

Ad Hoc Planning Process Review Committee

Agenda

October 13, 2017

1 – 2:30 pm in BE 229A

Welcome and Introductions

Attending: Tommylynn Benavente, James Fujita, Adam Halemano, Jeff Judd, Evelyn Kamai, Cecilia Lucas, Stanley May, Kristina Nip, Guy Nishimoto, Grant Okamura, Della Teraoka, Donna Matsumoto (guest)

Understand the charge and timeline

Della reviewed the charge, timeline, and provided a brief history of the planning process at Leeward.

Background

Charge: The work of the committee will be to 1) make recommendations for improvements on the College's integrated planning and budgeting process, and 2) review and update the Leeward Policy on Annual Program Review (L5.202).

Timeline: Committee formed by September 1. Work will commence shortly thereafter and have recommendation to Campus Council by April 2018 meeting.

History

Discussion of the ARPD process which has been around more than 15 years. The ARPD was created as a separate system process that has been incorporated into the Leeward planning and budgeting process since 2013. A short review how the process changed from 2006 with the comprehensive Annual Program Review (APR) to the current process which uses the ARPD as the core planning document with a less frequent Comprehensive Review and Evaluation (CRE) every 3-4 years.

Process starts with Mission, Strategic Plan, and College Goals. Ongoing assessment at the course, program, and unit levels is conducted and recorded in Tk20. Annual Report of Program Data (ARPD) is completed each year and same template is used for those programs and units not required to by the UHCC system. The CRE is completed at least every 4 years. Resource Request template is completed annually and follows the prioritization process. Decisions are made at the beginning of the next academic year, after campus funding is finalized at the system level.

The committee came up with the following goals:

Goals

- Clarify role of Faculty Senate in the budgeting process
- Clarifying the Planning Process: Accountability issue – If FS budget issues, need a response from Administration and not Campus Council

- Clarifying Program Review process and what is included, and how to complete it
- Institutionalizing communication protocol
- Training and support for completion of ARPD
- Engaging faculty and staff in the process
- Increasing transparency about who reads it and what happens

We will prioritize the goals at the next meeting as we may need more than one year to complete all of the goals.

There was discussion about including student voice in planning process. We do not currently have a place for students to provide input. What about whether the schedule is meeting the “demands” of the students? Can we keep record of how many students were not able to get a course at the time they wanted? Some of this information will be available with the new STAR GPS system.

We also discussed about having programs include more surveys and data points beyond the system required data measures.

There was some discussion about the ARPD process and whether it is “misunderstood”. Some training may be required. We will also find out if we can change the benchmark language, such as “Unhealthy”.

We will get more input from the campus on their participation in the process.

Possible survey question:

Have you been allowed input into the process?

Describe your participation in the planning process in the past.

1. I was asked for input.
2. I was participated in writing the report.
3. I have no idea how the planning process works.

We will ask the deans to read reports and give feedback to programs/units. It was also noted that funding information in an email from Mark is good, but it needs to be placed on the Budget website.

Other comments:

- Program outcomes should drive the process – not the data from the system. PLOs are at the end – can we move this section to the beginning so it is referenced throughout the report.
- Issue of relationship between ARPD and resource requests template.

Next meeting: Monday, November 6 from 1:00-2:30 pm in BE 229A.

