

Strategic Plan Implementation Council meeting minutes for Monday, March 6, 2006

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

Accreditation

Suzette reported on her visit to Guam Community College as an ACCJC accreditation team member. Guam CC is using a new \$70,000 institutional assessment and accreditation management system, TracDat to manage its program assessment. Apparently it is working well.

Budget

David reported that work is continuing on the eight-year budget. Needs that surface in the program reviews, from the community, and from legislative interest will be considered and prioritized.

Math needs

Clyde has requested a comprehensive plan on math needs, including faculty, technology, and resources.

Discussions

The need expressed by a strategic plan action strategy team report for a retention coordinator was discussed .

The need for both academic advising and personal counseling was discussed.

Planning Calendar

Suzette, David, and Dan will edit the MCC Annual Planning Process and Calendar chart..

Strategic Plan Implementation Council meeting minutes for Monday, March 13, 2006

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

Planning charts

Dan presented a new chart entitled MCC Planning Process Relationships for discussion. The chart is designed to work in conjunction with the MCC Annual Planning Process and Calendar charts.

Dan will prepare the next level of charts for specific processes, e.g. Strategic Planning, Program Review, and budgets. He will then plot the connections on the new relationships chart.

David will send Dan a copy of the budget process for use in the charts.

Reorganization proposal

Pat presented the latest drafts of the reorganization proposal and functional statements for discussion and input. **Pat** will check with the UHCC System on several issues. flo will send Pat some additional material. After she has edited the draft, Pat will work with Debbi Brown and Angela Gannon on updating the organizational charts so they are consistent with the reorganization proposal and functional statements.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, April 3, 2006.

Agenda:

| | |
|---|-----|
| Discussion on the next level of charts for specific processes | Dan |
| Accreditation update | Pat |
| Reorganization update | Pat |

Strategic Plan Implementation Council meeting minutes for Monday, October 24, 2005

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

Community Forum

Letters to those who attended the Community Forum and to those who were unable to attend will be sent. They will include the web site address where results of the campus and community voting on priority actions for 2005-06 and other information will be available.

Action Strategies for 2005-06

Suzette presented the twelve 2005-06 priority order Action Strategies as ranked by the campus and by the community. Responsible persons for the strategies have been assigned. Faculty and staff members will be given the opportunity to volunteer to serve as team leaders and team members.

Dan presented several charts he had constructed to identify and clarify campus structure and processes. All except the budget chart are still in draft form. **Dan will** send copies of the charts to members of the Implementation Council. The charts will be discussed at the **October 31 meeting**.

Dan discussed with the All Campus Faculty Senate the need for a “campus climate” or “quality of life” survey that would be administered and analyzed on an on-going basis.

Linda Johnsrud is working on a system-wide survey that will give campuses data for accreditation reports. **flo will ask** Linda to bring a copy of the survey when she visits the MCC campus this week.

Dan reported that the Second Decade Project was also discussed at the meeting. This will involve operational planning for things not covered in the present Strategic Plan, e.g. the future of MCC.

League for Innovation conference

Perkins funds will pay for one representative from each UHCC campus to attend the March 2006 League for Innovation conference in Atlanta, Georgia. The attendee will need to conduct campus-wide workshops when he or she returns.

Diane and Pat will look into the reports they submitted from the 2005 conference in New York for information on assessment.

Information and discussions

Attendees of the upcoming Skip Downing workshop #2 will need to have attended workshop #1.

Diane will see that the lecturer policy is placed on the MCC web site.

Barbara Beno will visit the campus on November 14 as a follow-up to MCC’s progress report on program review. **Pat will** give information on her visit at the Academic Senate meeting on November 4.

Program reviews

Flo and Lynn Yankowski are currently reading the 2004-05 program reviews. Readings will be completed by the end of December; information will be used for budget planning in January and February 2006.

In her report, **Dorothy Tolliver** used an Excel spreadsheet that could be helpful for others. For each goal, the spreadsheet shows activity, assessment of activity, adjustment made, and plans for the new year.

