

DAC minutes 12/11/2003

Minutes of a DAC meeting held on December 11th, 2003, 1:30 p.m. - 3:30 p.m. in Kopiko 209.

In Attendance:

Bob Franco
Carol Hoshiko
Mae Kanemoto
Dennis Kawaharada
Bob LeClair
Mona Lee
Keala Losch
Jill Makagon
Neghin Modavi
Sanae Moikeha
Louise Pagotto
Gene Phillips
Susan Pope
Leon Richards
Barbara Ross-Pfeiffer
Alfred Seita
Mike Tagawa
Ron Takahashi
Ron Umehira

Absent:

Ed Kalinowski
Charles Matsuda
Susan Murata
David Nakamaejo

Guests:

Carol Paul-Watanabe
John Morton
Conrad Nonaka

The following items were topics of discussion.

1. Welcome new DAC member. Please welcome Gene Phillips, the chairperson of the KapCC Staff Council.
- 2.. The Community College Survey of Student Engagement (CCSSE) pilot test results for 2002 were presented to the DAC members by Bob Franco. *If you missed the meeting*, the survey results can be requested in hard copy from OPIR.

Next survey at KapCC will be in mid-March of 2004. The five areas surveyed were:

- A. Active/Collaborative Learning

- B. Faculty/Student Interaction
- C. Academic Challenge
- D. Student Effort
- E. Student Support Services

3. Neghin Modavi announced that the directions for filling out curricular documents to be submitted in spring 2004 will be the same as the directions for fall 2003. The directions for documents submitted in fall 2004 will be under review by the curriculum committee and the faculty senate during the spring 2004 semester. Susan Pope will send copies of the current CAR and COL and the directions for the CAR and COL to the department chairpersons by December 19th, 2003.

4. The EIF grant proposal submission deadline for KapCC is December 22nd, 2003. Louise Pagotto announced that EIF grant proposals need to be e-mailed to her (pagotto@hawaii.edu) as attachments. Decisions will be made by December 29th, 2003. Louise will forward the EIF information and forms to the department chairpersons after the committee decides which proposals to fund. EIF total for KapCC is \$15,595.00

5. Leon Richards, Louise Pagotto, and Bob Franco presented a concept paper about Student Learning Outcomes (SLOs) at KapCC.. During the meeting the DAC members completed an exercise on Student Learning Outcomes, Student Learning Outcomes Assessment, and the ACCJC standards. . *If you missed the meeting*, the concept paper can be requested from OPIR.

6. Chancellor John Morton announced the Community Colleges Evaluation, Planning, and Assessment Workshop to be held at Windward Community College on January 6-7. All deans, department chairpersons, and unit heads are asked to attend the workshop. KapCC has 20 spaces at the workshop. Based on the observations expressed by the Accrediting Commission for Community and Junior Colleges (ACCJC) staff during their recent campus visit, we have some policies, tools, and practices that need to be revised. The purpose of the workshop is to review and revise policies, tools, and practices in preparation for the upcoming campus self-studies in fall of 2005. A draft of the workshop agenda has been sent under separate e-mail cover to all DAC members.

7. Ron Umehira asked to be notified of the next departmental meetings. Now that Regal has an office here on campus (for business OR leisure travel) Regal Travel would like to make a short (10 minute) presentation to all departments.