

**Hawai'i Community College  
College Council Meeting Minutes  
February 13, 2015  
12:00 – 2:00 p.m.  
Bldg. 388, Rm. 101 & WH Admin. Conf. Rm. (via vidcon)**

Approved – 4/10/15

**Members Present:** Grace Funai (chair), Joyce Hamasaki, Chris Manaseri, Toni Cravens (WH), Garrett Fujioka, Mari Giel, Jeff Newsome, Cherise Souza, Tangaro Taupouri, Leanne Urasaki, Claudia Wilcox-Boucher (for Joel Peralto)

**Members Excused:** Jason Cifra, James Yoshida, Joni Onishi, Marty Fletcher, Debbie Shigehara, Caroline Naguwa, James Shumaker, Noe Noe Wong-Wilson

**Guest:** Teresa Tsuda

1. **Call to Order** – Grace Funai, Chair, called the meeting to order at 12:07 P.M.
2. **Roll Call (sign-in sheet)** – Chair Funai determined that a quorum was present.
3. **Approval of January 16, 2015 Minutes** – Cherise motioned to approve; seconded by Mari. 11 voted to approve and 1 abstained from voting.
4. **Updates from Administration**
  - Chancellor – Noreen  
Report attached. No comments.
  - Vice Chancellor for Academic Affairs – Joni  
Report attached. No comments.
  - Vice Chancellor for Administrative Affairs – Jim  
No report.
  - Vice Chancellor for Student Affairs – Jason  
Report attached. No comments.
  - Director, West Hawaii – Marty  
No report.
  - OCET – Debbie  
Report attached. No comments.
  - Dean, Liberal Arts – Chris  
Highlighted that HSI presenter, Gary Lopez, will be sharing the successes of preparing DOE students to test well on COMPASS during the conference.  
Reminder that Early Alert survey closes today
  - Dean, CTE – Joyce  
Introduced Teresa Tsuda, CTE Dean's secretary
5. **Committee Updates**
  - Committee on Committees (Joni)

No updates.

## 6. Unfinished Business

### a. End of Year Breakfast – Recognition of Success on Campus

Council members were asked to find a committee member to assist and if name not given to Grace by Feb 28, council member will be on committee.

### b. HawCC 75<sup>th</sup> Anniversary Celebration

Tangaro reported that Chancellor Yamane asked the Kipaepae/Protocol Committee to spearhead the planning of the celebration. The committee will be meeting at 3:30 p.m. and will be looking at what functions the college already has planned for 2015-2016 and piggyback on those functions (ie graduation, Merrie Monarch Parade)

### c. ILO Assessment Update

Ad Hoc Assessment Committee will be meeting on 3/2/15. The committee will be looking at creating a process to change the ILOs since the ILOs are aligned to the PLOs and CLOs. Will also discuss the current ILO assessment plan.

### d. CCSSE data discussion

Grace reported that she met with Noreen and it was confirmed that the CCSSE presentation by Shawn last month was to make all aware of what data is available. The data may be used for grant writing, for reports, or for use in classes. No special permission is needed to use this data, just cite the source.

### e. Finalize College Hour 2015-16

Two changes made were made on calendar:

- 1) August 21 is a holiday
- 2) Title IX Training was added to October 30

Cherise motioned to approve as amended. Claudia seconded.

Stemming from discussion about the College Hour schedule, thoughts were shared on having a program assessment summit on Thursday, 8/20. Last year this college-wide, mandatory event was held on a Friday. This year, the Friday before the first week of instruction is a holiday. However, this event is deemed important for college wide assessment planning and ILO assessment. Council members felt that a summit lasting about 4 hours would be feasible, as long as programs had enough time to still hold department meetings, participate in regular registration and have the all college meeting.

## 7. New Business

### a. Master Calendar project

The Chancellor has indicated a desire to have a campus-wide calendar to help promote activities for faculty/staff as well as aid in coordination of big events on campus. Chris Manaseri shared that UHCC has created a campus calendar template that all CC's can use and that LeeCC is currently using the calendar. Some questions arise, if HawCC decides to use the UHCC master calendar template, who would maintain and monitor the master calendar? Grace will contact LeeCC coordinator Kathleen Cabral to inquire how its working for their campus.

## 8. Announcements

a. Chancellor is anticipating offering wala'au sessions in Fall on the new HawCC Strategic Plan 2015-2021

b. Accreditation letter from ACCJC was very good news; Grace to send an email blast to the campus on behalf of the Council that all should feel proud with the news. HawCC met all of the outstanding recommendations except for one which had to do with faculty evaluations.

Council will make recommendation to Joni and Noreen to work with the ALO (Accreditation Liaison Officer) to give a campus report to the college governance groups and identify the next steps in addressing the remaining recommendation. Also think about working at the System level (who would be the one to do this?) to address the recommendation since it was a common recommendation to all the CCs.

9. Meeting adjourned at 1:25 p.m.

*Recorded by: Luane Ishii*