The program review process will be discussed at the **November 7** meeting of the Implementation Council.

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, November 28, 2005

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

Discussions and information:

The need to regularly send recruiting teams (counselor, instructional faculty, student) to high schools was discussed. Matches made with the schools' Career Pathways programs could be most effective.

The need for a user-friendly web site where articulation agreements are easily accessible to students was discussed. The UH System STAR degree audit system could serve this purpose. At the end of January 2006, the council will check on the progress of the UH implementation of the STAR system.

The need for a policy on externally funded summer classes was discussed. The subject was put on the December 5 meeting agenda.

Administrative reorganization will be discussed at a series of December meetings.

The revised comprehensive program review guidelines were discussed. The deadline for completion is December 5.

MCC organizational charts

The editing of four MCC organizational flowcharts was completed. Editing of the fifth will be completed at a January 2006 meeting.

Academic Senate updates

On Friday, December 2, the Academic Senate will receive updates on the following subjects:

| | |
|-------------------------------|-----------------|
| Student housing | Elena Alexander |
| Late registration policy | Suzette |
| Perkins funding | Suzette |
| Program Review process | Pat |
| Tentative first week schedule | flo |

Dan reported that the Academic Senate will send to various newspapers and agencies a letter including the Senate's smart growth proposal requesting that the legislature use any excess funds for educational purposes.

Agenda items for December 5 meeting:

1. Policy for externally funded classes
2. Program Review policies
3. Makeup of program review teams

Strategic Plan Implementation Council meeting minutes for Monday, April 3, 2006

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

Budget update

David presented the budget for FY 2008 and 2009 updated with the added tuition expected. Final calculations will depend upon the budget passed by the State Legislature. Department chairs will be asked to go over the budget and to add whatever may be missing. Any requests not funded will continue to be added to subsequent budget requests.

Reorganization proposal

Pat reported that she and Debbi Brown have completed a draft of the new MCC organizational charts. Angela Gannon will update the charts on the computer according to the draft. Several details remain to be finalized in the reorganization proposal. Pat will include them as soon as information is received. Final disposition of the culinary arts position now reporting to David will depend upon the budget passed by the state Legislature.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, April 10, 2006.

Strategic Plan Implementation Council meeting minutes for Monday, April 10, 2006

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

Reorganization documents

The functional statements for the reorganization proposal were discussed. Any additions will be sent to Pat by noon on Wednesday.

Pat will add the office the Institutional Researcher to the functional statements. flo will ask Jeannie to submit duties for the office.

Pat will edit the documents and send them to the campus on Monday, April 17. Faculty and staff will have an opportunity to submit comments until Monday, May 1, 2006.

David will look into the possibility of having the reorganization charts completed in time to be sent to the campus.

Budget

David presented the budget for Strategic Initiatives for 2007-2009 arranged in three funding categories: general, tuition and fees special fund, and other. Further cuts were necessary, including a 15% cut in equipment replacement costs. After discussion, it was decided that one math, one accounting, and one ABIT position will be among those requested. Disposition of the requests will depend upon legislative outcomes.

MCC organizational charts

Dan presented his MCC Planning Process Relationships chart that shows the timelines for and relationships between campus processes, including the Strategic Planning Two-Year Process, the Program Review Process, the Strategic Financial/Biennium Budget Process, and the Supplemental Budget Process.

The planning process relationships will be updated at the next Implementation Council meeting on Monday, April 17, 2006.

Accreditation

Pat reported that sections of the four accreditation self-study standards had been posted on the web and that focus meetings for each self-study standard had been held on Friday morning and will be held again this afternoon.

Personnel positions

Diane reported that the legislative-supported positions that, if funded, will need to be filled by Fall 2006 are in various stages of completion.

