

AGO Meeting Notes

Date: Tuesday, November 13, 2018

Time: 1:00-2:00 p.m.

Place: 'Ilima 202A

Attendees: Candy Branson (Faculty Senate Chair), Allyson Villanueva and Griffin Jiroudek (Student Congress President and Public Relations), Shannon Sakaue (Student Congress Advisor), Keolani Noa and Kapulani Landgraf ('Aha Kalāualani Chair and Vice Chair), Kevin Andreshak and Craig Spurrier (Staff Council Chair and Chair Elect), Louise Pagotto (Interim Chancellor), and Joanne Whitaker (note taker)

Absent: Shannon Sakaue

Vice Chancellor for Academic Affairs Search – Louise P.

The Chancellor sent a memo to the AGOs describing the Vice Chancellor for Academic Affairs search process. Faculty Senate, Staff Council and 'Aha Kalāualani were asked to nominate two people by November 23, 2018. One person will be chosen to balance gender/ethnicity on the committee.

The search committee will start around December/January to create the interview questions and rubric, and the hiring decision will be made before the faculty leave on May 15. The ad will be out for about a month.

ACCJC Debrief – Governance at the College – Louise P.

The ACCJC Team could not figure out the role of CAC. There are three types of decision making: governance, operations, and working conditions (collective bargaining agreements). Is CAC a governance or operational council? We have conflated governance and operations at CAC, which is causing confusion. More discussion is needed to clarify.

AGOs are governance organizations. All AGOs need to have bylaws, a process for their constituents to request items on the agenda, accessible minutes, and a way to evaluate the effectiveness of their processes. The campus-wide "Getting Better at Getting Better" survey went out to the entire campus, and a majority didn't evaluate the effectiveness of the AGOs because they didn't know the organization/council. A more effective evaluation is for the constituents of each AGO to evaluate their AGO. For instance, students should evaluate Student Congress.

The Chancellor requested that the AGOs send their evaluation instruments to Joanne and the documents will be shared and discussed at the next meeting. Can there be a few common questions? Evaluations should be done annually, at the end of the year. Need to document the evaluation results and how the results were used to improve. The results need to be shared with the College.

Syllabus Recommendations – Griffin J. (Student Congress)

Griffin reported the responses from students on 3 questions:

What information do students want on the first page?

- Grading breakdown
- Semester schedule and due dates
- Summary of the course description
- Instructor contact info
- Office hours
- Textbook and required materials

Where would you like to access the syllabus?

- Lulima – However, Lulima is password protected so students would be able to access the information only once they are enrolled in the class.
- Class availability (will also be on the app)

When would you like to be able to access the information?

- One week before the start of class
- Registration day

Jamie Sickel created a draft syllabus. ADA compliance will need to be considered. Student Congress will rephrase the second question.

Convocation Next Steps – Louise P.

Consultant Linda Colburn facilitated a survey at the fall convocation. Brenda Ivelisse, Susan Kazama, Veronica Ogata, Shaun Kiyabu and Louise were on a team that did a project for CCSSE, which entailed reviewing data. Is the campus ready for change?

After reviewing the College's mission, vision and values, the thought was that we needed to operationalize the values. If we are not kūpono in our processes or behaviors, how do we get there? We are asking volunteers to be change agents. We are beginning with 4 sessions in the fall. Administrators will have their own session separate from faculty and staff. After the sessions, we will bring all the strategies together, develop action steps, and we will move forward.

Website Advisory Committee

The DE Plan states that "the website is the primary way for students to access information about Kapi'olani Community College." The plan calls for "a committee to assess and provide ongoing recommendations to improve the campus website for all students." Leigh Dooley was asked to convene the advisory committee and she met with Raphael Lowe to discuss membership.

How can we get the students involved? Student Congress suggested asking the New Media Arts club since part of the New Media Arts curriculum is to analyze web designs. Staff Council was concerned about the scope and purpose of the advisory council. A concern was that the committee would dictate staff work. Who should be on the committee? If it's an advisory committee, who is it advisory to? The committee will need authority or purpose. Decisions have been made by CAC, CELTT's Unit Head or the VCAA. They cannot work against the decisions

made by their supervisors. The web team attends Student Congress meetings about once a semester.

Faculty Senate noted that the Faculty Senate DE Committee submitted an action request with modifications to the KCC website. The DE Committee requested that the action request go to the Chancellor.

Approval of AGO notes from the meeting on October 8, 2018.

The minutes for the AGO meeting on October 8, 2018, were unanimously approved.

Other Updates

- Feedback from Vice President Morton's presentation – Faculty Senate felt that the Faculty Senate resolutions around 300-level courses and having CTE courses being eligible as elective courses may have an impact on improving the performance funding measures.
- The performance funding measures should be posted all over the campus so it is in the forefront of everyone's minds. The Chancellor noted that the performance funding measures are lag measures. We only know the number at the end. We need to be doing something now or on a daily basis to contribute to the goal. What is each of us doing to help our students be successful in each class?
- AGO compensation – Staff Council agreed that the hours used for Staff Council work would be at the overtime rate, 1.5 hours for every hour. 'Aha Kalāualani is impacted in the same way. If the person is not able to receive additional funds, the amount will be used by the AGO for professional development.

What's on your mind?

- Student Congress
 - Student Congress is still conducting a U-Pass campaign
 - Student Caucus had concerns about the 30-meter telescope at Mauna Kea.
 - At the CSO meeting, they discussed overall improvement such as an improved bulletin board, event planning, and a community board.
 - Student Congress had 2 meetings with Dean John Richards. How is the cafeteria going to be impacted? What food will be available? Will there be a tent? Student social area? The students are hoping for better, healthier food that is less expensive.
- Makahiki is on Nov. 30th. The procession is at 9-10am and the games will start at 10am. No picture taking will be allowed during the procession. Once the games start, everything will be open. There are 9 teams so far.
- Kapi'olani CC food pantry - Bring a canned good at Makahiki for our campus food pantry.
- Staff Council
 - Nov. 20 is the CPK fundraiser.
 - Toys for Tots – collecting new and unwrapped toys

- Dec. 7 - Very Merry Event – If you buy a \$5 pass, you will receive a discount from vendor.
- Staff Council's general meeting - 80 people attended. They had a costume contest.