

**HAWAII COMMUNITY COLLEGE**  
**College Council Meeting Minutes**  
**Conference Room 6A & WH Admin. Conf. Rm.**  
**September 14, 2012**  
**12:00 – 1:15pm**

**Members Present:** Joni Onishi, Debbie Shigehara, Monica Burnett, Marilyn Bader, Shana Kojiro, Tony Kent, Manai Kalua, and Dorinna Manuel-Cortez. In West Hawaii via polycom: Beth Sanders, Hazel Reece, and Tanya Dean

**Members Excused:** Noreen Yamane, Jason Cifra, Jim Yoshida, Guy Kimura, Joyce Hamasaki, Wendy Medeiros, and Taupouri Tangaro

**Guests:** James Kiley and Misty Carmichael

1. **Call to Order** - Chair Monica Burnett called the meeting to order at 12:07pm. Quorum was established.
2. **Approve minutes from August 24, 2012** – Minutes were approved with the following corrections:
  - a. Item#4, #1 Chancellor’s Update – Laurie should be Loretta
  - b. Item#11c, AAS & ACCJC Update – Change to the following: AAS program primarily in the CTE programs are exercising various options to bring programs in compliance with ACCJC requirements. Some programs are electing to change AAS to AS, or keep AAS and add English 100 and Math 100 as requirements. Curriculum changes must be submitted to Senate Review Committee by Oct. 1. These changes are being implemented before the site visit.

Motion to approve minutes by Dorinna Manuel-Cortez  
Seconded by Debbie Shigehara

3. **Recognition** - Kudos to Tanya Dean in West Hawaii for sending out a summary of College Council’s last meeting to their constituencies and strengthening communication between representative and constituencies.
4. **Chancellor’s Update** – *Chancellor Noreen Yamane (read by Shana Kojiro)*
  - a. Hawai‘i Graduation Summit II – Oct 11-12 (Hawai‘i Completion Academy)  
HawCC Team: Joni Onishi, Joyce Hamasaki, James Schumaker, Jeanne Ryan, Beth Sanders, Grace Funai, Jason Cifra, Jason Santos, Noreen Yamane

Purpose: Provide intensive time for ten campus teams to dig deep into their data and update action strategies that will have high impact on completion at their respective campuses. In addition, the academy will help us look systemically across 10 UH campuses and focus on

actions that build upon each other. The academy in part is funded by Complete College America (CCA). They will provide tools and technical assistance to support our work.

- b. Sept 12 (Wed): The Governor has approved our allotment request for \$500,000 for Hawaii Community College's LRDP. Details are available at the following link:

<https://www.hawaii.edu/cip/viewAllotmentPdf.action?allotmentId=14261%26a>

- c. Nico Verissimo: Under the VP, Marketing & Communications, Alumni & donors Relations, Nico has been appointed as the Director of Alumni Engagement for Hawai'i Island. She will be working very closely with HawCC and UHH and our island community to engage our alumni with our campuses. She is located on the UHH campus next to Margaret Shiba
- d. Senate Concurrent Resolution calls for the creation of a 10-member exploratory committee to consider the establishment of an international aviation training center at the Hilo International Airport and an advance aviation degree training program at the University of Hawai'i at Hilo. HawCC and UHH will send two representatives to sit on this committee.
- e. I have appointed a committee to review and make recommendations to the Ho`olulu Council Charter. Ho`olulu is chaired by Noe Noe Wong-Wilson. Noe Noe and Pearla are the campus's representatives to Pukoa Council.

Charter Review Committee: Noe Noe, Taupori, Kekuhi, Manaai, Kalani, and Pua

- f. Strongly encourage faculty and staff to attend VP John Morton's Fall 2012 Campus visit on Sept 19, 2-4 pm. Manono Cafeteria
- g. Technology Master Plan (TMP)  
Planning Process: Planning dates are October 5, October 26, and November 16, with the final plan to be delivered on December 7.

The participants in the planning process should represent a broad cross-section of the larger community, including faculty, managers (senior and line), staff, and students (if possible). Technology staff should be included in the process, too. The optimal size of active participants should be about 30 people, if you can free up that many.

- h. Academic Master Plan (AMP) for WH  
Jay Siegel retained as our Consultant to develop the draft plan to be delivered by end of the academic year. We will follow a similar process as with the TMP
- i. Search for the Vice Chancellor for Academic Affairs  
Committee completed the interview phase of the process. My office will coordinate campus visitation (EH and WH) of candidates to meet administrator, faculty, staff, students, and community. Please participate.

