



Kapi'olani Community College

CONTINUOUS IMPROVEMENT REPORT

Academic Affairs Council

2018-2019

What successes does your data reflect?

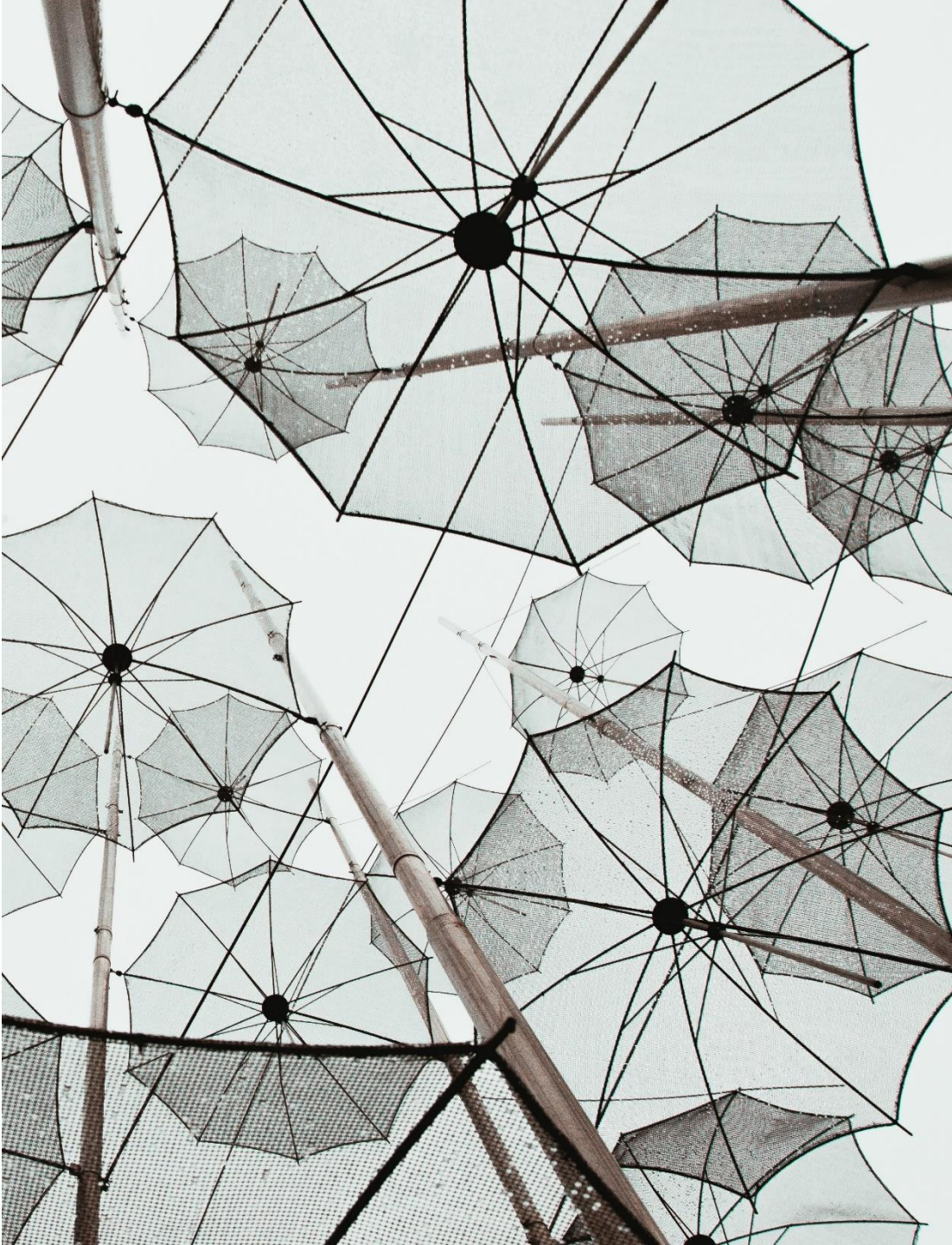
- AAC provides an open environment for academic affairs discussion
- Members felt they had equal opportunity to participate with the information they received.
- Most felt their participation was important and valuable to the campus.
- Most felt the meetings were efficient.

Areas to improve

- Less talk, more action from prior meetings and need follow-up.
- Need more time to discuss challenges
- Share minutes for dissemination in a timely fashion

What goals emerge from the data?

1. VCAA to provide a weekly update of issues that can be announced via email so that there is time to work on actual problems during the AAC meeting.
2. Rotate challenges/scenarios discussion brought forward by each department as a way to group-think on solutions to issues. Two departments/units per meeting.
3. Minutes will be disseminated within a week of each meeting so that they can be shared out by the dept chair/unit head along with actions for follow-up. Closure of open actions to be completed by the next monthly meeting.
4. Schedule VCAS and VCSA to provide an update at least once per semester (if they don't attend on a regular basis).