Strategic Plan Implementation Council meeting minutes for Monday, April 24, 2006

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

Reorganization update

Pat reported that drafts of the reorganization proposal and functional statements were emailed to the campus and that the updated organizational charts were placed in the Media Center, Library, TLC, and the Chancellor's office, as planned. Comments are invited through the end of the day on April 28. The three documents were also sent to the UH CC System office for initial comments. The proposal should be ready to be presented to the Academic Senate on May 5, 2006.

Accreditation Self-study

Diane and Pat reported on the accreditation self-study. Standard chairs met on Friday, April 21 to discuss timelines and evidence collection. Pat has so far received several sections of the self-study document from standard chairs and co-chairs, with more expected in the near future. Standard chairs will collect data and evidence needed for their sections of the report and give them to Diane, who will compile them for viewing by the WASC team, both in hard copy and on the MCC website.

The website that contained drafts of sections of the four accreditation self-study standards has now been closed. Sometime after the end of May, a first draft of the complete self-study will be placed on the website for viewing by faculty and staff. When completed, a final draft of the self-study will be placed on the website.

MCC organizational charts

The budget Planning and Resource Allocation timeline and its relationship to campus planning processes, especially annual and comprehensive program reviews in all areas, were discussed. Dan will continue to work on creating individual charts that will show the direct relationships that exist between program reviews, action strategy team reports, and other campuses processes and the planning, requesting, and distribution of resources.

After considering the campus, UH System, and legislative budget processes and timelines, the Council recommended that Instruction, Student Services, and Administrative Services follow the same time line for program review reports, but that Administrative Services base its report on data from the previous year.

The possibility of extending the Strategic Plan Action Strategy priorities from one year to two (e.g., 2005-2007) was discussed. Team reports would still be turned in annually. Summer community forums would be held every other year.

Suzette will email a copy of the report template to Action Strategy team leaders.

Small Islands Conference

Suzette will talk with Frannie Coopersmith about setting up a meeting to discuss campus assistance needed for the International Small Islands Studies Association (ISISA) Islands of the World IX Conference to be held at MCC at the end of July 2006.

Visiting candidates

The three candidates for Vice President of Academic Planning and Policy will visit MCC on April 25 and 27 and May 2. Open meetings will be held to give everyone an opportunity to meet with the candidates. Information will be emailed to the campus.

Strategic Plan Implementation Council meeting minutes for Monday, May 1, 2006

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

MCC organizational charts

Dan presented his MCC Strategic Planning Process and Calendar chart. The chart creates a visual timeline of the steps involved over a two-year period in identifying, analyzing, implementing, and tracking Strategic Plan Action Strategy priorities. Dan will also create timeline relationship charts for program reviews and any other campuses processes that affect budget development.

Legislative Proposals for MCC

Suzette reported on legislative proposals to be funded for MCC:

Three faculty positions (\$149,000)

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|------------------|-----|
| Early Childhood | 1.0 |
| Dental Assisting | 1.0 |
| Biotechnology | 1.0 |

Three O&M positions (\$199,000)

| | |
|----------------------|-----|
| Janitors | 2.0 |
| General Laborer | 1.0 |
| Repair & Maintenance | |

Nurse Preparation position (\$75,000) 1.0

\$988,000 for electricity shortfall into base annually

Native Hawaiian faculty (\$124,000) 3.0 **To be confirmed**

Program Review

Eight positions for UHCC System (\$5 36,000) **To be confirmed**

Construction Academy (\$862,000)

| | |
|-------------------------------|-----|
| Faculty based in high schools | 4.0 |
| Traveling coordinator | 1.0 |
| Placement counselor | 1.0 |
| Clerical | 1.0 |

Faculty will be based at Lahainaluna, King Kekaulike, Baldwin, and Lanai high schools.

