would allow credits to be transferred across the system without course by course articulation.

Data challenges
According to data collected, MCC transfer rates are disproportionately low. Also, some students are not on any list, e.g. Manoa Outreach students in Liberal Studies are not counted by either college when they also take MCC courses. Suzette will talk with Vice Chancellor for Academic Affairs Neal Smatrcsk and Vice President Linda Johnsrud about how to address the problem.

In order to have correct data on numbers of majors, program coordinators will need to print out lists of students who have declared majors and check the lists to make sure that the students on the lists are actually attending classes or have attended classes fairly recently. In order to be effective, this will need to be accomplished each semester.

The timeline for when the data gets pulled from the campus (September), when it is distributed to program coordinators (October), and when coordinators analyze it (October–May) may need adjustment.

Sustainable Construction Technology program

The progress of the proposal to consolidate carpentry, building maintenance, drafting, welding, and sustainable technology into one Sustainable Construction Technology program was discussed. The consolidation will go through the curriculum process and then to the system and the BOR for approval. Classes will align with those being taught by MCC Construction Academy faculty and high school teachers in Maui County high schools.

Strategic Plan Implementation Council meeting minutes for Monday, December 4, 2006
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Tamanaha, Dan Kruse, and Pat Adams.

Strategic Plan Action Strategy teams
The designated responsible persons reported on the activities of their Strategic Plan Action Strategy teams:

David Tamanaha, Team E: *"Improve infrastructure, including a new science building, additional nursing, dental and health classrooms and labs; additional faculty offices."* Team E is analyzing and discussing the college's long range repair and maintenance priorities. The science building project is awaiting release of funds.

Pat Adams, Team I: *"Provide academic support services to promote student retention and academic success."* Team I is looking at support services offered at all education centers and on the Kahului campus and updating program staff needs. Pat will forward Team I minutes to the Implementation Council.

Suzette Robinson, Team B: *"Expand training and workforce development programs in coordination with county, state, and industry economic initiatives."* Team B is reviewing last year's activities and setting goals for the coming year. The team will be meeting with the new director of OCET, Dr. Lori Govaars, who is scheduled to arrive December 7.

Suzette Robinson, Team D: *"Provide students with access to a seamless UH system with full articulation between all campuses."* Team D is looking at ways to align MCC general education hallmarks with UH Manoa hallmarks; imbed the accepted UHM hallmarks into the MCC proposed revised AA degree; and secure campus, then system approval for MCC proposed revised AA degree.

Suzette Robinson, Team F: *"Develop graduates who can learn new things, think critically, behave ethically, and adapt to change."* Team F will investigate UHM hallmarks to determine which are aligned with Action Strategy F and discuss with all program coordinators the inclusion of Action Strategy F into present or future capstone experiences. Suzette will forward the meeting notes from her three teams to the Implementation Council this week.

Clyde Sakamoto, Team C: *Provide positive support for the development, implementation, and improvement of programs and academic support services for Native Hawaiian students."* Team C is meeting bi-monthly with the Lau`ulu committee.

Clyde Sakamoto, Team G: *"Develop appropriate sustainable baccalaureate degrees."* Team G is looking at alternative possibilities for additional baccalaureate degrees.

Clyde Sakamoto, Team H: *"Encourage risk-taking, reward innovation, and invest in change to reduce costs and paperwork and generate resources."* Team H is looking at ways to collect information from different areas about what faculty and staff members are doing above and beyond what might be expected and to recognize them for their accomplishments. A unique student-designed certificate of appreciation is under discussion.

Responsible persons will see that minutes from all team meetings are sent to the Implementation Council; Suzette will use the information in her end-of-the-year report.

Dan pointed out that the goals of Team G are different from those of the Academic Senate baccalaureate committee, which is looking at possible implications of offering additional baccalaureate degrees at MCC.

Diane reported on Spring 2007 convocation plans. At the request of faculty, only essential meetings will be scheduled for the first week. Diane will email the schedule to the campus before the Christmas break. It is expected that fewer meetings will give faculty opportunities to assist students whose registration period was reduced by changes in the Banner system.

Dan reported that the UH System Business Process Council is studying ways to streamline business processes across the system. David Lassner is the system chair; Kate Acks is the convener for the MCC Business Process Committee. UH Manoa business students have so far mapped 53 business processes.

Strategic Plan Implementation Council meeting minutes for Monday, January 8, 2007
Present: Clyde Sakamoto, Suzette Robinson, Alvin Tagomori, Dan Kruse, Diane Meyer, and Pat Adams.

