

K1.120 Policy, Planning and Assessment Council

1. Purpose

Kapi'olani Community College has a commitment to effective planning and assessment which requires a broad base of participation and involvement by all members of the College community. The Policy, Planning and Assessment Council (PPAC) is inclusive of all levels of governance and management and serves as the principal mechanism for discussion, analysis, and recommendation related to matters of policy, planning, budgeting, and program assessment.

2. Related University Policies

The Policy, Planning and Assessment Council is created as a means to implement key components of the following University of Hawai'i policies:

University of Hawai'i Systemwide Executive Policy E4.201 Integrated Long-Range Planning Framework

3. Responsibilities of the Policy, Planning and Assessment Council

The Policy, Planning and Assessment Committee (PPAC) shall have responsibility for;

- a. Review and recommendation to the Chancellor of policies related to planning, assessment, and program review.
- b. Review and approval of the College mission statement.
- c. Review and recommendation to the Chancellor of the College's strategic plan and periodic assessment of progress toward the goals of the plan.
- d. Review and recommendation to the Chancellor of the College's long-range development plan and periodic assessment of progress toward the goals of the plan.
- e. Review and recommendation to the Chancellor on College budget preparation and priority setting.
- f. Review and recommendation to the appropriate Dean or Director on the tactical plans and periodic assessment of progress toward the goals of the plans.
- g. Review and recommendation to the appropriate Dean or Director on the results of program reviews for both academic programs and educational and administrative support units.

To effectively carry out its duties, the PPAC will be periodically briefed by the Chancellor or other designated individuals on significant external policies or environmental conditions affecting the College, on accreditation policies and

guidelines related to planning, assessment, and budgeting, and other topics intended to improve the outcomes of the planning and assessment process.

4. Membership of the Policy, Planning and Assessment Council

The Policy, Planning and Assessment Council shall consist of the following positions/areas of responsibility:

Chancellor	Department Chair, Holomua
Senior Academic Dean	Department Chair, Hospitality
Dean of Arts & Sciences and Curriculum Management	Department Chair, Legal
Dean of Business, Hospitality, and Community Relations	Department Chair, Language Arts
Dean of Health, Legal, and Academic Support	Department Chair, Math and Sciences
Dean of Students and Holomua	Department Chair, Nursing
Director of Administrative Affairs	Department Chair, Social Sciences
Director of Planning and Grants Development	Head Librarian
Director of Culinary Institute of the Pacific	Director of Auxiliary Services
Faculty Senate Chair	Director of Business Office
Staff Council Chair	Director of Human Resources
Student Congress President	Coordinator of Information and Media Technology Services
Native Hawaiian Faculty Council Liaison	Director of Institutional Research
Department Chair, Humanities	Faculty Enrichment Coordinator
Department Chair, Business	Program Coordinator, Honda International Center
Department Chair, Culinary Arts	Student Services Counselor
Department Chair, Emergency Medical Services	Title III Coordinator
Department Chair, Health Sciences	Executive Assistant to the Chancellor

5. Meetings of the Policy, Planning and Assessment Council

The Policy, Planning and Assessment Council shall meet at least twice per semester and in other meetings as called by the Chancellor. The Executive Assistant to the Chancellor shall be responsible for the posting of all agendas and minutes. The agendas and minutes of the meetings shall be publicly available through the campus website.

6. Assessment of the Policy, Planning and Assessment Council

In March of each year, members of the Policy, Planning and Assessment Council will be surveyed to assess the effectiveness of the PPAC over the past academic year. Survey results will be used to frame focus group discussions at the final PPAC meeting of each year. The assessment will identify steps to be taken to improve the efficiency and effectiveness of the PPAC.