Outreach positions (\$162,000)

| | |
|-----------------------------------|-----|
| Counselor (Molokai & Lanai share) | 1.0 |
| Band A APT for Lanai | .50 |
| Band A APT for Hana | .50 |
| Band A APT for Kihei | .50 |
| Band B APT for Kihei | .50 |
| Band B APT for West Maui | 1.0 |
| Band A APT for West Maui | .50 |

Band A APT Tech Support 1.0 (For all sites)
Hana Education Center \$2,500

Personnel activities

Diane reported on status of paperwork for positions:

| | |
|--------------------|---|
| Biotechnology | Paperwork in Personnel |
| Dental Assisting | Nancy handling |
| Early Childhood | Position closes May 5 |
| Allied Health | Nancy handling |
| Hawaiian Studies | Paperwork in Personnel |
| Construction Acad. | Paperwork signed and in Personnel for faculty. (Counselor and clerical need to be completed.) |
| Program Assessment | Waiting for confirmation |

Diane will set up a meeting with flo, Suzette, Alvin, Diane, Pat, Don Ainsworth, Marvin Tengan, and Debbie Nakama to discuss strategies for hiring Construction Academy positions.

Suzette reported that the OCET director position paperwork is in Personnel. The goal is to have the position advertised in May; interviews held in June; and the selection completed in July.

Diane is completing the paperwork for the West Maui Education Center coordinator position. It is filled as casual hire (two .50 positions) and then will be filled as permanent.

The shared clerk position for Humanities and Social Science departments and the clerk position for Cooperative Education could possibly be filled by July 1, 2006. Other positions in the biennium budget will be considered.

Office space for the additional positions will need to be identified.

County budget

Suzette reported that the County Council voted to award \$500,000 to MCC with the proviso that MCC would provide matching funds. The Council earmarked the funds for a nursing and dental assistance initiative.

Strategic plan priorities

The possibility of extending the Strategic Plan Action Strategy priorities from one year to two, e.g. 2005-2007, will be discussed by the Academic Senate.

Visiting candidates

Two of the three candidates for Vice President of Academic Planning and Policy have visited MCC. On Tuesday May 2, Linda Johnsrud, the Interim VP, will visit. Information about meeting times will be emailed to the campus.

Strategic Plan Implementation Council meeting minutes for Monday, December 12, 2005

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

Program Review

Implementation Council members who were assigned to do so have asked program coordinators who completed Comprehensive Program Reviews for 2004-2005 to recommend possible program review team members. The teams will need to be selected in a timely manner so that they will have time to complete their reports by the January 20 deadline.

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.

Academic Senate resolution

Dan reported that he is in the process of sending the MCC Academic Senate's October 14, 2005 resolution and accompanying letters to the Governor, legislators, media, Chancellor's Advisory Council members, program advisory committee members, Department of Education, and other Maui County and state organizations. The letter addressed to the Governor asks that the expected 2006-2007 Hawaii state tax surplus be used to support schools, kindergarten through university level. A second letter addressed to others asks for support for that request.

Other UH system community colleges are following the lead of MCC and taking similar actions.

Discussions and Information:

Senator Clayton Hee's December 16 visit to the MCC campus and the Kihei and Lahaina facilities has been cancelled until further notice.

Diane will contact the ACCJC and ask for clarification of time periods mentioned the "Process Between ACCJC and Two-Year Colleges seeking to Add and Single Baccalaureate Degree" document recently sent to MCC.

Dan has been asked to serve on the search committee for the UH System Chief Academic Officer, the Vice President for Policy and Planning.

Strategic Plan Implementation Council meeting minutes for Monday, January 9, 2006

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

Reorganization Report

The structure of the reporting lines for the proposed reorganization to be presented to the Board of Regents was discussed.

Reporting to the Chancellor:

- Vice Chancellor for Academic Affairs
- Vice Chancellor for Academic Services
- Vice Chancellor for Student Services

Reporting to the Vice Chancellor for Academic Affairs:

- Department Chairs, including Molokai
- University of Hawai`i Center, Maui Director
- Office of Continuing and Education Director
- Assistant Vice Chancellor for Academic Affairs

Future campus needs may include a position of Chief Information Officer who would be responsible for institutional computing, telecommunications, and institutional media.

