University of Hawai’i Community Colleges

**Council of Community College Chancellors**

March 1, 2017

9 – 11:30 pm

Dole Street Conference Room

MINUTES

Present: Manny Cabral, Helen Cox, Doug Dykstra, Erika Lacro, John Morton, Louise Pagotto, Peter Quigley, Joni Onishi (HawCC)

Not Present: Lui Hokoana, Deborah Nakagawa, Rachel Solemsaas, Michael Unebasami

Others: Suzette Robinson, Sandra Uyeno

Meeting was called to order at 9:04 p.m.

1. E-Portfolio – John Morton

Uyeno will be visiting the campuses over the next two weeks to gather feedback on the E-portfolio product (Interfolio) and the process. Issues such as usefulness of the Interfolio product, cost of product, alignment with UHCC evaluation process will be discussed. After the meetings, Uyeno will report findings to chancellors. Outcome: Digital venue for the tenure/promotion process by summer 2017.

1. Implementation of Memorandum of Understanding on Letters of Hire/Offer Letters dated January 24, 2017 between UHPA and UH BOR – John Morton

Background: UHM researcher’s offer letter included promise of MRI machine. However, there were problems with purchasing machine. UHPA filed a grievance for non-compliance of offer letter. UH position was that this was not a grievable issue. UH won case. Anything not part of the collective bargaining contract is not grievable even if included in an offer letter.

**Actions to be taken include:**

* + 1. Create standard offer letters for UHCC by UH system HR department. UHH, UHWO, and UHM may have different versions of the hire letter from UHCC. S. Uyeno has templates for the various types of UHCC offer letters, e.g., tenure-track faculty, grant-funded positions, lecturers
    2. Submit all draft templates to UHPA for review
    3. Include in letters will be the level of authority who can sign offer letter and the requirement that if other departments are impacted, they must be consulted
    4. Create offer letter policy by UHCC HR department

1. EP 5.202 Review of Established Program Draft – John Morton

Colleges conduct annual and comprehensive (3 or 5) year reviews. Appendix B in proposed review includes 4 new items—retention rates, graduation rates, time to degree, and average credits earned at graduation by major. Annual reviews are an integral part of ARPD which should serve as a monitor for the health of a program, much like a blood panel does. When a program does not meeting a specific goal, actions need to be taken. Comprehensive reviews serve as means to plan for the future based on trends and to include external scans that may impact a program

1. Course Evaluation System – John Morton

President Lassner met with all campus faculty senate chairs who still oppose the new course evaluation system. Concerns include how it will be used, who will see evaluations. Implementation doubtful for fall 2017; most likely fall 2018. E-café will still be available for another year with no change to process

1. National Community College Benchmark Project – Peter Quigley

26 different areas, including but not limited to, Student Completion and Transfer; Student performance at Transfer Institutions; Student Goal Attainment; Credit College-level Retention, Success; Credit Developmental Retention, Success. 10 years of data available via campuses’ IR office. $8000 per year for UHCCPs. Data not highly used by campuses. Campus use of data uneven. Scripts are written. Value is in the comparative data with other colleges. Need to renew subscription if decide to pursue. Data due June 15, 2017 if decide to pursue and would receive data before the fall 2018 accreditation

**ACTION: Quigley will coordinate a webinar with National Community College Benchmark and invite the VCAA, VCSA, and Chancellors. Important component is analysis of data.**

1. Community College Survey of Student Engagement (CCESSE) – Suzette Robinson

Five areas: Active and Collaborative Learning (asked questions in class or contributed to class discussion), Student Effort (prepared two or more drafts of a paper or assignment), Academic Challenge (you worked harder than you thought you could to meet an instructor’s standards or expectations), Student-Faculty Interaction (used email to communicate with an instructor), and Support for Learners (helping you cope with your non-academic responsibilities such as work, family).

All campuses use CCSSE data in ARPD; however, the degree of use varies from campus to campus. Would like program level information, not just institutional data

**ACTION: Robinson will coordinate the CCSSE workshop in May 2017. Chancellors support implementation of CCSSE in 2018 because Important component in analysis of data. Recommend to CCSSE presenter the use of case study approach.**

1. What’s on Your Mind?

Mission statements: Will be going to the BOR in March for KapCC, KauCC, and HawCC. Possibly for WinCC.

Hawaii’s Promise: Legislature supporting UHCC Hawaii Promise bill. Some legislators interested in including the 4-year colleges. If they are included, there are added issues that must be resolved.

Collective Bargaining: mediation to start on Monday, March 6, 2017, HGEA arbitration issue will be resolved April 18, 2017

Distance Education (DL: DL presentation going to the BOR in March. Issues include criteria for selection of online courses/programs and need to accommodate adult learners such as those in the hospitality and IT sectors.

HI DOE recruitment: Efforts being led by Karen Lee (OVPCC)

Next draft of academic and facilities plan and enrollment management plan being finalized for March BOR meeting

E/M evaluations: Undergoing revisions. Questions have been updated. Changes include having all (direct and indirect) subordinates evaluate E/M, E/M secretaries will continue to be point of contact for list of evaluators.

Relocation: Campus has authority to offer up to $8000 for relocation costs: VP has higher limits. Campus not obligated to offer relocation coverage. No need to be consistent in offering coverage, circumstances will dictate offer

Teaching load tracking: Campuses manually tracking each faculty’s teaching load, including teaching and non-teaching responsibilities and overload.

**ACTION: Robinson will convene meeting with VCAA and VP Morton to discuss mechanism to reduce labor intensive manual inputting**

1. Next Meeting – March 24, 2017
2. Meeting adjourned at 11:30 am.

Submitted by: Suzette Robinson and Deborah Nakagawa