

AGO Meeting Notes

Date: Tuesday, January 28, 2019

Time: 2:00-3:00 p.m.

Place: 'Ilima 202A

Attendees: Candy Branson (Faculty Senate Chair), (Student Congress President), Shannon Sakaue (Student Congress Advisor), Kapulani Landgraf ('Aha Kalāualani Pani), Kevin Andreshak (Staff Council Chair), Louise Pagotto (Chancellor), and Joanne Whitaker (note taker)

Guest: Jamie Sickel

ACCJC Recommendations – AGO Evaluations

To address recommendation 1, a draft Continuous Quality Improvement Plan was discussed. It outlines the groups, plans, policies and processes that will need to be evaluated. The results of the evaluations must be “widely communicated across the institution and used as a basis for making improvements.” (Appendix A)

Also discussed were surveys that could be used as evaluation instruments. The following questions were discussed:

1. Who is the target audience for the evaluations? (members, constituents?)
2. When should we do the evaluations? Further discussion is needed as to the timing of the evaluations.
3. How do we implement improvements based on the analysis of the results? Once the results of the survey are analyzed, who decides which improvements are made and how is the progress tracked.
4. Can we have common questions? A decision was made to ask the Accreditation Work Group to provide questions to be shared with the AGOs as possible questions for all the AGOs to use. Additional questions can be tailored by each AGO.

Another important aspect of this continuous improvement process is to choose a goal, determine how to evaluate if the goal was achieved, determine the data to see whether or how well the goal was achieved, determine what the next actions will be and then revise or create a new goal.

5. Please base your goals on the purpose stated in your bylaws, constitutions and charters.

Approval of AGO meeting minutes from the November 13, and December 10, 2018 meetings

Kapulani Landgraf made a motion to approve the minutes, Kevin Andreshak seconded. The majority approved the minutes. There was one abstention.

CAC Survey Results

A suggestion from the CAC survey results was for the AGOs to report electronically. Information from the AGOs is important but it's not always relevant to the entire group. A suggestion was made to focus on announcements with campus-wide application.

Another idea was to have a place on the website to highlight what the AGOs are doing. Currently the websites are for governance information only. Another possibility is a blogpost. More discussion is needed. What would be the purpose of an AGO website?

What's on your mind

Staff Council: They requested support for all staff to participate in HSSI. The Chancellor will send a memo informing supervisors of staff to allow staff to attend HSSI. The campus will not close but offices can choose to close if they give advance notice to the campus.

Faculty Senate: Having a standard first page of information on the faculty's syllabi is difficult because some of the information is subject to change. The course content and SLOs will not change but office hours and required books may change. If the syllabi are posted, the students may get the wrong information about the required textbook and purchase the wrong book. The suggestion was to remove the required textbook information from the first page.

Student Congress:

- They are convening a town hall on February 19 at 2pm-5pm in 'Iliahi 123 ABC to discuss Mauna Kea and TMT.
- On March 7 at 11am-2pm, there will be a U-pass event. It will be a fun event to let students know about the U pass.
- To support the food pantry on campus, they are working with WCC on a concert.
- The Student Congress spring survey is upcoming. A transportation survey by OFIE is happening in February.

'Aha Kalāualani

- For Commencement, they are teaching as many faculty, staff and students the oli and all 3 verses of Hawai'i Pono'i. Student La'a Paleka will be teaching whoever wants to learn on Wednesdays beginning February 13 from 12:15-1:15pm on the great lawn behind the Koki'o building. On Friday, February 15 at 12-1pm, she will be teaching faculty, staff and administrators.

Chancellor's Update

Do you have feedback on the food service? Students and faculty say the food is expensive. Please send the feedback to John Richards and Brian Furuto.