Since next Monday is a holiday, the next meeting of the Implementation Council will be held on **Monday, January 23**. Agenda topics will include:

1. Policy updates
2. Charts updates
3. Program Review
4. Debate notes
5. West Maui Education Center budget and resources to fund furniture

Strategic Plan Implementation Council meeting minutes for Monday, January 30, 2006

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

Policy updates and routing procedures

The draft of a policy covering options available for externally-funded classes and year-round programs at MCC was discussed:

- In addition to the two options covered in the policy draft, a third will be added that covers classes offered to an exclusive student base and not to the public at large.
- WASC accreditation standards, especially Standard II, will be checked for any information or requirements on this subject.
- The guidelines of a grant or other source of funding will need to be researched carefully.
- Articulation guidelines for various courses will need to be researched.
- flo will be asked for input.
- When making recommendations, “practices” and “policies” need to be differentiated; for policies, a consultation process is required.

When any MCC policy is drafted or revised, it should be routed for recommendations as follows:

1. To Academic Senate; after AS adoption, Senate Chair sends recommendation to
2. MCC Executive Committee; recommendation then goes to
3. MCC Chancellor; if Chancellor approves, the policy goes to
4. Web Master, who puts the policy on the MCC web site where it may be accessed by all

Actions:

Diane will research the policy areas discussed and edit the externally-funded classes policy.

The lecturer policy will be discussed at the next Implementation Council meeting. This policy has been sent to the System for input.

Dan will write a cover letter and submit any unsent Academic Senate recommendations to the Executive Committee. **Diane will give Dan** copies of recent program review recommendations passed by the Academic Senate.

Community College Chancellor’s Memorandums

A UH community college system-wide committee is looking at existing Community College Chancellor’s Memorandums (CCCM’s) to decide which should be reinstated under the reorganized UHCC office. The CCCM’s may describe specific practices that a College must follow in making policies.

Actions

flo will be asked to report on the work of the system-wide committee working on CCCM’s.

Charts update

Dan has updated four of the organizational charts; a fifth, the MCC Annual Planning Process and Calendar, will be discussed at the February 6 Implementation Council meeting.

Budget planning

Budget priority recommendations from the Academic Senate, Strategic Plan Action Strategy teams, and departments will need to be reported by the end of February at the latest so they can be included in budget planning.

Construction Academy

Information will be researched on the system-wide Construction Academy initiative and details in the proposal will be reported.

Debate notes

Suzette, Diane, and Pat will go over the notes from the Convocation debate and compile information from them.

West Maui Education Center

A team will visit the West Maui Education Center today and make a list of needed furniture and equipment for the classrooms and offices. Several West Maui community members have agreed to serve on an advisory committee for the Center.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, February 6, 2006.

Strategic Plan Implementation Council meeting minutes for Monday, February 6, 2006

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

Campus-wide survey

Approximately 68% of MCC faculty, staff, and administrators completed the recent campus-wide survey. Specific results will be discussed at the Implementation Council meeting on Monday, February 13, 2006. Data from the survey will be shared with the campus and will be used in the accreditation self study.

Library hours

Dan reported that the drastic cuts in library hours will be an issue at the next Academic Senate meeting. Ways to alleviate the current personnel shortage in the library were discussed. Resource issues involve the 200-student drop in registration; the escalating electric bill; and the need to repay the College's deficit loan on schedule. The possibility of hiring library help on a casual basis for the time being was discussed; discussions will continue. Any RDP-funded positions need to be sustainable by the College.

Accreditation workshop

Suzette reported on the WASC training for accreditation teams she and others recently attended in Oakland, California. Suzette will take part in an accrediting team visit to Guam.

Planning is underway for a workshop on looking at accreditation issues through the eyes of the accreditors. Presenters will include Suzette, Alvin, BK, and Jeannie.

