

**Hawai'i Community College
College Council Meeting Minutes
January 14, 2011
2:00 to 3:15 p.m.
Conference Room 6A and via polycom to West Hawai'i**

Members Present: Mike Leialoha, Beth Sanders (polycom), Dorinna Manuel Cortez, Robert Yamane, Marilyn Bader, Gwen Kimura, Christine Quintana, Bill Affonso, Wilt Watanabe, Ellen Okuma, Monica Burnett, Tony Kent (RDP), Steve Cline (polycom)

Guest: Tony Kent (RDP)

Members Excused: Noreen Yamane, Joni Onishi, Debbie Shigehara, Guy Kimura, Jim Yoshida, Taupouri Tangaro

Absent: Kanoe Case

Meeting called to order and welcome by Dorinna Manuel-Cortez (chair) at 2:08 p.m.

Review and discussion of minutes of December 10, 2010, College Council meeting: Ellen Okuma was asked to fill in the bullet on #4 on page 2: The Senate is working with Chancellor Yamane to appoint a Task Force on COMPASS testing of first-year and first-time students and required enrollment in (remedial) developmental of first year students. No other comments were made. Dorinna will make the addendum to minutes.

Update of the two RDP grants by Tony Kent, OCET:

First grant consists of two projects. The first project funded through this grant is the Development of the Refrigeration & Air Conditioning Program (ATE Division) will offer a certificate of completion (CC). Final site selection and curriculum review in progress. The second project is the Distance Learning, Phase I, to upgrade the polycom systems of six sites which includes West Hawai'i.

The second grant consists of three projects. The first is the Machine Welding and Industrial Mechanics (MWIM) developing the industrial mechanics portion of the program which involves the pneumatic and hydraulic technicians. The equipment and curriculum review will start in Fall 2011 and will offer CC, CA and AAS degrees. The second project under this grant is the sustainability center emphasizing "green technology" in existing programs. Instructors from carpentry, electricity, construction academy, agriculture, and architectural engineering and CAD technologies will be trained. The third project funded by this grant is Distance Learning, Phase II. Ten polycom sites will complete the upgrade of the community college sites which will include two classrooms (nursing and computer lab) at the West Hawai'i campus, Kona Community Hospital and North Kohala Center.

Closing the Loop Updates – Feedback on how each unit’s constituents were contributing to the Strategic Outcomes and Action Strategies for Goal B:

Academic Support Unit Performance Measure B1-E, which provided in class tutoring options for classes with low success rates, Gwen identified Huluena, Hui Makamai and Remedial Developmental Classes: Including first year experience, exploration of career options, etc. reading classes include English 20R and 21. Next section was the same.

CTE – Bobby Yamane reported that only the Business Technology contributed. He will print out his response and will give the response to Doris to include in the minutes.

Liberal Arts – Marilyn Bader reported Math I ABCD 22/24/25/26 for Huluena.

Counseling – Christine Quintana did not have anything to report.

POM – Mike said that Bill Affonso was talking to his constituents and will follow-up.

West Hawai‘i – Steve Cline reported the English assessment Reading and Writing including lecturers. Getting “more solid” in everyone understanding what the requirements are and participating. Beth mentioned first time mandatory orientation for all new students. Does not have funding for first year experience, but has a tutor in the library for writing and math.

Academic Senate – Ellen will be meeting with the Executive Committee next Friday.

Wilt had nothing to report since he was not at the last meeting.

Marilyn Bader mentioned that she may have more feedback from STEM (science faculty).

Chancellor’s Update (Dorinna shared Noreen’s report):

Vice Chancellor for Student Affairs search committee finalized membership was according to the College Council recommendations.

Kauhale targeted groups. Feedback on how to continue to perpetuate, protect the concept of Kauhale. Should be finished by the end of the spring semester.

Remedial/Development group wants to reconvene.

Will schedule Kauhale meeting for grants.

Asked for suggestions from the Council to identify other groups to participate in Wala‘au sessions such as the newly formed International Education Committee.

AtD Report from NoeNoe Wong-Wilson is available. Wellness Survey of students enrolled in the Fall 2006, 2007 and 2008 semesters. Contact the Chancellor's Office to review the survey results. There is still on-going data gathering (grades from each semester).

The Chancellor will be appointing the Task Force for the mandatory COMPASS as well as the requirement to take at least one class if a student placed in remedial development.