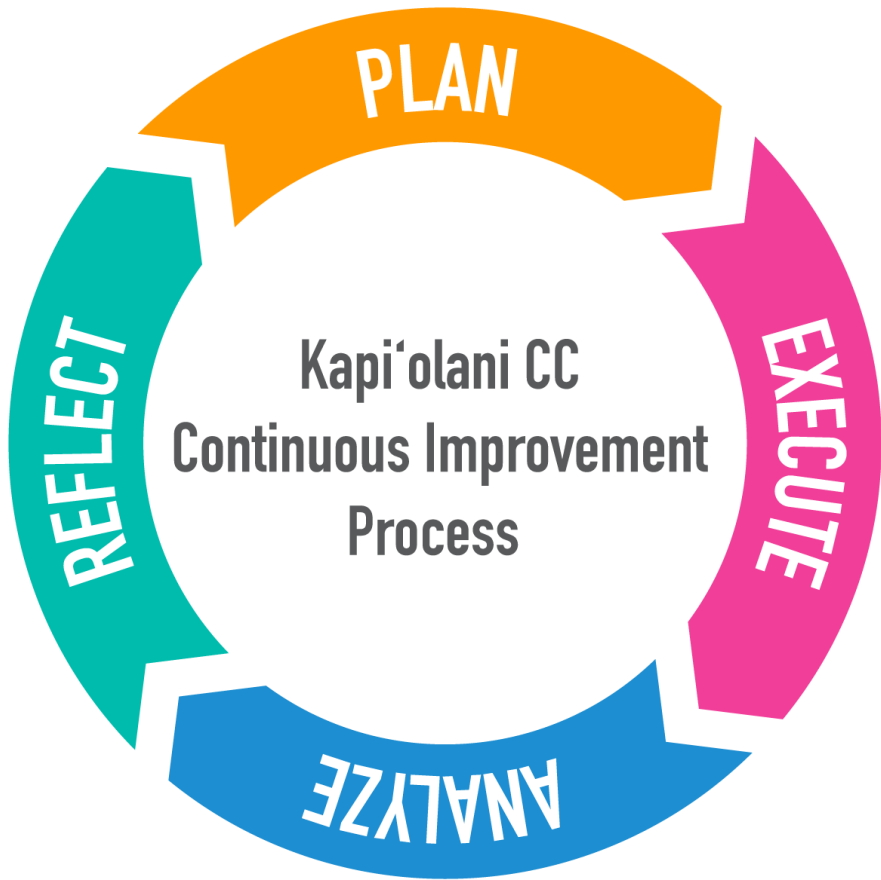


UNIVERSITY of HAWAI'I®

KAPI'OLANI
COMMUNITY COLLEGE

Academic Affairs Council Internal Survey (21 Respondents)

data contact: karapw@hawaii.edu | April 16, 2019



What do you notice? What do you wonder?

Analyze and reflect.

The Accreditation Work Group will guide you through discussions in fall to dive into the goal planning phase.

Engage in data-informed conversations.

What stands out? Which elements from the survey can you use to form your initial goals?

Be objective.

Understand *what* is happening before moving to the *why*. Ask questions. Share what you notice and what you wonder about the survey responses with one another.

Q1. Please indicate the frequency of each scenario:

The council worked effectively towards fulfilling its purpose and responsibilities.