Update of documents

The first review of Dan's "MCC Annual Planning Process and Calendar" was completed; editing will continue at the February 13 Implementation Council meeting. Dan also presented two other edited organizational charts for review.

The "Policy for Externally Funded Classes" will also be reviewed on February 13.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, February 13, 2006.

Strategic Plan Implementation Council meeting minutes for Monday, February 13, 2006

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

Ruth Stiehl visit

Diane reported that assessment expert Ruth Stiehl will be at MCC next week. She will present several workshops for program coordinators and others on Friday, February 24.

West Maui Education Center

Suzette reported that equipment is being ordered for the West Maui Education Center. The newly formed advisory council will meet in the near future. Certain classes could be scheduled there as early as Summer 2006.

Strategic Plan Action Strategy teams

Updated lists of Strategic Plan Action Strategy team members will be sent out. Team reports of priority items need to be scheduled so that they may be included in budget requests. Action Strategy Team scheduling and plans for the future will be discussed.

Technology fee

Diane reported that Bob Wehrman is organizing a campus-wide discussion about the possibility of charging students a small per-credit technology fee. Since this is not a system-wide priority, it is possible for individual campuses to request BOR permission, providing that students agree.

The fee will be discussed at the next Implementation Council meeting on February 27. Diane will research and send out UH System tuition and fee information. Alvin reported that financial aid does cover fees.

Planning Process and Calendar

The "MCC Annual Planning Process and Calendar" was discussed and edited. The calendar's due dates for Action Strategy team reports and program reviews need to coincide with budget planning, preparation, and submittal for the budget cycle that includes annual, supplemental, and biennium. To be included in the budget cycle, recommendations need to be submitted by the end of February. All recommendations and actions need to be connected to the Strategic Plan.

Dan, Suzette, and David will continue to work on the Annual Planning Process and Calendar chart and bring it to the group for further discussion. Two separate charts may be needed, one for the annual budget process and one for the biennium.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, February 27, 2006.

Strategic Plan Implementation Council meeting minutes for Monday, February 27, 2006

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

Accreditation self-study

The standard teams are progressing with the writing of the accreditation self-study. As sections are completed, they will be posted on the web so that faculty and staff campus-wide will be informed and will have an opportunity for input.

The ACCJC accreditation team visit is scheduled for October 23 - 26, 2006. On the team will be one member of the WASC senior accrediting committee, who will review progress on the ABIT program.

Ruth Stiehl workshops

The program performance workshops presented by assessment expert Ruth Stiehl on February 24 were discussed. The information she presented needs to be widely disseminated. Program coordinators and faculty will need to work together to design ways to carry out her recommendations, including those on assessing COWIQ's and capstone experiences.

Eight-year budget

The eight-year budget lists that department chairs submitted to flo on Friday will be discussed and prioritized at the department chair meeting on Tuesday, February 28. Buildings, offices, equipment, classrooms, faculty, and staff that will be needed in order to accommodate future growth should be addressed and included in long-range plans. Plans for growth should be connected to community needs.

Next Implementation Council meeting

The next Strategic Plan Implementation Council meeting will be held at 10:30 a.m. on Monday, March 6, 2006 **in Ka Lama 102**. The following are the dates and **places** of Implementation Council meetings through May: **(Note that the March 6 and 20 and April 3 meetings will be held in Ka Lama 102; the rest will be in Ka`a`ike.)**

| | |
|----------|--------------|
| March 6 | Ka Lama 102 |
| March 13 | Ka`a`ike 210 |
| March 20 | Ka Lama 102 |
| March 27 | Holiday |
| April 3 | Ka Lama 102 |
| April 10 | Ka`a`ike 210 |
| April 17 | Ka`a`ike 210 |
| April 24 | Ka`a`ike 210 |
| May 1 | Ka`a`ike 210 |
| May 8 | Ka`a`ike 210 |
| May 15 | Ka`a`ike 210 |
| May 22 | Ka`a`ike 210 |
| May 29 | Holiday |