Dorinna presented the report from Joni Onishi, Interim Vice Chancellor for Academic Affairs. The administrators produced four goals as a result of the self-evaluation survey. The four goals are to address areas for improvement. (See below [Hawai'i Community College Goals Established by Admin Team.](#))

Joni would like to solicit responses from your constituents. Another "closing the loop" assignment: How can we accomplish these goals? What do we need to do so that more people feel involved and that they are participating actively in assessment, development of outcomes, comprehensive unit reviews. Please bring back suggestions from each unit.

Ellen noted that maybe we should also be looking at the Strategic Plan since there may be some action strategies already identified. Need to check if lecturers were included in the survey. Would the 80% include lecturers, since they are not involved and may "pull down" our numbers. Need to clarify with Joni. ILO's are still in progress.

Mike Leialoha, Vice Chancellor for Administrative Affairs presented his update.

His office sent an email incident alert (increased security). Will report as quickly as possible about incidents on campus.

Also reported the training provided on January 14 for the employee online leave system. If anyone has any questions, please call the HawC Human Resources office for assistance. No hardcopy leave forms will be accepted.

The (final) notice to proceed on the mid-level road for the Palamanui campus was issued. The pre-construction meeting will be on January 19, 2011.

Hale Aloha relocation – The Planning & Construction Office was moved out of Hale Aloha. We are hoping that all offices will be vacated between July and September so that construction can start in September.

West Hawai'i Update (Beth Sanders):

Classes in every room and also scheduled on Fridays. Booked solid. There are a number of students present on campus and the parking lot is full which are good indications of increased enrollment.

Hokulia Golf Tournament is scheduled for January 24, 2011, which is a fundraiser event for our Palamanui campus.

They are planning a ceremony for the start of construction for the mid-level road and will send details.

Student Services Update – HawCC is experiencing a 9.6% enrollment increase with 3,588 students. We show the greatest increase among all the system community colleges. UH West Oahu is at 10.1% increase as of today.

Dorinna presented Tangaro's Kauhale Update:

Tangaro met with Chancellor and received her approval to begin discussions and planning related to celebrating our 70th year anniversary with the capstone activity of Spring 2011 Commencement. It is going to take a village to pull this all together and "clear communication" among constituents, beginning with College Council, is primary. The planning will include media, including the commencement committee, staff development, student government/life, POM and HLS. If anyone has any ideas or questions, contact Tangaro.

Staff Development (Monica Burnett) reported that staff development activities during the Fall semester included the Academic Advising Workshop, System Online Leave Training, and "Protecting Sensitive Information."

New Business:

Chancellor's Search – Ellen Okuma reported that the Vice President's Office sent letters to national organizations. The search is on-track for the new chancellor to begin on July 1, 2011. Ads have been posted in the Hawaii Tribune Herald, West Hawaii Today, WorkatUH and the Chronicle for Higher Education.

Dorinna asked the College Council members to talk to their units and constituents on the Strategic Outcomes and Action Strategies Goal C and to also follow-up on Goal B, as well as feedback on the four goals listed from the administrators.

Announcements:

Ellen Okuma noted that the faculty staff listserv open forum will be conducted on January 21, 2011, 12:00 to 1:00 p.m. during College Hour. Polycom will be from PB3, 103 available to our West Hawaii campus.. Proposal to revise the academic calendar. Johnsrud's memo is asking for input to change to 14 instructional week from a 15 instructional week calendar. Feedback is due to Joanne Itano by February 14, 2011.

Next College Council meeting will be on February 11, 2011, 12:00 to 1:15 p.m. in Conference Room 6A.

Meeting adjourned at 2:52 p.m.

Respectfully submitted,

Doris Chang
Notetaker

Hawaii Community College Goals
Established by Admin Team

80% of faculty and staff responding to the faculty/staff survey will agree that sufficient training is provided to use classroom, computer, or Lulima technology as a tool to ultimately improve student learning and experience at HawaiiCC.

80% of faculty and staff responding to the faculty/staff survey will have participated in the annual or comprehensive program review process and will have contributed to carrying out the action plan of the program/unit.

80% of faculty and staff responding to the faculty/staff survey will be involved in the development and/or assessment of learning outcomes including analysis of results and a course of action using assessment results.

80% of faculty and staff responding to the faculty/staff survey will perceive communication as timely and transparent and will feel that they have an opportunity to make a significant contribution to the effectiveness of the college.