

**Hawai'i Community College
College Council Meeting Minutes
February 13, 2009, 12:00 to 1:15 p.m.
Conference Room 6B**

Members present: Douglas Dykstra, Barbara Arthurs, Mike Leialoha Sara Narimatsu, Beth Sanders, Joni Onishi, Guy Kimura, Jim Yoshida, Marilyn Bader (LA rotation), Stephen Schulte, Bob Duley, Bill Affonso, Ellen Okuma, Georgialyn Morisako, Doodie Downs

Excused: Rockne Freitas, Noreen Yamane, Willow Aureala

1. **Call to Order:** Chair, Guy Kimura called the meeting to order at 12:08 p.m.

Chair, Guy Kimura, made an announcement that Noe Noe Wong-Wilson is stepping down and will be replaced by Doodie Downs as Pukoa Council Member and Doodie will chair the Ad-hoc Signage Committee.

2. **Approval of the January 16, 2009, minutes:** Douglas Dykstra made a correction to Item 3 (second bulleted item) should be SSHs for student semester hours. Doug also made corrections to Item #8, New Business: Kate Sims is our Accreditation Liaison Officer and she is overseeing/responsible for gathering information for planning agenda items. Therefore, strike the last sentence "Assessment committee would like an agreement to who is responsible for mentoring completion of the plan."

It was moved and seconded to accept the minutes of January 16, 2009, as corrected.
Minutes accepted.

3. **Chancellor's Update:** Chancellor Freitas was excused from today's meeting.

4. **Vice Chancellor for Academic Affairs Update:**

- a. Fire Science Proposal AS degree is moving forward after receiving approval from the Council of Chief Academic Officers (CCAO). Doug recently presented the proposal to the Community College Council of Chancellors and received approval. He is waiting for the document from Chief Oliveira regarding the planning of annual recruitments before sending it to President McClain for approval for action at the Board of Regents meeting in March.
- b. Instructional Services Area is moving forward with learning outcome assessments taking place over the span of the next month. All programs have artifacts, evaluation teams selected. An accreditation workshop sponsored by WASC was offered in Honolulu and was attended by Noreen, Joni, Doug, Shawn and Trina. They received advice in terms of on handling rubrics that we're using in assessing the learning outcomes and for how we can best handle the most complex program we have which is the Liberals Arts Program.

Noreen has been working with the Chairs on the refinements. Customer Service Offices (Administrative Services and Student Services) are exempt from SLO's. Mary Allen is the next level after the "Ruth Stiehl Era" for ongoing assessment workshops.

5. Budget Update - Report from the Vice Chancellor for Administrative Affairs, Mike Leialoha:

The governor has restricted from State Departments an additional 2% of the general fund budget which means, for HawCC, an additional \$61,222 for a total of \$144,000 in total governor's restrictions this fiscal year. HawCC reported to the System that this cut is reflected in not providing additional SAT Compass training and no new vehicle purchases. This stage is relatively minor, but we have to anticipate further restrictions. Mike is hopeful for full appropriation for the next fiscal year.

6. Report from the Interim Director, UH Center at West Hawai'i. Beth Sanders:

- a. The Palamanui golf fundraiser at the Hokulia Golf Course was oversubscribed and an overwhelming success. She thanked the volunteers from the Hilo campus.
- b. Governor Lingle spoke to the Kona Chamber of Commerce luncheon a week ago on Thursday. When asked questions about the West Hawai'i Center at Palamanui, she provided no answers and said that she met with the UH Board of Regents.
- c. Beth and Chancellor Freitas met with Douglas Treadway, "green campus/college" consultant. They met at the Palamanui Office with Guido Giacometti and Roger Harris.
- d. The West Hawai'i enrollment is up and applications are at 31% higher than last year.
- e. Students are making better use of resources in the computer lab. The use has risen from 4 students to over 200. This is due to setting consistent hours of operation as opposed to sporadic hours.

7. Report from Committee on Committees. Joni Onishi did not have anything to report.

8. New Business:

- a. **Academic Senate Manono Parking Proposal** (discussion has been carried over since December). Guy reported on the approved action and implementation of the proposal.

