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

Date: April 8th, 2011
Time: 8-10am
Location: Private Dining Room, Campus Center, UH Hilo

Attendees: Kainoa Ariola     Gail Makuakane-Lundin
Kelly Burke (chair)     Sián Millard (notes)
Jim Cromwell     Elizabeth Stacy
Dee Drozario     Pila Wilson
Mazen Hamad     Harry Yada
Maria Haws     Errol Yudko

Apologies: Thora Abarca
Jackie Johnson
Karen Pellegrin
Marcia Sakai
Barry Mark
Tracey Niimi

1 Announcements/Questions from Stakeholders
There were no announcements or questions from stakeholders.

2 Minutes of the 20th SPC meeting (45/11)
There were no additions or amendments to the minutes of the eighteenth meeting. The minutes were therefore approved.

3 Consultation plan (46/11) – tabled paper
Sián introduced this paper, which was tabled for the meeting, and explained that its purpose was to confirm the consultation plan and questionnaire. Members confirmed the plan for the town halls, noting that as they are for only one hour open feedback will be sought as there will not be time to ask specific questions on each goal.

The committee then considered the survey questionnaire and noted the two options that were offered for asking questions on the goals and actions:

- Ask three general questions on the entire goal and its supporting actions (satisfaction/dissatisfaction scale, what the respondent likes, what they suggest to change)
- Ask a satisfaction/dissatisfaction scale for each action, as well as for the goal text, along with two
Members discussed the pros and cons of both approaches, noting that the former would be less burden on the respondents (as less questions), and the latter would yield quantitative evidence about each action as well as each goal text. It was noted that one of the risks of asking a satisfaction/dissatisfaction question for the whole goals and all of its actions was that responses could be skewed by reactions to the actions, rather than the goal itself.

Following discussion, it was agreed that the following questionnaire format would be used:

**Section 1 – mission, vision, who we are, and what we stand for**

Three questions: overall satisfaction/dissatisfaction question for entire section, what respondents like and what they suggest to change.

**Section 2 – goals and actions**

Three questions per goal package: satisfaction/dissatisfaction with goal text and supporting description, [then list of actions], what respondent likes about whole goal and actions, and what they suggest to change for whole goal and actions.

**Overall and general comments**

Two questions – one overall how strongly respondents agree or disagree that the draft plan is appropriate for UH Hilo, and the other a general comments box for any other feedback.

**Action 1: Siân** to amend consultation questionnaire to reflect committee’s discussion and agreed format described above.

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**Draft Strategic Plan for Consultation (47/11)**

Siân introduced this item and explained that its purpose was to review and approve the draft strategic plan for consultation. Members were asked to carefully and critically review the draft plan, and, taking each goal in turn, reaffirm key concepts so that all members have a shared understanding, and suggest last minute changes to the document prior to issuance of the consultation Friday afternoon.

At a previous meeting members had approved Section 1 (mission, vision, who we are and what we stand for) of the draft plan so the discussion was focused on Section 2 – the goals and actions. Below is a summary of the main amendments made to each goal and actions:

**Goal 1 – Student learning/scholarship**

Following feedback from the Chancellor, this goal was split out into two – the first focusing on student learning and student scholarship, and the second focusing on research and teaching scholarship. The committee considered an early draft of the second goal (research and teaching scholarship) that had been drafted the previous day. This goal was titled ‘Inspire academic excellence through scholarship in teaching and research’.

**Goal 2 (new) – Teaching and research scholarship**

Members made several changes to the proposed actions including: Inserting ‘evidence-based’ in action 1 on teaching methods, improving monitoring and oversight of use of extramural funds, research infrastructure, and infusion of research into the classroom.

**Goal 2 (in paper discussed by SPC) – campus community/vibrant environment**

Action 4 (signage and main entrance) removed, and signage merged into action 3. Specific reference to library
removed as it was the only unit mentioned in the draft plan, and broadened to instead refer to ‘essential university services’. Extra detail in last part of last action about food service removed as was potentially limiting.

**Goal 3 – Diversity, multiculturalism and Hawaiian identity**

Randy Hirokawa, as a representative from the diversity committee, joined the meeting from 9-9:30am for discussion of this goal to help the committee decide whether to have a separate goal on diversity/multiculturalism, or whether it would be appropriate to integrate it with a goal on developing the university’s Hawaiian identity. The committee considered two options for this goal – 2 separate goals, and 1 integrated goal. The committee debated the pros and cons of both, and by majority vote decided to consult on the integrated goal. Kainoa, Gail and Pila were tasked with drafted a new introductory sentence to the supporting text for the goal by 1pm that day. Members also agreed to change action 4 to read ‘implement’ rather than ‘develop’ a diversity plan to put the focus on action. ‘Languages’ was added to the end of action 6.

**Action 2: Kainoa, Gail, and Pila** to draft new introductory sentence to Goal 4 – diversity and multiculturalism within a Hawaiian context and send to Siân by 1pm today.

[Post meeting note: The sentence submitted by Kainoa, Gail and Pila was: ‘We will make distinctive within UH Hilo’s core, Native Hawaiian culture, values and wisdom that will serve as an impetus and foundation to embrace all other cultures, ideas, characteristics and perspectives.’ This sentence was included in the draft plan for consultation].

**Goal 4 – Community partnerships and impact**

‘Within the UH System’ removed from action 3 to make broader in terms of partnerships with universities outside of the System.

**Goal 5 – Organizational excellence**

‘Training’ changed to ‘guidelines’ in action 3, and ‘itemized allocations’ added to help encourage greater fiscal transparency.

‘University’s mission’ replaced ‘strategic plan’ in action 6 on recognition and reward to make it clear that faculty/staff could be recognized for doing things not necessarily identified in the strategic plan itself but nonetheless make a significant contribution to advancing the university’s mission.

**Action 3: Siân** to make changes to draft strategic plan based on committee’s discussions by 2pm, ready for consultation.

### Summary of actions and close

Siân confirmed that she would make relevant changes to the draft strategic plan and consultation questionnaire as per the committee’s discussions, and would issue the consultation that afternoon.

The next meeting is Friday April 15th, 8-10am in CC306 (note change in venue)

Siân thanked members for their time and closed the meeting.