

Ad Hoc Planning Process Review Committee

Meeting Notes

November 6, 2017

12 – 1:30 pm in BE 229A

Attending: Tommylynn Benavente, James Fujita, Adam Halemano, Jeff Judd, Evelyn Kamai, Mark Lane, Cecilia Lucas, Cindy Martin, Don Maruyama, Stanley May, Kristina Nip, Guy Nishimoto, Grant Okamura, Aulii Silva, Della Teraoka, Gregg Yoshimura

Review of Previous Meeting Minutes

Review Goals - Placed in priority order

- Clarify roles of stakeholders
 - 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
 - Providing a voice for students in the planning process
 - Clarify role of all groups on campus
- Develop a planning and budgeting website
- Clarifying the process, improving efficiency, and making improvements
 - Clarifying Program Review process and what is included, and how to complete it
 - Increasing transparency about who reads it and what happens
 - Enhancing the ARPD format and data to better support the process
 - Closing the loop - improving programs and reporting on that
- Review of policy
- Communication of process
 - Institutionalizing communication protocol
 - Engaging faculty and staff in the process
 - Increasing transparency in budget and planning documents (trend analysis)
- Professional development and training
 - Training and support for completion of ARPD

Discussion:

Need to develop more robust website with information on program reviews, previous budgets, and other reports. What is the best way to keep the site up to date?

Opportunity to create stronger communication with use of website and online tools so stakeholders can access information and training tools when they want.

Group agreed to wait on a survey until some changes have been implemented.

Issue of role of Faculty Senate as per BOR policy.

Aulii and James spoke with John Morton on this issue.

Chancellor has delegated authority over non-academic policies and college budgeting. He has created the Campus Council as a recommending authority to him. Executive boards of Campus Council and Faculty Senate have worked collaboratively to consider the issue of roles in the budgeting process.

There was some discussion of asking the BOR to provide interpretation for its policy, however the BOR is currently reviewing the policy. Some also suggested it would not be within the appropriate lines of authority to directly ask them for an interpretation.

General issue to be resolved is to clarify and document the roles of governance groups in the planning and budgeting process. The issue of the Faculty Senate role in the process has been of particular concern to the Budget and Planning Standing Committee of Faculty Senate.

Next Steps

Each of the members of the committee are asked to bring forth their questions and concerns regarding clarification of roles to the next committee meeting. We will tackle these issues at that meeting. Della will upload appropriate policies regarding budgeting and planning.

Next meeting:

Monday, November 27, 2017 at 1:00 pm in BE 229A

