.Chancellor's Advisory Council (CAC)

a. Function: The CAC is advisory to the Chancellor.

(1) It considers and takes action on proposals and recommendations from its working groups (WGs), and on other college-wide issues, concerns, etc.

(2) The CAC will bring all of the constituent groups together in meetings where important matters of the College can be discussed and where recommendations to address these matters can be determined and presented to the Chancellor for review, consideration, and endorsement.

(3) The CAC members will serve as a major communication and information channel from and to their own constituents.

b. CAC Operations:

(1) Membership and Representation:

(a) Chancellor,

(b) VCs,

(c) academic deans, dean of Office for Community & College Relations, Continuing Education Director, CIP Director,

(d) department chairpersons,

(e) unit heads,

(f) Title III director,

(g) AGO reps,

(h) CAAC rep

(i) HR, Business Office, and Auxiliary Services heads, ALO,

(j) executive assistant and special assistant to the Chancellor,

(k) representatives for special initiatives and reports as appropriate.

(2) Meetings: 5 times per year (i.e., 2 per semester and 1 during the summer.

(3) Process: The CAC is advisory to the Chancellor. It considers and takes action on proposals and recommendations from its working groups (WGs) and on other college-wide issues, concerns, etc.

(4) Work Groups will use the *Annual Integrated Program Review, Planning and Budget Allocation Cycle (*The Cycle*)*, the Strategic Plan’s College-wide Strategies and Score Card, and related data elements and results as the basis for discussions, deliberations, problem solving, and for making

recommendations to the CAC. The CAC as a whole will discuss WG reports and make recommendations to the Chancellor for review, consideration and endorsement.

c. Work Groups of the CAC

(1) CAC Work Groups areas (initial)

- Budget and Planning

- Accreditation and Institutional Assessment

- Enrollment Management and Marketing

- Technology

- Professional and Staff Development

- Program, Curriculum, and Student Services Development (SLOs, SAOs, etc.)

(2) CAC Work Group Membership

a. CAC Work Group membership shall be cross-institutional and should include at least one representative from each AGO.

b. CAC Work Group shall be trained in the use of the Annual Integrated Program Review, Planning, and Budgeting Cycle (The Cycle)

c. CAC Work Group shall report out at the regular meetings of the CAC.

(3) Purposes/Function/Operations of Work Groups:

**a. Budget and Planning Work Group**

- Monitor The Program Review, Planning, and Budget Allocation Cycle (The Cycle) and evidence of compliance.

- Advise on priorities for extramural funding (Title III, HUD, NSF, etc.)

- Determine deadlines for documents and data

- Determine if there are tasks currently delineated in The Cycle that are unassigned and make recommendations for implementation.

- Monitor the budget cycle

- Keep abreast of Budget and Planning processes through the VC for Admin Services and the Director of OfIE.

**b.** **Accreditation and Assessment Work Group**

- Create systems for data collection to fulfill the requirements of the ACCJC Standards

- Determine which documents and data are necessary for meeting the ACCJC Recommendations

- Assign areas and leaders for each Recommendation

- Determine deadlines for report submission

- Assess the following: SLO, programs, degrees, planning process, budget processes, communication processes, assessment processes

- Keep abreast of ACCJC Standards, Guidelines, and developments through the College’s ALO.

**c.** **Enrollment Management and Marketing Work Group**

- Research and advise on the target market.

- Research on which programs are growing in demand and advise on whether more resources should be allocated to these areas.

- Research which marketing tools have shown to be most effective on our target markets and advise how they should be used (e.g., TV, brochures, expanded high school visits, social media, web, etc.)

- Create benchmarks for marketing outcomes as they relate to each target market and each marketing tool used.

- Create timeline for marketing plan

- Keep abreast of enrollment management and marketing efforts and outcomes through interaction with the VCSS and the dean of OCCR.

**d.** **Technology Work Group**

- Research technology ideas and possibilities.

- Research the needs of the faculty, students and staff.

- Research and advise on technology priorities and funding needs.

- Revise the Technology Plan for the college, adding specific goals, budgets, and timelines.

- Monitor the implementation of the Technology Plan re: outcomes and timelines.

- Keep abreast of technology issues via interaction with the director of CELTT, the VCAA, and constituents.

**e. Professional, Faculty & Staff Development Work Group**

- Advise on the priorities for professional development.

- Establish a process for sabbatical and leave for non-faculty employees.

- Review criteria for establishing teaching equivalencies for different assignments.

- Assess the need for harassment training, workforce violence training, etc.

- Keep abreast of faculty/staff development needs, systems, formats, etc. through interaction with C4Ward, HR, Faculty Senate Professional Development Committee, Staff Council, and Kalaualani.

**f. Programs, Curriculum, and Services for Students Development Work Group**

- Determine and advise on assessment measures for services for students and administrative services.

- Advise on best practices for improvement of customer service in all College interactions, e.g., with students, between College units, programs, departments, etc.

- Research and advise on which programs are growing or reducing in demand and whether resources should be allocated or reallocated accordingly.

-Determine and advise on needs for curriculum development and review across campus.

- Keep abreast of Programs, Curriculum, and Services for Students through interaction with the three VCs, Faculty Senate Curriculum Committee, and the Curriculum Management Unit under the VCAA.

(4) Guidelines for All Workgroups

- All of the Work Groups should follow The Cycle and provide necessary documents and data.

- The goal is to assess the needs of the college and advise the Chancellor through the CAC.

- Review information and data that are available and be familiar with established policies and procedures.

For example, data can be found through many sources such as OFIE, IRO (Institutional Research Office), other sources at the College and through the UH System office. An important part of the process will be to interview administrative leaders, faculty and other constituents, as appropriate.

- A leader should be chosen from the group (preferably not a VC) to schedule Work Group meetings and facilitate the progress of the Work Group