The Academic Senate submitted a recommendation to the Chancellor to allow faculty to park in three stalls that were designated for State vehicles when they are going between classes. The problem was that the faculty were unable to find parking on the Manono Campus and are often times late for their classes. The other point of the recommendation was to form a [Lower Campus Parking Task Force](#) which was already done. The parking stalls for faculty now exist. Faculty has been instructed to go to the Planning, Operations and Maintenance (POM) Office for the pass.

Bill Affonso added that the use of the designated parking stalls will be implemented as needed. The faculty member will have to indicate the length of stay on a sign-out sheet. The parking is based on availability. Bill Affonso has informed the faculty/staff of the plan via email. To-date, there have been no requests for the parking pass.

The Parking Task Force has not yet been disbanded and will be meeting again soon. The members are Mike Leialoha (chair) Ellen Okuma, Bill Affonso, Guy Kimura and Doodie Downs. The committee will be looking into identifying possible locations for bike/moped racks on the Manono Campus. [Ellen would like to have another faculty serve as the Academic Senate Chair's designee on the Task Force. She has sent a request for a volunteer to the faculty listserve.](#)

b. Pandemic Flu Plan.

Mike Leialoha reported that the Pandemic Flu Plan is included as an addendum to the Hawai'i Community College Emergency Operations Plan (EOP) which is a joint plan with UH Hilo. This plan will also cover the Manono Campus by including this portion in the EOP. Other UH campuses have added the plan in their EOPs. Mike pointed out that this Pandemic Flu Plan is the original plan that was received from the system and that there were no changes made. The EOP covers East Hawai'i only. West Hawai'i does not have a separate plan. Mike said that he plans to work on the plan for West Hawai'i. When approved by the Chancellor, the information is shared with the campus community.

It was moved and seconded to approve. Motion carried.

9. Old Business

a. College Council Evaluation Instrument

Ellen Okuma noted that the College Council Evaluation Instrument was similar to the Academic Senate's survey which passed. The following suggestions were made:

- 1) Place a qualifier (adverb) to Item #3, change to read, “the Council successfully serves this purpose.”
- 2) Change Item #4 to read, “As defined by the College Council’s Charter, as needed, the Council addresses the following:”
- 3) Move Item #2 to the end of the rated items.
- 4) Take ‘0’ off from the rating scale.
- 5) Change “please answer questions” to “please rate using the scale”

It was moved and seconded to accept the revisions. Motion carried. Guy will make the revisions and send the evaluation out campus-wide including student government.

- b. **College Learning Outcomes.** Mary Goya, Assessment Committee member, said that the Assessment Committee is looking for approval to send a survey campus-wide.

It was moved and seconded to accept Model #3 as written. Motion failed.

It was moved and seconded to approve the CLO survey with the three models with amendments to model #3. Discussion ensued regarding the amendments with regard to comments received by Lou Zitnik, Noreen Yamane, Willow Aureala and Mary Goya:

The Council approved the amendments to model #3. The following were the approved amendments:

1. Revise the opening statement for model #3 to read “Based CLOs on the seven imperatives.”
2. State that the survey’s intention is to provide the Assessment Committee with a general direction regarding the three models. With the campus’s preference established, the committee will fine tune the selected model to reflect outcome language. In other words the three models are not set in concrete at the survey stage.

The Council approved the CLO survey with amendments presented by the Assessment Committee.

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10. **Future Agenda Items** – no discussion

11. **Announcements:**

Joni Onishi distributed the results of the Survey Monkey for the March 6 Learning Day activity. She also announced that the CTE Advisory Councils will be meeting on February 26, 2009. Joni also announced that Kate Sims from our West Hawaii campus will offer a professional development workshop on Face-to-Face using Lailima. Joni also mentioned that the Hawaii Great Teachers Conference is scheduled for August 9 to 14 offered at a cost of two for one and that Perkins/campus funds are available.

12. **Next meeting, Friday, March 13, 2:00 to 3:15 p.m., Conference Room 6A (Polycom)**
Recorder: Cathy Arita

13. **Meeting adjourned at 1:20 p.m.**

Doris Chang

Recorder