CHANCELLOR'S ADVISORY COUNCIL CHARTER
(Revised December 27, 2016)

INTRODUCTION:

The Chancellor's Advisory Council (CAC) was created to implement key components of UH System-wide Executive Policy E4.201 Integrated Long Range Planning Framework. The Council is composed of leaders of instructional programs and administrative and educational support units, and representatives from the four authorized, constituent-based organizations.

The CAC functions as one of the Chancellor's mechanisms for presenting and discussing issues, concerns, and ideas for the purpose of consulting with campus leaders in areas of campus life and serves as a forum for the open exchange of ideas of individual members and guests and for discussions concerning the decisions made by the authorized organizations and/or other advisory groups. As the CAC is the only campus body to include a cross section of instructional, support, management personnel, representatives from the authorized governance organizations, and the Counseling and Academic Advising Council, it serves as an integrative and centralized mechanism for discussion, analysis, and recommendation related to matters of policy and planning.

The CAC has the responsibility for review and recommendation to the Chancellor concerning: (a) planning and assessment, (b) the College mission statement, (c) the College Strategic Plan and periodic assessment of progress toward the goals of that plan, (d) the Student Success Pathway and periodic assessment of progress toward the goals of the pathway, (e) the College budget and setting priorities, (f) campus policies and periodic revisions of the policies, and (g) the assessment of the results of program reviews for instructional programs and administrative and educational support units.

The CAC will provide advice and counsel to the Chancellor regarding the projects and issues that impact the College's current or future operations, plans, and programs. Optimally, the CAC will be forward thinking to ensure that it prepares for possible future projects.

STATEMENT OF GOALS AND PURPOSE:

The Council shall formulate recommendations as a body as well as through the CAC Work Groups and submit them to the Chancellor for approval and implementation. All recommendations by the Chancellor's Advisory Council (CAC) shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or refuse the Council's recommendations.

If the Chancellor does not implement or follow the Council's recommendation, the Chancellor will provide a written explanation to the CAC.

The Council shall serve as the entity for communication with constituents across the College. The Council members shall create a system for disseminating information to their areas as well as reporting concerns and issues from their areas back to the Council.

VOTING:

For an official vote to take place, a quorum of 70% of the 34 voting members, listed on page 3, must be present. If a member is unable to attend, a proxy can be assigned. The vote will be deemed as passed using the majority rule, which is one more than half the votes. While only CAC members may vote, meetings are open to all members of the College.

The Chancellor's Advisory Council has the following responsibilities:

Mission, Vision and Values Statements:
- Coordinating the periodic review and, if necessary, updating the College Mission, Vision and Values statements.

Planning and Budgeting Process:
- Reviewing and updating annually the College Strategic Plan, including ensuring the integration of results of annual outcomes assessments, Annual Reports of Program Data (ARPD) and Comprehensive Program Review (CPR), into the College Strategic Plan and decision-making processes.
- Coordinating and consolidating recommendations from Authorized Governance Organizations (Faculty Senate, Associated Students of Kapiʻolani Community College, Kalāualani and Staff Council) on proposed planning initiatives, in accordance with system guidelines and in line with College strategic planning needs and institutional assessment processes.
- Making recommendations to the Chancellor on proposed planning initiatives and budget and resource allocations, in relation to system guidelines, and based on College strategic planning needs and institutional assessment processes.

Technology:
- Reviewing current IT resource capacities and identifying future IT needs.
- Ensuring that the College's technology plans are aligned with the University of Hawaiʻi Community College (UHCC) and University of Hawaiʻi (UH) System technology directions.

Enrollment Management:
- Monitoring student enrollment trends.
- Creating strategies for student engagement, persistence and completion that are aligned with the UHCC student enrollment and student success initiatives.

Assessment:
- Monitoring evaluation and improvement processes and procedures for course, program, general education and institutional student learning outcomes.

- Encouraging dialogue on outcomes assessment across the College.
- Assessing the results and completion of program reviews for all departments and units.

Accreditation and Institutional Effectiveness:
- Monitoring the accreditation process.
- Overseeing the writing and completing of reports such as the ACCJC annual and fiscal reports and the Institutional Self Evaluation Report (ISER).
- Monitoring College processes and outcomes related to institutional research and institutional effectiveness.

Policies:
- Making recommendations on campus policies, those that align with Board of Regents, UH and UHCC policies and those that are specific to Kapiʻolani Community College.
- Monitoring updates and revisions to campus policies and updating the policies on Kapiʻolani's websites, as needed.

Sustainability:
- Creating the College's Sustainability Plan and overseeing the implementation of the Plan.
- Monitoring the two subcommittees: sustainability in campus operations and sustainability in curriculum.

