

College Council Meeting
VCAA Report
Friday, August 29, 2014

1. Positions in Recruitment for Instruction

- Academic Support C3T Farm Coordinator, APT #79688T – will not hire
- Academic Support DISL/MWIM, APT #777237T -- on hold due to budget
- Academic Support HLS Media, APT #77747T – abolished
- ~~Instructional & Student Support, CULN-WH, #77175T – in recruitment~~ *delete*
- Academic Support HLS, APT #78748 – in recruitment
- Academic Support HLS Lawai`a, APT #79183T – readvertise
- Office Assistant III, ATE Construction Academy – Renette Pacheco hired in casual position; looking to reallocate
- Instructor ABRP, #83638 – **Kolby Koreyasu (8/1/2014)**
- Instructor English, Reading and/or Writing, #87109 – **Sharon Dansereau (8/1/2014)**
- Instructor English, Reading and/or Writing, #82609 – **Billie Jones (8/1/2014)**
- Instructor Biological Science, #74775 – **Michelle Phillips (8/1/2014)**
- Instructor HLS Mahiai, #87021 – offer made, declined; pending review by department
- Instructor Math (WH), #86368 – **Toni Cravens (8/1/2014)**
- Instructor Nursing 9 months, #83348 – in recruitment
- Instructor Nursing 11 months, #83741 – changing to 9 mos, **Cheryl Puntil (8/1/2014)**
- Academic Support WH CULN, .5 APT #77175T -- readvertise;
- Secretary I HOST – on hold due to budget
- Dean for Career & Technical Education, #89456 -- **Joyce Hamasaki**
- Dean for Liberal Arts & Public Services, #89453 -- **Chris Manaseri**
- Soon to be established:
 - Halaulani – Mokaulele Coordinator
 - Halaulani – Fiscal Assistant
 - Halaulani – NH Transfer Counselor

2. Policies

- Fast Track Policy and Fast Track Form (The Ed Policy Committee spent quite a bit of time reviewing the Fast Track Policy but reported at the last Senate meeting on May 9th that they had serious concerns that people might use the policy to circumvent the CRC process, and so they did not approve policy.)
- HAW 5.304 Repeating Courses (approved and posted 5/15/2014)
- HAW Faculty Absence – pending Senate review
- HAW Lecturer Absence – pending Senate review
- HAW Lecturer Evaluation – pending Senate review

3. Master Plans

- Updated AMP Priority Items updated and posted
- Revised Implementation Grid for the TMP posted
Old Grid: 9 Goals, 50 Strategies
Revised Grid: 5 Goals, 20 Strategies
Priority A – currently underway or needs to be done ASAP
Priority B – needs to be done soon
Priority C – needs to be addressed “down the road”

4. Scheduling for Spring 2015
 - Began with DE courses at the August 26 DC meeting.
 - Face-to-face courses soon to follow.
 - Strategic in course offerings in regards to
 - Number of sections
 - Days/Times
 - Online vs Face-to-Face
 - Convenience/needs of students

5. FYI
 - STARFISH – Chris Manaseri will oversee STARFISH Implementation
 - Turn-It-In – Resubscribed. <http://www.hawaii.hawaii.edu/turnitin/>
 - Brainfuse – online tutorial

ASU Meeting Report
Instructional Technology Support Office
August 25, 2014

1. ITSO Summer Series Workshops

We held several workshops during the summer for instructors. Workshops were originally scheduled as either 3 or 5 hours to allow faculty to work on and complete projects, but a temperamental (then broken) A/C impacted our schedule.

East Hawaii:

- Google Drive, Docs, Presentations - June 4 (7 participants)
- Google Sites - June 10 (3 participants)
- Web 2.0 images (Voki, Image Chef, Tagxedo) - June 18 (6 participants)
- Interactive Content (Quizlet, EdPuzzle, TEDed) - June 25 (4 participants)
- Instructional Videos (Screencast-o-Matic) - July 9 (10 participants)
- Google Drive, Docs, Presentations (repeat) - July 16 (7 participants)

West Hawaii:

- Based on interest, a combination workshop covering Google Sites and Interactive Content was held in West Hawaii on June 26 (7 participants)

2. Google Workshops for Clerical/Support Staff

Due to positive response and interest in the Google Drive workshop held in April, we offered a repeat of the workshop in June, as well as a workshop to cover Google Forms.

East Hawaii:

- Google Drive, Docs - July 7 (16 participants)
- Google Forms - July 14 (19 participants)

West Hawaii:

- No workshop was held at this time (low/no interest). We will try to reschedule during the academic year when there may be more interest.

3. 2014-2015 OCDP Updates

In May, the new cohort of nine OCDP participants began the program:

- Roberta Brashear-Kaulfers (EH BIOL Faculty)
- Malama Chong (EH HAW Lecturer)
- Anne Chung (EH BEaT Faculty)
- Valerie Hafford (EH IS Lecturer)
- Donala Kawaauhau (EH BEaT Faculty)
- Michael Lemons (EH SOC Lecturer)
- Anne Miller (EH ENG Lecturer)
- Jana Smith (EH ECED Faculty)
- Kim Snodgrass-Holmes (WH HSER Lecturer)

The program began with the 6 week online course design class. Six of the nine participants successfully completed the course. Valerie Hafford and Kim Snodgrass-Holmes withdrew

from the program in the middle of the course, and Anne Chung took an incomplete (but is still continuing with the development of her course).

Of the seven remaining participants, three have developed classes for the Fall semester. Malama Chong (HAW 101) and Anne Miller (ENG 100) have completed the design of their courses, and have built their courses to begin August 25. Anne Chung's BUSN 164 course will not begin until October, and is still in the process of building the course.

The other four participants' courses are scheduled for the Spring, and will be working through December on the building of their courses.

4. **Laulima Orientations for Students**

Beginning this semester, we've decided to discontinue our face-to-face Laulima orientation sessions as there just wasn't enough students attending. This could be due in part to the fact that it targets students taking online classes, and therefore they are just not on campus. Or, it could also signal a trend that our students are more comfortable online and are able to navigate Laulima without our assistance.

In place of the face-to-face orientation sessions, we have developed a video orientation to Laulima for students to access and watch the anytime. Having a video that's available on demand, students can get help when they have time, and/or when they find they're in need of assistance. In addition, the video will be accessed on a webpage that will also include a Laulima how-to guide that can be viewed online or downloaded for offline use.

Link to the Laulima Orientation page: <https://sites.google.com/a/hawaii.edu/laulima-help/>

To help get the word out, direct email has been sent to all HawaiiCC students, faculty, staff and lecturers through the email listservs. In addition, a slide for the college website's homepage slideshow was created, and all online faculty have been asked to include this webpage as a tool in their Laulima course sites.

5. **Recent Development Projects**

Over the summer we worked on several intensive projects, working closely with faculty/lecturers to develop new online classes:

- NURS 110 (10 week summer course)
- ACC 120 (16 week fall course)

6. **Rural Hawaii Support**

We are supporting C3T2 (Rural Hawaii Grant) initiatives, including the development of new/redeveloped online classes for BEaT and AEC, and the integration of LiveText assessment management program into several (yet to be determined) instructional programs. Over the summer, ITS0 staff attended a LiveText Conference in Chicago to learn more about tool, oversaw the development of four BEaT courses, and began the development process with AEC instructors. A facilitator workshop was also developed and conducted on August 19 to help new Rural Hawaii instructors become oriented to teaching an online class using Laulima.

Submitted by: Leanne Urasaki