

# CHANCELLOR'S ADVISORY COUNCIL CHARTER

## (Revised October 26, 2017)

### INTRODUCTION

The Chancellor's Advisory Council (CAC) was created to implement key components of UH System-wide Executive Policy E4.201 Integrated Long Range Planning Framework. The Council is composed of leaders of instructional programs, administrative and educational support units, and representatives from the four authorized, constituent-based organizations (Faculty Senate, Associated Students of Kapi'olani Community College, Kalāualani and Staff Council) and others with campus-wide responsibilities.

The CAC functions as one of the Chancellor's mechanism for presenting and discussing issues, concerns, and ideas for the purpose of consulting with campus leaders in areas of campus life and serves as a forum for the open exchange of ideas of individual members and guests and for discussions concerning the recommendations made by the authorized organizations and/or other advisory groups. As the CAC is the only campus body to include a cross section of instructional, support, and management personnel, and representatives from the Authorized Governance Organizations, and the Counseling and Academic Advising Council, it serves as an integrative and centralized mechanism for discussion, analysis, and recommendation related to matters of policy and planning.

The CAC has the responsibility for review and recommendation to the Chancellor concerning: (a) planning and assessment, (b) the College Mission, Vision and Values Statements, (c) the College Strategic Plan and other campus-wide plans, and periodic assessment of progress toward the goals of those plans, (d) the Student Success Pathway and periodic assessment of progress toward the goals of the pathway, (e) the College budget and setting priorities, (f) campus policies and periodic revisions of the policies, and (g) the assessment of the results of program reviews for instructional programs and administrative and educational support units.

The CAC will provide advice and counsel to the Chancellor regarding the projects and issues that impact the College's current or future operations, plans, and programs. Optimally, the CAC will be forward thinking to ensure that it prepares for possible future projects.

### STATEMENT OF GOALS AND PURPOSE

The Council shall formulate recommendations as a body and submit them to the Chancellor for approval and implementation. All recommendations by the Chancellor's Advisory Council (CAC) shall be treated as advisory. The Chancellor reserves the right to accept, in whole or in part, or refuse the Council's recommendations within 60 calendar days.

If the Chancellor does not implement or follow the Council's recommendations, the Chancellor will provide a written explanation to the CAC within 60 calendar days.

The Council shall serve as the entity for communication with constituents across the College. The Council members shall create a system for disseminating information to their areas as well as reporting concerns and issues from their areas back to the Council.

## VOTING

For a vote to take place, a quorum of 70% of the 35 voting members listed on page 3, must be present. If a member is unable to attend, a proxy can be assigned. The vote will be deemed as passed using the majority rule, which is one more than half the votes. While only CAC members may vote, meetings are open to all members of the College.

When voting, the CAC members are representing their unit. Therefore, a sufficient amount of time will be given for members to receive feedback from their unit before the vote. When in discussion on a topic, the CAC members are representing their function as a College leader, not as a representative of their unit.

## AGENDA AND SUPPORTING MATERIALS

The agenda, meeting minutes from the previous meeting, and supporting materials for each meeting will be sent electronically to the CAC members no less than 10 days before the meeting to give the CAC members the opportunity to review the meeting minutes from the previous meeting and to disseminate the information to their constituents. Once meeting minutes are approved, they will be posted to the News and Events Bulletin.

The Chancellor's Advisory Council has the following responsibilities:

### ***Mission, Vision and Values Statements:***

- Ensuring the periodic review of the Mission, Vision and Values Statements, and if necessary, updating the statements.

### ***Planning and Budgeting Process:***

- Reviewing and updating annually, if necessary, the College Strategic Plan, including ensuring the integration of results of annual outcomes assessments, Annual Report of Program Data (ARPD) and Comprehensive Program Review (CPR), into the College Strategic Plan and decision-making process. A timeline for annual review of all planning documents is included as Attachment A.
- Making recommendations to the Chancellor on proposed planning initiatives and budget and resource allocations, in relation to system guidelines, and based on College strategic planning needs and institutional assessment processes.

### ***Accreditation and Institutional Effectiveness:***

- Monitoring the accreditation process.
- Overseeing the writing and completion of reports such as ACCJC annual and fiscal reports and the Institutional Self Evaluation Report (ISER) in collaboration with the Accreditation Liaison Officer.
- Monitoring College processes and outcomes related to institutional research and institutional effectiveness.

### ***Policies:***

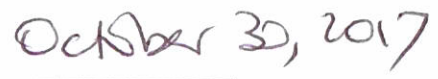
- Making recommendations on campus policies, those that align with Board of Regents, UH and UHCC policies and those that are specific to Kapi'olani Community College.
- Monitoring updates and revisions to campus policies and updating the policies on Kapi'olani Community College's websites, as needed.

MEMBERSHIP (3 non-voting and 35 voting members)

Chancellor (ex officio, non-voting)  
Executive Assistant to the Chancellor (ex officio, non-voting)  
Vice Chancellor for Academic Affairs  
Vice Chancellor for Student Affairs  
Vice Chancellor for Administrative Services  
Dean – Arts and Sciences  
Dean – Hospitality, Business, Legal & Technology  
Dean – Health  
Dean – Office of Community Relations and Continuing Education  
Student Affairs Coordinator  
Unit Head – Office for Institutional Effectiveness  
Unit Head – Office of International Affairs  
Unit Head – Center for Excellence in Learning, Teaching and Technology (CELTT)  
Unit Head – Library and Learning Resources  
Department Chairs:  
    Business, Legal and Technology Education  
    Hospitality and Tourism  
    Culinary Arts  
    Nursing  
    Health Sciences  
    Emergency Medical Services  
    Mathematics/Science  
    Arts and Humanities  
    Social Sciences  
    Languages, Linguistics and Literature  
Human Resources Director  
Chief Fiscal Administrator  
Auxiliary Services Director  
Budget Manager  
Office of Continuing Education and Training Representative  
Student Affairs Representative  
Kekaulike Information and Services Center (KISC) Operations Manager  
Student Success Coordinator  
Faculty Senate Chair (or designee)  
Staff Council Chair (or designee)  
Kalāualani Chair (or designee)  
Associated Students of Kapi'olani Community College (Student Congress) President (or designee)  
Student Congress Advisor (non-voting role to advise Student Congress President)  
Counseling and Academic Advising Council Chair (CAAC) (or designee)

APPROVED

  
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Louise Pagotto, Interim Chancellor

  
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Date

**Attachment A**

**Chancellor's Advisory Council  
Calendar to Review Plans**

<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>
CAC Charter	Enrollment Management and Hawai'i Papa O Ke Ao	Sustainability	Distance Education Plan	Assessment	Technology	ARPD Analysis	Assessment and Student Success Pathway	Strategic Plan	