

Counseling and Academic Advising Council (CAAC)

Charter

Group	Counseling and Academic Advising Council (CAAC) All University of Hawai'i Board of Regents appointed counseling faculty at Kapi'olani Community College are members of the CAAC. Their role is participatory and attendance is expected at each meeting. The member will be responsible for content of meeting discussion, being aware of decisions that were made as a result, and implementing any decisions that impact their professional responsibilities.	
Scope	Start: July 1 End: June 30 (Term of the Chair mirrors the academic year)	
Vision	(to be determined in future planning)	
Mission	The CAAC supports, unifies, celebrates, and advocates for counseling and advising at Kapi'olani Community College. It shall: <ul style="list-style-type: none"> ● Provide a formal independent organization through which the counseling faculty participate in the governance and decision-making in all matters regarding the practice of counseling and advising; ● Provide leadership and advocacy for the profession of counseling; ● Strive to support and enhance the practice of counseling; ● Promote ethical and responsible professional practice; ● Foster communication and exchange among counselors, faculty advisors, and staff advisors across service areas and institutional settings; and ● Encourage cooperation with other campus organizations related to student development. 	
Objectives	Reflected in our mission	
Values and Principles	Kūloa'a: Ensuring that the needs of our students are met with support and service Kuleana: Sharing a common responsibility to support the future of our students, college, community, land, and sea Kūpono: Practicing honesty and integrity with clarity in all relationships	The CAAC strives to uphold these campus values. These values guide the CAAC in carrying out its mission.
Committed Resources	Compensation for CAAC Chair. Request for resources for professional development and/or general support of counseling activities from Vice Chancellors of Academic and/or Student Affairs or other funding sources, as applicable.	

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Participants	<u>Executive Team:</u> CAAC Chair CAAC Chair Elect Past CAAC Chair Professional Development Subcommittee Chair(s) Professional Standards Subcommittee Chair(s) Counselor Connection Subcommittee Chair(s) Counseling SLO Assessment Subcommittee Chair(s)	<u>Subcommittees:</u> Professional Development Professional Standards Counselor Connection Counseling SLO Assessment

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Internal Evaluation (Target Audience: Members)

Items will be presented in a matrix along with a Likert-type scale that includes:

Always, Often, Sometimes, Rarely, Never

Please indicate the frequency of each scenario:

(Communication)

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

(Participation)

2. Meetings were efficient.
3. Members had adequate information to make informed recommendations.
4. Members had equal opportunity to participate.
5. I feel that my participation in this organization was important and valuable to the campus.

(Effectiveness at Meeting the Mission)

6. The council worked effectively towards fulfilling its purpose and responsibilities.

Common Internal Survey Items (with themes)

(These items will be included on all Council internal surveys):

(Open-ended item)

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

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

What suggestions for improvement do you have to make CAAC more valuable to your professional role as a counselor?

Please list up to 5 additional survey items you would like to include in your evaluation survey that will go to members of your organization.

Items 1-4 will be presented in a matrix along with a Likert-type scale that includes:

Always, Often, Sometimes, Rarely, Never

Item 5 is Open-ended --->Kara moved it under “(open-ended item)” above

1. The work of the Counselor Connection Subcommittee is valuable to the mission of the Counseling and Academic Advising Council.

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2. The work of the Professional Development Subcommittee is valuable to the mission of the Counseling and Academic Advising Council.

3. The work of the Professional Standards Subcommittee is valuable to the mission of the Counseling and Academic Advising Council.

4. The work of the CAAC Counseling SLO Assessment Subcommittee is valuable to the mission of the Counseling and Academic Advising Council.