

**Hawaii Community College
College Council Meeting Minutes
November 5, 2010
2 – 3:15 p.m.
Conference Room 6A**

Members present:

Dorinna Manuel-Cortez (Chair), Noreen Yamane, Barbara Arthurs, Mike Leialoha, Beth Sanders (vidcon), Guy Kimura (vidcon), Jim Yoshida (vidcon), Steve Cline (vidcon), Bobby Yamane (vidcon), Lou Zitnik (vidcon), Gwen Kimura, Monica Burnett, William Affonso, Ellen Okuma, Taupouri Tangaro, Wilt Watanabe, Kaleo Quintana for Christine Quintana, Mindy Alles for Kanoe Case

Members Excused: Joni Onishi, Deborah Shigehara, Christine Quintana, Kanoe Case

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 2 p.m.
2. **Welcome and Introduction:** Guests- Daniel Fernandez-Campus Web Developer, Annie Maeda- Faculty and Staff Development, JoAnn Abiley-Student Gov't VP.
3. **Approval of minutes** – Minutes of the October 8, 2010 meeting approved as is.
4. **Closing the Loop updates:**

Feedback on Kauhale:

- OSS, Barbara Arthurs: Counselors wanted a committee to ensure that the concept was put into practice and the Registrar wants to know more about it.
- Liberal Arts, Lou Zitnik: Received comments from faculty- They liked the idea, the concept, but did not know enough about it and how it would be a structured part of the college. They were more aware of it as a concept to bring people together.
- CTE, Bobby Yamane: Lecturer who worked in industry said the concept becomes part of an organization and in the corporate world, the Human Resources or Communications dept. is responsible for imbedding the philosophy in its activities, documents and policies. Faculty commented that it is difficult to quite understand Kauhale. It's conceptual and has no hands on physical existence. The village concept is attractive in many ways but it takes so much time with all the duties and responsibilities and instead of having more of a village concept it was more important to get away from the college.
- Guy Kimura: No comments from the other department chairs.
- Humanities, Taupouri Tangaro: Received comments from the Senate meeting which they discussed the Kauhale philosophy: Other innovative colleges are already using this concept, such as Evergreen State College/Univ.; It is useful for new students, new employees and also exit interviews; Would like to know what the other colleges are doing in the University of Hawaii?; The concept already exists in people's program and how do we bring this to the system level?; It should be institutionalized as a university system approach and attach Human Resources to it.
- No comments from other members

5. **Chancellor's Update:** Noreen Yamane, Interim Chancellor

- Strategic Outcomes and Performance Measures:
Chancellor gave an overview of the HawCC Strategic Outcomes 2008-2015, which can be found on the website:
http://hawaii.hawaii.edu/employeeservices/docs/HawCCStrategicPlan_2008-2015_10-29-09.pdf In the plan, there are 5 goals (A,B,C,D,E). For each goal there are strategic outcomes and performance measures. We have identified what action strategies we are going to implement on our campus to achieve the strategic outcomes and raise performance measures. Goals are system generated and cannot be changed. Every year the System provides actual data for each of the campuses so we can see how our campus is progressing. The link to this information is: http://hawaii.edu/offices/cc/strategicplan/2010_Actuals.html
In the long run, funding will be based on performance measures. The better we do, the more funding we will receive.

A handout was passed out to the members regarding Goal A: Educational Effectiveness and Student Success; Promote Learning & Teaching for Student Success. Members are asked to solicit feedback from your dept/unit on what progress has been made. What has been done? What strategies did we use to achieve the strategic outcome and increase performance measures? Feedback will be documented at the next College Council meeting in December.

At each of the next meeting, the College Council will solicit feedback from one of the 5 goals. At the end of the academic year, the College Council will have looked at, as a campus all the strategic outcomes.

- Institutional Learning Outcomes (ILOs)
ILOs have been approved and new posters are being made to replace the old ones. General Education Philosophy and General Education Learning Outcomes have been approved and sent out on faculty listserv and will appear in the Kauhale newsletter.

6. **Academic Affairs Update:** Joni Onishi, Interim Vice Chancellor for Academic Affairs (excused)

- None from Guy Kimura and Jim Yoshida

7. **Budget Update:** Mike Leialoha, Vice Chancellor for Administrative Affairs

- Nothing specific on budget.
- Wanted to point out that in the last couple of years we had significant reductions in the budget but the current economic indicators indicate that hopefully this legislative session the economy will be in better shape and we can reduce some of our reduction and can get back to the funding level we had before. Based on the current news about visitor count in the state and spending which are both significantly up than they were last year, hopefully it will impact our budget for next year. Requests won't be funded by the legislature unless there is money available, so that is directly impacted by the economy.
- Long Range Development Plan (LRDP) for Manono campus. We are moving forward on the first project of renovating buildings and the largest one is the Hale Aloha building. The first office to relocate is the UHH Facilities Planning Office. We are working on the lease for a new area and it will require some renovations. During the planning and design phase, departments can make changes and adjustments. Mindy requests that Student Government

be included for the building design. They did not have a chance to have input on the draft. They were invited only to the initial meeting and presentation. The LRDP is located on the Hawaii CC web site, front page. It is still a draft until it is approved by the Board of Regents.

8. Student Services Update: Barbara Arthurs, Vice Chancellor for Student Affairs

- Early Registration begins on Monday, November 8, 2010.
- Annie Maeda requested that the web site for registration be updated. Request will be sent to Guy Kimura since Sherrie Ann Straslicka-Walker is out on leave.
- Applications received for the next Spring semester is currently down from last Spring at this same time. Effort will be made for current students to continue enrollment for next semester. Current enrollment is at 3,726 students. If we can have student early register, this is where we can see an improvement. We have been able to bring in students but the challenge is to have them graduate. HawCC range 20-22% for completion in 3 years and also leads the other campuses 20-21% in graduation but that percentage is still low. We need to work on having current students to early register and get their financial aid.
- Financial aid office is continuing what they do and getting packets ready for the Spring 2011 semester.
- Official withdrawals indicate that students withdraw for personal issues. Certain things happen in student lives which prevent them from continuing. This is an area to look at so we can help them with coping skills so they don't withdraw.

