Draft Minutes

Present: Della Anderson, Tiana Cho, Lexer Chou, Linda Currivan, Junie Hayashi (recorder), Sandy Hoshino, Blake Hunrick, Kami Kato, Nicole Keim-Fortuno, Kinsly Joseph (student government), Beth Kupper-Herr, Laurie Kuribayashi, Laurie Lawrence, Gail Levy, Paul Lococo, Erin Loo, Tracie Losch, Chris Manaseri, Eric Matsuoka, Therese Nakadomari, Shelley Ota, Jan Shimabukuro Lee, Auilii Silva, Jennie Thompson, Ron Umehira, Ed Wiggers, Jonathan Wong

Agenda:

1. Starfish Retention Solutions demonstration
   The group participated in an online demo of the Early Alert & Student Tracking System in Starfish, a proprietary software package promoting student success within a given semester and retention/persistence beyond.

   It includes contact with students thru email (preferred method of address), scheduling of appointments with instructors during office hours, with advisors and tutors and other support mechanisms. It can generate Reports - any information can be reported in Excel, e.g. top 5 departments, flags most commonly raised, etc.

   The estimated cost is approximately $5 per student for Leeward, but the costs go down if implemented state-wide. The Course Rate Subcommittee had recommended we consider. Since the presentation, Student Services has submitted an ARRA/AtD funding proposal about which we have yet to hear. The DOSS group for the UHCC campuses has also scheduled at Starfish demo for their November meeting.

2. Committee reports/updates
   a. DevEd (Eric Matsuoka and Linda Currivan)
      i. A handout on ongoing initiatives was distributed. Need to look into data needed for annual report of program data (ADPD) for accreditation.
      ii. The system is paying for five speakers on Math, English and accelerated learning models for workshops on October 27-28. Registration deadline is October 17. Workshops to be held at Windward CC.

   b. Grad and Transfer subcommittee (Ron Umehira)
      i. Kathleen Cabral is helping market our programs to students, and we will have a plan to propose to the subcommittees by the October 11th.

   c. Gatekeepers (Della Anderson)
      i. Trying to finalize professional development proposal to instructors of Gatekeeper courses: ENG 100, SOC 100, PSY 100, HIST 151
ii. Faculty Senate faculty committee is concerned with recent Student Success Rate memo and ramifications of memo. It appears to be detracting from student success and focusing on faculty success, e.g. faculty success rate.

iii. There was discussion about how it is common for groups of instructors to meet and examine student data to develop strategies to address issues with student success.

iv. There are additional concerns with the calculation of the student success rate. This calculation is common for all UHCCs. Any change could be made for campus use only, but the common formula would be used to compare Leeward to other UHCCs.

d. Course rates subcommittee (Chris Manaseri)
   i. The committee is finalizing its plan for a first-year teacher support program – “Teaching Excellence”. It should be available by Fall 2012.
   ii. To participate, first-year instructors would be given 3 credits release time so they can attend training sessions instead of teaching a fifth class. The instructors would also attend Boot Camp in the summer.
   iii. Placement testing: With eCompass we should be able to offer online, off-campus testing. Goal to place students in appropriate courses and schedule those courses earlier in the process.
   iv. Counseling unit has instituted a number of practices such as intrusive counseling, mandatory NSO and initial advising and Maka`ala.

3. First Year Experience (FYE) in Community Colleges will be in Cincinnati on Nov 6-8, 2011. Nicole Keim-Fortuno and Jonathan Wong and Lance Morita will be attending. Conference link http://sc.edu/fye/sscc/

4. Budget Plan for 2011-2012 includes the awarding of 8 mini-grants so far. The total awarded is approximately $40,000. Additional mini-grants can be awarded as the budget for mini-grants is $60,000 for the year.

5. Announcement: There is an AtD coaches visit and Q&A session scheduled on October 6, 2011.

Next large group meeting October 24, 2011 2:00 pm in BE 102