

REVISED 3/3/05

Council of Community College Chancellors

Meeting Summary

February 16, 2005
Dole St. Conference Room
3:00-5:00 p.m.

Present: Ramsey Pedersen, John Morton, Mark Silliman, Angela Meixell, Peggy Cha, Clyde Sakamoto, Rockne Freitas, Mike Rota, Mike Unebasami

Cheryl Chappell-Long, Joanne Itano, Sharon Ota, Doug Dykstra, Ellen Ishida-Babineau

Request to use E/M Position for Leeward CC

The request to use an E/M position (no funding) (position originally used for ETC) for an administrative position at Leeward CC was approved. This will assist Leeward CC to further its reorganization and will respond to the faculty concern regarding conversion of a faculty position to an administrative position.

Program Review Process

Each campus provided a summary of its program review process.

Ideas for consideration:

- a. League of Innovation has national benchmark data.
- b. Executive policy E5.210 indicates that program review is necessary for non credit offerings.
- c. Obtaining CCSSE data by program or type of student is being planned.
- d. Caution in use of terminology, i.e. collegiality vs. shared governance; ACCJC vs. WASC
- e. Use data that is currently available rather than creating a new list of data to be collected.
- f. Assessment coordinators to meet as systemwide group.
- g. Develop a system timeline, tied to biennium budget request process
- h. Strong faculty leadership is necessary in program review process.
- i. Need to clarify definition of a program.

Windward CC will sponsor a meeting of the assessment coordinators from all campuses.

Based on presentations from each campus on their program review process, the following principles consistent with BOR policy and ACCJC standards were identified:

1. Each instructional and non-instructional program is reviewed a minimum of once every 5 years.
2. There is a commitment to an annual report of program data which is analyzed, reviewed and an action plan prepared.

3. All program reviews result in improvement (action) plans which are linked to the campus' Strategic Plan. It is also used in decisions regarding resource distribution and there is also an evaluation of the implementation of the action plan.
4. There is an overarching commitment to a continuous quality improvement process.
5. The program review process is collegial; each campus recognizes that all constituents on the campus are involved in the process.
6. Program review information is publicly available.
7. Where appropriate, comparable measures are to be consistent across campuses.

February 17, 2005
Honolulu CC
1:15 – 4:00 p.m.

Present: Ramsey Pedersen, John Morton, Mark Silliman, Angela Meixell, Peggy Cha, Clyde Sakamoto, Rockne Freitas, Mike Rota

Cheryl Chappell-Long, Joanne Itano

CC Data Profile

Chancellors asked that Cheryl Chappell-Long bring recommendations to complete the Data Profile template to the meeting in March 2005.

Hawaii Workforce Development Issues

Ramsey and Mike R. reported on efforts to change how federal workforce development funds are being used in the state. On Oahu almost all of it is used for infrastructure and not training. On the neighbor islands, there is a better mix in use of funds. The efforts will likely result in positioning the CCs as more effective players in workforce development.

Participation in CCSSE

Leeward will administer CCSSE in Spring 2005. All campuses agreed to participate in 2006. Cost estimate is \$3000-\$5000 per campus.

Cheryl to clarify the use of the words, Native Hawaiian versus Hawaiian/Part Hawaiian in demographic section of CCSSE.

Issues from ACCJC System Report

Campuses will need to prepare response regarding E/M salary adjustments on own campus. Conference call with Barbara Beno is tentatively scheduled for Friday, 2/25/05 in the morning. Mike R. to make arrangements and confirm date/time. The focus of the call is to clarify if there could be one report regarding the system recommendations and expectations regarding Program Reviews in the short time before a Progress Report is due.

Organizing for 2006 Self Study Report

Chancellors are requested to send the name of the person on their campus responsible for standard 4.3 (section on multi-college districts or systems) to Cheryl Chappell-Long (cchappel@hawaii.edu). She will chair this systemwide group to prepare a template to respond to this section.

Panel discussion of those who has served as site evaluators using new standards will be planned to share best practices.

System Accreditation Planning webpage available on revised CC webpage (<http://www.hawaii.edu/offices/aapp/cc/index.html>).

Legislative Update

The turnaround time for testimony on bills is short. Timely responses to emails from Mike R. requesting input is requested.

Program Review con't.....

Mike, Joanne and Cheryl to prepare draft of presentation to BOR for March 2005 meeting for review by Chancellors.