Culinary Institute of the Pacific (CIP):
- Monitoring the three-phase construction of the CIP.
- Monitoring programming and curriculum for the CIP.
- Overseeing fundraising and marketing efforts for CIP.

Student Success:
- Ensuring that the Student Success Pathway model is aligned with the UH, UHCC, and College's Strategic Plans.
- Addressing issues from the UHCC System Student Success Council.
- Making recommendations to the Chancellor on ways to advance student success system-wide.
- Creating strategies to advance student success, which are aligned with the UHCC System Student Success Council.
- Establishing communication channels on the student success initiatives and the Student Success Pathway Model.
- Collaborating with administration, AGOs, and the Queen Kapiʻolani Student Success Council to develop policies, practices and procedures to advance student success, advocate for resources, and collect, centralize, and disseminate information and data about student success.

MEMBERSHIP: (3 non-voting and 34 voting members)

Chancellor (ex officio, non-voting)
Executive Assistant to the Chancellor (ex officio, non-voting)
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs
Vice Chancellor for Administrative Services
Dean - Arts and Sciences
Dean - Hospitality, Business, Legal & Technology
Dean - Health Academic Programs
Dean - Office of Community Relations and Continuing Education
Student Affairs Coordinator
Unit Head – Office for Institutional Effectiveness
Unit Head – Office of International Affairs
Unit Head – Center for Excellence in Learning, Teaching and Technology (CELTT)
Unit Head – Library and Learning Resources
Unit Head – Office of Continuing Education and Training (Global Learning and Development)
Department Chairs:
      Business, Legal, Technology Education
      Hospitality & Tourism
      Culinary Arts
      Nursing
      Health Sciences
      Emergency Medical Services
      Math & Sciences
      Arts & Humanities
      Social Sciences
      Languages, Linguistics, and Literature
Human Resources Director
Chief Fiscal Administrator
Auxiliary Services Director
Budget Specialist
Kekaulike Information and Service Center (KISC) Operations Manager
Faculty Senate Chair (or designee)
Staff Council Chair (or designee)
Kalāualani Council Chair (or designee)
Associated Students of Kapi'olani Community College (Student Congress) President (or designee)
Student Congress Advisor (non-voting role to assist Student Congress President)
Counseling and Academic Advising Council Chair (CAAC) (or designee)
Student Success Coordinator

CAC Work Groups:

- Each Work Group (WG) will determine annual goals and outcomes monitored by the Chair of the WG. Each WG will establish a timeline to reach the goals. The outcomes will be reported to the CAC, who will track the progress and make recommendations to the Chancellor, where appropriate.
- Each WG will have a Chair and Secretary (minute-taking). The convener of the WG can function as the Chair.
- Each WG will take attendance and minutes at the meetings. Minutes will be posted on the website designated for official college documents.
- WGs are to meet at a minimum of three times per semester.
- Each CAC member will choose to be on at least one WG. Each WG must include a minimum of two and a maximum of four CAC members (not including the Chair). The rest of the WG members will be chosen by the Chairs by function to provide information and assistance in achieving the goals of the WG. 8-12 members is ideal. However, the Chair can determine the appropriate number of members and whether special members can be invited on a temporary basis. Subcommittees can be formed to accomplish goals, as needed, and determined by the Chair.
- Each CAC WG will report out at the CAC meetings, either through written report (one page with bullet points) or 3-minute presentation (one powerpoint slide, with links to the report). Live presentations at the CAC meetings are required only if the CAC WG has a question or concern that requires a recommendation from the full CAC.
- At the end of the academic year, the Chancellor, with recommendations from the WG Chair, will determine if the WG is still needed and if a change in membership is necessary.
- If the WG continues into the following academic year, the WG will submit new or revised goals to the CAC at the first fall meeting.

Overarching Responsibilities for all Work Groups:
- WGs are to address the ACCJC accreditation standards that apply to them.
- WGs are to use the Student Success Pathway to monitor their progress to align to Kapiʻolani Community College's Strategic Plan, 2015-2021.

Work Groups with conveners:
1. Budget (Brian Furuto)
2. Technology (Karl Naito)
3. Enrollment Management (Brenda Ivelisse)
4. Assessment (Amy Patz Yamashiro)
5. Accreditation (Sunny Pai and Joanne Whitaker)
6. Policies (Susan Weber) – An ad hoc work group
7. Sustainability: Curriculum and Operations (Bob Franco?)
8. Culinary Institute of the Pacific (John Richards)
9. Student Success (Veronica Ogata)

Last Reported to the Chancellor's Advisory Council: 12/6/2016

APPROVED with CAC Work Group Amendment:

Louise Pagotto
Louise Pagotto, Interim Chancellor

1/6/17
Date