9. West Hawaii Update: Beth Sanders, Interim Director

- We appreciate the visit from the Chancellor, Vice Chancellor for Academic Affairs and both Deans over the past month and West Hawaii faculty, lecturers and staff expressed the importance of regular visits to continue and hopefully department chairs can also visit the campus.

10. Kauhale Update: Taupouri Tangaro

- Chancellor will host Kauhale Wala'au Talk Story Session to meet with staff across different disciplines on common grounds. We are looking at remedial development, since we have a large remedial population. We have a number of initiatives that have never come together to inform each other and support each other in a way that could maximize Human resources and other resources.
- A large grant has been received and this is an opportunity for initiators or people who want to initiate to host a class together to avoid duplication and strategize how to use the grant to better the outcome.
- Invitations will be going out to unit/dept who would like to have a session on Kauhale philosophy with the initiators, which is the Chancellor's office.
- Kauhale Survey being developed so people can express their thoughts, concerns and assessment anonymously. Nothing has been decided, we are still figuring things out as a college. It will be a collective input.
- Kauhale Newsletter has been designed so that it can be used as a website for ILO assessment. Reports that people what to share or done relating to the community can be put on the website. It had been designed by Dan to go back a couple of semesters, so the information is readily available as a measure for ILO assessment. The Kauhale website is <http://hawaii.hawaii.edu/kauhale/>

11. Committee on Committees report – Annie Maeda, Staff Development Coordinator

- Workshop held on October 15, 2010, Getting Started with Laulima. Presented by James Shumaker, 10 participants. On November 12, 2010, another session on Getting started with Laulima, for inputting gradebook and tasks, tests and survey.
- Generation Gap workshop held October 22, 2010 with Cindy Martin. Wo Learning Champion paid for workshop. 20 participants.
- Working on plans for academic year-suggestion includes photography and poi making.
- Need to have committee to look at HawCC 70th anniversary.
- Monica Burnett will take over when Annie Maeda is on sabbatical.

Barbara Arthurs for Sherri Fujita:

- Barbara Arthurs made a motion to create an International Education Committee. Seconded by Taupouri Tangaro. Purpose of committee includes promoting international education for international students, to bring IEP students here and provide opportunity for our students to study abroad. Discussion: Suggestion made to include learner reps, community members, and IEP students in the membership. Will the chairperson or members of the committee be compensated? Will it be a committee in Academic Senate? Previous motion is amended to change this motion to table it. Chair will return questions to Sherri Fujita and she will be asked to submit more information to the College Council meeting. Vote in favor-unanimous.

12. Unfinished business:

- None

13. New Business:

- Election of new College Council Vice Chair
Chair Dorinna Manuel-Cortez informed need to elect new College Council Vice Chair. Vice Chair Doodie Downs is not able to continue in the position. Motion made by Barbara Arthurs to nominate Monica Burnett for Vice Chair. Seconded by William Affonso. No other nomination. Vote in favor-unanimous. Congratulations to Monica Burnett, Vice Chair for College Council
- Graduation and 70th Anniversary
It has been proposed that we celebrate HawCC 70th Anniversary at the graduation ceremony. There will be other events also, but it will culminate at the graduation ceremony. Members are requested to solicit feedback on this idea for the December College Council Meeting.
- Daniel Fernandez-Web Developer
Update on Hawaii CC website development and direction: Changed the navigational areas, standardized, and added interactivity. Blogging tools are now available. Blogging is a good tool for updating data and can be utilized by various committees and newsletter. Student life request assistance in updating their web page, information is old and they would like to include student activities and minutes, also OCET interested in using the web for non-credit classes. Projects in development include web page for Chancellor's Search Committee and

UH Center at West Hawaii and creating a work order form. For assistance and training, contact Daniel Fernandez by e-mail at danielpf@awaii.edu.

14. Closing the Loop relay assignments

- Strategic Outcomes
Members to solicit feedback from dept/units regarding the Hawaii CC Strategic Outcomes 2008-2015 action strategies for Goal A: Educational Effectiveness and Student Success: Promote Learning & Teaching for Student Success.
- Graduation & 70th Anniversary.
Members to solicit feedback on proposal to celebrate HawCC 70th anniversary at the graduation ceremony.

15. Future Agenda Items:

- International Education Committee

16. Announcements:

- William Affonso: eWaste collection was very successful. Every quarter Apple promotes and pays for the collection of eWaste. We will continue this as long as Apple supports it. HawCC had 20 pick up truck loads. Also, Accreditation Survey was sent out, please complete. Deadline is Monday, November 8, 2010.
- Taupouri Tangaro: How will College Council begin to assess ILOs, as charged in recently approved Assessment Policy. At Liberal Arts all the outcomes have schedules and template and we will follow that. A discussion is needed and an Ad hoc committee may be needed even though it is additional work.
- Ellen Okuma: General Education Outcomes have been approved by Chancellor, will be posted on website and will be included in HawCC Catalog.

17. Next meeting is on Friday, December 10, 2010, 12:00 p.m.-1:15 p.m., CR 6A(vidcon)

Recorder: Melany Ayudan, Secretary, VC for Student Affairs (if she is here)

18. Meeting adjourned at 3:22p.m.

Recorded by: Janice Watanabe, Secretary to the Vice Chancellor for Administrative Affairs