Convocation evaluation
Evaluations of the Spring 2007 convocation were discussed. Fifty-three people responded to the online survey. As a result of suggestions, **Clyde will discuss** with media center personnel the possibility of utilizing a speaker system for large meetings in both Pa`ina and in the Ka`a`ike 105 rooms. This could alleviate the hearing difficulties that people seated in the far reaches of the rooms are experiencing.

Action Strategy Teams
Suzette reported that all nine Strategic Plan Action Strategy Teams have leaders and are working on achieving their specific goals.

Enrollment and tuition issues
A total of 33 low enrolled classes were cut before the beginning of the Spring 2007 semester.
So far, both enrollments and tuition revenues are down, compared to previous years Late registration will continue until the end of the week.

Community forum.
A community forum will be held in spring of 2007 to give community members an opportunity to give input on the vision compiled by faculty and staff during the convocation and on changing workforce needs.

Notes from Strategic Plan Implementation Committee meeting on February 5, 2007

Present: Clyde Sakamoto, David Tamanaha, Suzette Robinson, Alvin Tagomori, Daniel Kruse, Diane Meyer

WASC Accrediting Commission Report was received and distributed. We have been given six years (2012) before our next full self-study report is due. There will be a focused mid-term report due in October 2009. The report will be available to the campus shortly.

Perkins proposals. Five of 8 proposals were funded. MCC's total was around $50,000. Suzette is working with Cindy to get the accounts set up.

Daniel reported on some actions from the recent Board of Regents meeting: KCC has had an AS degree in natural science approved that will be accepted at UH Manoa; KCC has developed a memorandum of understanding with UH Manoa on a degree pathway partnership; West Oahu is proposing inverted degrees.

Strategic Plan Implementation Council meeting minutes for Monday, February 26, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, Dan Kruse, and Pat Adams.

Sabbaticals
A one-year sabbatical for John Pye has been approved. Bob Wehrman's request is in the process of being approved. Both are finding qualified lecturers to teach their classes, beginning Fall 2007. Suzette is working with David on the budget details for the sabbaticals.

Accreditation visits
The NLN accreditation team that recently visited the nursing department is recommending a renewal of accreditation for eight years, the maximum granted.

A team made up of one junior and two senior WASC members will visit the campus on March 8 and 9 to consider the granting of initial accreditation to the ABIT program. Diane is finalizing the team's schedule.

An accreditation team will visit the Culinary Arts program on March 12. **Suzette will** obtain a copy of the program's accreditation report.

Meeting with the Mayor
Clyde reported on the informational meeting that he, Suzette, and David attended recently with the new Maui County Mayor. A follow-up letter will be sent to the Mayor's office.

BOR meeting
Suzette will present the tech fee request that MCC students are supporting to the Board of Regents at their March meeting on the Big Island. Dan will also attend in his capacity as Academic Senate chair.

New Perkins grant
Suzette reported on guidelines for the new Perkins proposals. CTE coordinators met recently to learn details and to discuss possibilities. A meeting to finalize plans for the MCC proposal will be held on Tuesday, March 6 in Hale 218. Pat will take the lead in writing the proposal.

DOE consortium meeting
Alvin reported on progress made at the recent DOE/MCC consortium meeting. Groundwork was laid for partnerships in recruitment, transitions, and college readiness testing beginning early in high school. Two more meetings have been scheduled for the spring semester.

Information
Clyde is in the process of setting up a screening committee for the Vice Chancellor of Academic Affairs position now being advertised.

Kate Acks will serve as a UH system mathematics representative on the American Diploma Project. The goal of the Project is to align college and K-12 English and math.

Debbie Winkler, Michele Katsutani, and Thomas Hussey will attend the National Association for Developmental Education conference in Nashville, Tennessee in March to learn about developmental English and math strategies to help students be successful in these two areas.

Strategic Plan Implementation Council meeting minutes for Monday, March 5, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, Dan Kruse, and Pat Adams.

ABIT accreditation visit
Diane went over the schedule for the WASC accreditation team who will visit the campus on March 7-9 to consider the granting of initial accreditation to the ABIT program. Diane is handling last minute requests for materials and information. Approximately 60 students are now either ABIT or pre-ABIT majors.

Alvin will check with Crystal Alberto, the ABIT counselor, to ensure that students in the Business Careers program who plan to enter the ABIT program receive necessary counseling.

Program review deadlines
Responsible persons for comprehensive program review teams reported on their progress. Review team reports are due to Suzette by March 15 and are to be presented to the Executive Committee by the end of April. Completed reports will be posted on the MCC web site. Seven comprehensive programs reviews are due from instruction and one each from student services and administrative services.