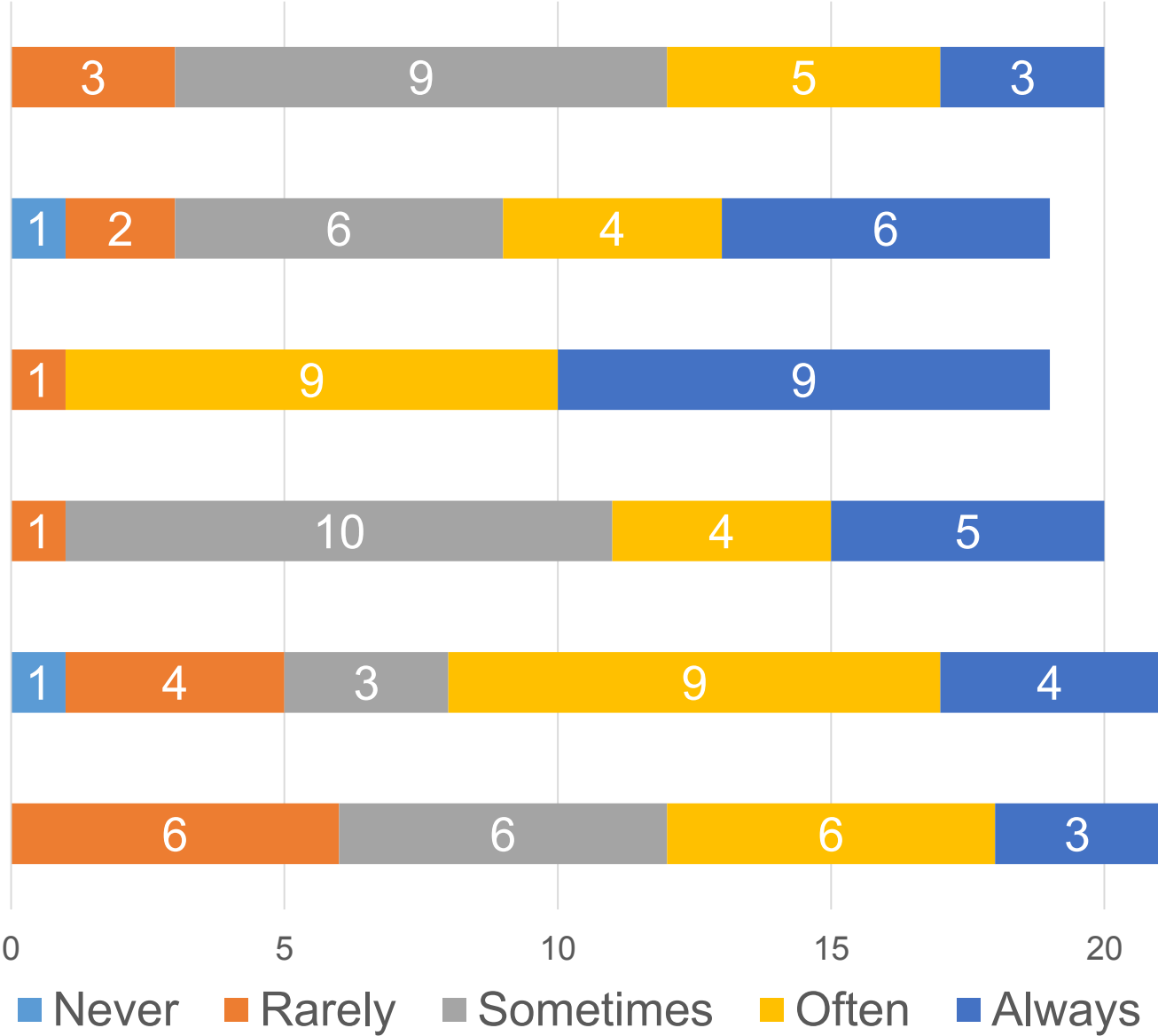
My participation in this organization was important and valuable to the campus.

Members had equal opportunity to participate.

Members had adequate information to make informed recommendations.

Meetings were efficient.

Follow-up (action) items and persons responsible were clearly communicated.



Q2. As a member, please share areas where your council is excelling.

Giving everyone an equal opportunity to participate.

Coming together is always a good thing.

Can't think of any area where this council is excelling....mostly just announcements that could be sent out via email.

AAC excels in making sure that all department chairs are given enough information to make informed decisions when it comes to their department.

I am not sure that we are excelling yet... but we will!

Consistent meetings that are never cancelled. Agenda sent out in advance. Informative presentations

This council provides a forum for bringing up issues specific to academic concerns. I appreciate that we members are invited to put an item on the agenda. For example, my department had an issue with a common practice in another unit which then affected students in our classes. I was able to bring up this issue and get it addressed.

Streamlined agendas focusing on important issues. Open environment for voicing concerns.

Student Success

Communication

Q3: As a member, please share areas where your council can improve.

less talk, more action

Need to have consistent participation of the other VC's, because their voices and expertise are often absent. It's inefficient to have second hand info going back and forth.

That's all we are doing is coming together. No action. No solutions. No direction.

fewer meetings

Small groups work best....loud voices seem to dominate, and rarely is anything accomplished. After years of providing feedback on this body and the CAC, nothing ever is improved.

There are too many meetings, too many reports to work on, too many unimportant tasks (for administration) to perform. What is sad is these "burdens" do not do anything for the student in the classroom. Our current administration is so focused on reports and evaluations that it is so evident administration has lost touch with what is happening in the classroom. This is sad.

possibly providing an allotted time for members to bring up challenges that have occurred in their department or unit.

More focused and targeted strategic workgroups regarding recommendation 1 & 2.

Follow-up on unresolved items from previous meetings. Communicate updates on items from previous meetings. The meetings are very informative. Could some of that information be communicated via an email/newsletter to allow time in the physical meetings to tackle issues that need that kind of time?

I think that the council is doing a good job. Maybe this isn't really the place for this, but maybe a 4 minute share out at the start of each meeting from one member to help break down silos. For example, over the course of one year, a rotation would allow each unit to give a 4 minute SWOT analysis (1 minute each of strengths, weaknesses, opportunities and challenges) of their unit/department which could help everyone have a small bit of insight into the strengths and struggles of the other departments and units. However, the 4 minutes would have to be ruthlessly enforced or else it would be a disaster. Maybe 2 units would need to share per meeting in order to get through everyone. That would add 10 minutes to the meeting, and maybe people would resent that. Ok, just thinking out loud and trying to generate ideas that would help bridge chasms between units.

It would be beneficial for minutes to be taken at every meeting and shared with members for 1) transparency and 2) important info is easier to disseminate to departments.

The appearance of a lack of engagement in some.

Follow through with action plans

group discussions and scenarios

The thoughts, feelings, and ideas shared in each survey will inform decisions moving forward.

Mahalo to all who shared their voice.

