

Process Committee

Summary Points of Meeting

October 17, 2008

Hawai'i Hall Room 309

8:00 am – 9:30 am

Attendees: Virginia Hinshaw, Gregg Takayama, Alan Teramura, Christine Sorensen, Brian Taylor, Peter Crouch, Klaus Keil, Mary Tiles, Ashley Maynard, Gregg Geary, Ming-Bao Yue, Walt Niemczura, Keith Sakuda, and Ann Sakuma.

Not in Attendance: Jamie Sohn (ASUH)

Chancellor Hinshaw outlined the purpose of this committee to be:

- To identify principles and priorities for the Mānoa campus
Note: Principles should match priorities.
- To develop a process to obtain the principles and priorities of the campus

The Chancellor's three (3) main goals for Mānoa are as follows:

- To be the destination of choice
- To be a global leading research institution
- To nurture and support diversity

Key points mentioned by the Chancellor:

- The academic and financial goals of units should match the academic priorities of the campus (example: Recruitment → Retention → Graduation)
- Gregg Takayama's team is developing a Budget Website for greater transparency and communication
- Target completion date for the Process Committee is end Fall 2008
- The committee is tasked with developing a process which units and individuals can follow to obtain the academic and financial priorities of the campus. Ensure proper communication.

The Chancellor provided examples of principles/priorities and process used at her previous institution. She identified Alan Teramura as Lead for the committee and departed leaving the committee to work to meet its objectives.

The committee agreed to meet every Friday from 8:00 am to 9:30 am in Hawai'i Hall 309. Suggestion was made to develop My Group in Banner for committee members to view recaps of meetings, access documents and to exchange ideas and comments. Gregg Geary to provide additional info regarding set-up of My Group in Banner.

Comments and ideas that were shared during the meeting included:

- Develop weighted priorities
- At COE, if something is added as a priority for the unit to meet, something would be cut to stay within budget
- In order to develop a process to meet campus priorities, units would need to identify what programs and items it absolutely needs to have and those that can be dropped
- The committee's responsibility is to develop a set of principles for Mānoa and a process for units to meet those principles
- Important to develop a process that "connects" with campus units, including justification on why certain requests will be funded and why others will not
- Ensure that the process that is developed is open and interactive between the "boxes" (referring to Process chart provided by the Chancellor).
- Important to understand the CIP budget and which projects will be funded. CIP budget is controlled by the System office and is a different pool of funds.
- Review core missions and Hawai'i's environmental situation to identify priorities that should be implemented and those that are no longer necessary.
- How do we balance what we are doing at UH Mānoa with what our communities need to function better as a society? Importance of understanding academic excellence and meeting society's needs. Should meet half way through open communication
- The roles of the community colleges, West O'ahu and Hilo also need to be considered when formulating Mānoa's priorities.
- What other groups and processes are already established that this committee needs to be aware of and tied to?
- Mānoa Budget Advisory Group (MBAG) issued a final report several years ago that includes performance measures. Please see e-mail attachment for copy of report.

Homework for next meeting (October 24, 2008): Review existing University and Manoa strategic plans and note areas that need modifications and updates. Identify priorities that should be included in the strategic plan for implementation.

Links:

- University of Hawai'i System Strategic Plan
Entering the University's Second Century, 2002-2010
<http://www.hawaii.edu/ovppp/stratplansys.html>
- University of Hawaii at Manoa Strategic Plan:
Defining our Destiny, 2002-2010
http://www.uhm.hawaii.edu/vision/defining_our_destiny/

- University of Hawaii at Manoa Strategic Plan:
Manoa at 100, 1998-2007
<http://www.uhm.hawaii.edu/vision/archives/1998/>