Strategic Plan Action Strategy teams
Those responsible for Strategic Plan Action Strategy teams reported on meeting schedules and progress made. Most teams are meeting monthly and some more often.

BOR meeting
An MCC student will accompany Suzette when she presents the tech fee request to the Board of Regents at their mid-March meeting on the Big Island. Suzette will prepare a power point focused on main points, including the criteria set by the students for the spending of the fees collected.

Strategic Plan Implementation Council meeting minutes for Monday, March 12, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, David Tamanaha, Lori Govaars, Dan Kruse, and Pat Adams.

Mission Statement
To address the ACCJC recommendation that MCC regularly review its mission statement, department chairs will be asked to review the mission and vision statements in department meetings. Evidence of the review should be included in meeting notes that are regularly posted on the web.

Community Forum
Community members will be asked to assist MCC in suggesting and prioritizing Strategic Plan Action Strategies during a Community Forum to be held from 3 to 6 p.m. on Tuesday, August 7, 2007.

Program Review
The role of the program review process as a budget determinant was discussed. In order for program review requests to be included in budget requests, all questions asked by the Executive Committee or administrators should be answered by the programs in a timely fashion.

Actions:
Dan will adjust the chart outlining dates for campus information submission and present it at next week's Implementation Council meeting. **David will** report on supplemental budget dates.

The results of the current program reviews will be presented to the Executive Committee by the end of April.

Crosswalk
The creation of a crosswalk between the planning items on the MCC Self Study and the action strategies on the Strategic Plan was discussed.

ABIT accreditation
All data related to the ABIT capstone course will be submitted to WASC by May 18. Clyde and David Grooms will attend the WASC meeting in June where the MCC initial accreditation will be discussed.

Hallmarks
With the changes in the UHCC system office, any planned MCC hallmarks should be translated into academic policies that become part of the overall academic policies of the college. In doing this, WASC standards and guidelines should be followed.

SLO template
Diane is collecting student learning outcome information requested by ACCJC. This template will be used as a baseline for annual reports to ACCJC on SLO progress. For future reports, SLO effectiveness will need to be measured at three levels, course, program, and institution. These measurements will need to be part of MCC's assessment policy.

Extramural funding flow chart
David presented a draft of a flow chart showing proposed changes that will simplify and make more efficient the manner in which extramural contracts and grants are processed.

Strategic Plan Implementation Council meeting minutes for Monday, April 2, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, Dan Kruse, and Pat Adams.

Planning agendas and action strategies
A template created by Lori Govaars to track progress on the accreditation self study planning agenda items was discussed. Additions will be made to the template to also track progress on strategic plan action strategies. Responsible parties will be asked to track actions taken, progress made, and outcomes.

The person hired for the marketing position will be in charge of connecting and tracking the self study planning agenda items, strategic plan action strategies, and action strategies chosen as priorities.

Planning process charts
Charts created by Dan to illustrate the MCC strategic planning processes and planning process relationships were discussed. Additions will be made to the charts, including program review deadlines and other dates that impact budget decisions. Work will continue on the charts at the next meeting.

Strategic Plan Implementation Council meeting minutes for Monday, April 9, 2007
Present: Clyde Sakamoto, Suzette Robinson, Diane Meyer, Alvin Tagomori, Lori Govaars, Dan Kruse, and Pat Adams.

Accreditation Self Study/Strategic Plan Matrix
The template created by Lori to track progress on the accreditation self study planning agenda items and the strategic plan action strategies was discussed. The template will be enlarged to include all items in both areas and to illustrate how the actions relate to one another. All items will be identified and numbered so the progress and the relationships are clear to the reader.

Lori will revise the template to include all accreditation planning agenda items and strategic plan goals, objectives, and action strategies.

Pat will email Dan the strategic plan as a Word document, and he will work on identifying and numbering action strategies.

When the template is completed, Pat will fill in the names of the responsible persons for the self study planning agenda items.

The new marketing person will align the strategic plan action strategies with the appropriate self study planning agenda items.

Strategic plan
So that it may be a part of biennium budget requests, it may be necessary to review, update, and implement a new strategic plan by fall 2009. Discussions are currently underway on the updating of both the UH and the UHCC strategic plans.

System task forces
Dan reported on two new UHCC system task forces, both composed of chancellors and faculty. One will study the SLO and assessment requirements and the possibility that they might affect the tenure and promotion process. The other will study faculty turnover and how the large number of faculty expected to retire in the next few years may affect the UH system. Affordable housing is expected to be a large issue for the new faculty who will need to be hired.

Both Clyde and Dan will serve on a UHCC Strategic Planning Council to be convened in April.