MINUTES OF THE THIRTY-FIRST MEETING OF THE UH HILO STRATEGIC PLANNING COMMITTEE

Date: May 27th, 2011
Time: 1-3pm
Location: UCB 127, University Classroom Building, UH Hilo

Attendees: Kainoa Ariola Barry Mark
Thora Abarca Sián Millard (notes)
Kelly Burke (chair) Karen Pellegrin
Jim Cromwell Marcia Sakai
Mazen Hamad Harry Yada
Jackie Johnson
Gail Makuakane-Lundin

Apologies: Thora Abarca
Dee Drozario
Maria Haws
Tracey Niimi
Elizabeth Stacy
Pila Wilson
Errol Yudko

1 Announcements/Questions from Stakeholders
Kelly reported an update on seeking endorsement from Faculty Congress, UHHSAs and Hanakahi Council:
Faculty Congress: Bruce Matthews, new chair of congress will be writing a note of endorsement on behalf of the congress which he will send to the Chancellor.
Hanakahi have indicated that they will endorse the plan and Gail will be facilitating formal endorsement on Monday May 30th.
UHHSAs will vote today on whether or not to endorse the plan [post meeting note: UHHSAs voted to endorse the strategic plan and President Dee Drozario will be writing a formal note to the Chancellor.]

2 Minutes of the 30th SPC meeting (71/11)
There were no additions or amendments to the minutes of the twenty-first meeting. The minutes were therefore approved.

3 Final Version Strategic Plan (72/11)
Kelly explained that the purpose of this paper was to briefly discuss and approve a few suggested tweaks to the final version of the strategic plan proposed by the drafting subcommittee, and then to approve the entire plan for recommendation to the Chancellor.
The committee accepted all changes proposed by the drafting subcommittee. They also agreed to:

- Separate the long sentence under goal 4 into two sentences. The change was from:
  "We especially embrace our responsibilities to the indigenous people of Hawai‘i and root our identity in this indigenous heritage and reflect the rich mix of Native Hawaiian, Asia-Pacific, local, national, and international cultures that embody the diversity of Hawai‘i."

  To:
  "We especially embrace our responsibilities to the indigenous people of Hawai‘i and root our identity in this indigenous heritage. We reflect the rich mix of Native Hawaiian, Asia-Pacific, local, national, and international cultures that embody the diversity of Hawai‘i."

- Remove the reference to new technologies for teaching in action 2.1 as it is also referenced in action 3.2 on technology infrastructure.

Motion to approve the plan by Jackie Johnson. Seconded by Barry Mark
Committee vote to approve the plan and recommend to the Chancellor: Unanimous.

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<th>Progress Indicators (73/11 and 74/11)</th>
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Kelly explained that the purpose of this item was to review the changes made to the overall and action progress indicators since the last meeting and to approve the indicators to recommend to the Chancellor. The overall progress indicators were presented in paper 73/11 and the action indicators in 74/11.

Overall indicators:

The committee suggested that where UH Hilo is already exceeding its targets from the UH System (i.e. for Native Hawaiian graduates) that the Chancellor consider attaching UH Hilo’s own targets. However, it was noted that numbers of graduates (particularly from graduate programs) does fluctuate over time so we would need to careful what target o attach. It should however be possible to undertake a time series and regression analysis to smooth out the fluctuation and make a future predication based on previous data.

Motion to approve the overall progress indicators by Marcia Sakai. Seconded by Harry Yada
Committee vote to approve the overall indicators and recommend to the Chancellor: Unanimous

Action indicators:

The following amendments were suggested and made by the committee:

- First page – ensure the explanations for the column titles are all in full sentences.
- Action 3.1 – Remove reference to on and off campus housing and just refer to UH Hilo owned-housing
- Action 3.1 - change ‘percentage’ to ‘number’ of students in UH Hilo housing as a more accurate metric (because an increased percentage could be due to a decrease in students overall).
- Action 4.4 – some additional indicators were added and Siân was asked to run them passed Pila for his thoughts outside of the meeting. [post meeting note: Pila agreed with suggested additions as appropriate for the action].
- Action 4.5 – Karen to advise on a more appropriate indicator by Tuesday morning May 31st.
- Action 6.3 – indicator on financial management removed as financial management no longer part of that action (was a previous removal as duplicated action 6.2)

Motion to approve the action contingent on indicators for actions 4.4 and 4.5 by Jim Cromwell. Seconded by Jackie Johnson.
Committee vote to approve the action indicators and recommend to the Chancellor: Unanimous

5  **Implementation recommendations (75/11)**

Kelly explained that the purpose of this paper was to review the implementation recommendations, make any necessary changes, and to **approve** the paper to recommend to the Chancellor.

The committee made the following changes to the paper:

- changed all instances of action 'owner' to 'facilitator' to be consistent with the action plan
- changed goal 'champion' to goal 'lead'

Motion to approve the implementation plan by Barry Mark. Seconded by Jim Cromwell.

Committee vote to approve the implementation plan and recommend to the Chancellor: Unanimous

6  **Lessons learned**

The purpose of this item was to brainstorm lessons learned from the planning process to highlight things that worked well and things that, in hindsight, should be changed for further planning processes. The committee did not have time to address this item during the committee meeting so instead Siân will write a survey for the committee to seek feedback. The outcomes of that survey will be shared with the committee and the Chancellor.

7  **Summary, thanks and close**

Kelly passed his thanks to the entire committee for their service and committed engagement to development of the strategic plan and closed the meeting.