- 5. Academic Affairs Update/Committee on Committees – *Interim Vice Chancellor Joni Onishi***  
See attachment
- a. Curriculum – The AAS Degree modifications will be submitted by the October 1<sup>st</sup> deadline. If the AS-NS with emphasis on Environmental Science submits by the October 1<sup>st</sup> deadline, then the program can be put into motion Fall 2013.
  - b. The Prior Learning Assessment is a result of legislation where we need to provide the students opportunity to get credit for work experience (prior knowledge).
  - c. Jason Santos taking care of Curriculum Central and is providing the training until we find a person to replace him.
  - d. Committee on Committees – A college-wide survey just went out for volunteers to serve on committees. Please encourage all your constituents to sign-up and return forms to Lori Medeiros.
- 6. Administrative Affairs Update – *Vice Chancellor Jim Yoshida (read by Monica Burnett)***
- a. On-going renovations updates have been distributed via e-mail to all faculty and staff; and for folks to be careful and aware of the parking changes.
  - b. Finally received approval to occupy the WH NLRC so efforts are on-going full speed ahead to unpack and set up the place so the facility can be fully operational as soon as possible.
- 7. Student Services Update – *Vice Chancellor Jason Cifra***  
No report
- 8. West Hawai'i Update – *Interim Director Beth Sanders***
- a. Hazel was able to get keys to the new WH NLRC on Monday; and is busy unpacking and setting up.
  - b. Hosted the Accreditation team chair yesterday. She toured the campus and gave positive feedback.
  - c. College Access Grant ended in August. The GearUp grant ends September 25<sup>th</sup> and working on closing out 4 main projects activities in the grant. The first is promoting career access for the community and high schools; developing a compass preparation website to provide potential test takers links to sites with test taking strategies and sample questions; arranging for Konawaena High School students to visit the Kealahou campus on September 17<sup>th</sup> and October 17<sup>th</sup>; and distributing compass prep booklets to high school counselors to loan to students.
  - d. Planning to purchase a page for Construction Career Day in Hilo in October; and College Career Day in November 15<sup>th</sup>; and working with the University Women's club on the girls 5<sup>th</sup> grade math and science.
- 9. OCET Update – *Interim Director Deborah Shigehara***
- a. The 4<sup>th</sup> quarter brochures are out and available in hard copy or on the OCET website. Highlighting speaker Glenn Furuya's "Teamwork and Service Island Style" on October 31<sup>st</sup> at UH UCB.

- b. Received biofuel equipment from State Energy Sector Grant; will be putting it in the Diesel Shop; and will be offering to the community biofuel training.
- c. Tony will be attending the NACCE Conference in October of which the college is a member.
- d. On September 27<sup>th</sup> the Zonta International will be at the Early Childhood Education Center working with the students on a project call “Hands Are Not for Hitting”. This is a violence prevention activity.
- e. Debbie is on the Hui Kaua board, which is a local community board that supports UH Hilo and HawCC. The board purchased our banners and has assisted us with graduation in the past. They have done a lot for UH Hilo and now they really want to equally support HawCC. They want to purchase the leis for graduation (both East and West campuses). We just need to find out what kind of leis we want without duplication the kukui nut leis that UH Hilo uses. Debbie is requesting t-shirts and will check if it can be for the students, faculty or both.

## 10. Unfinished Business

- a. Strategic Plan: 2011-2012 Report update – Monica
  - This is an on-going process that we are continuing working on to improve. Everyone was e-mailed the 2011-2012 progress report which was introduced at last month’s meeting. The graphs were taken off to simplify the report. Asking you folks to go back to your constituencies to solicited feedback on each goal. We are starting with Goal A and looking back at 2011-2012 because we want to ask if there is anything more that the programs/units can add now that the academic year is done. Due date for feedback on Goal A is October 12<sup>th</sup>. The report is also available on the Council website. Requesting volunteers to help write the summary for Goal A. Thank you Dorinna for volunteering. If anyone else is interested, please e-mail me.
- b. E ‘Imi Pono Day/Assessment update – James Kiley
  - Had the final E ‘Imi Pono meeting yesterday. There are two items of concern, one is working with WH to get a location with video connection to Hilo; and give a budget to Joni. We have some interesting and fun activities at the event to align the program/unit learning outcomes to the ILOs, along with food and prizes. Flyer will be coming out today. The event is next week Friday from 12-1:30pm.
- c. Accreditation/ACCJC visit – Monica
  - The Accreditation Team will be visiting October 15<sup>th</sup> to October 18<sup>th</sup>. The Team Chair is here today doing a pre-visit. Please read the Self Evaluation Report. There will be more information available at our next Council meeting.

## 11. New Business

- a. Hale Aloha plans/rendering – Tony Kent
  - Requesting if the plans or the rendering could be made available to the campus and general public. Tony Kent: Motion to recommend the Hale Aloha rendering be a splash page on the HawCC website. Dorinna Manuel-Cortez seconds.
- b. Catering on campus – Tony Kent
  - People are interesting in have possible vending on campus especially during school breaks and after cafeteria hours. Discussion followed. Tony Kent:

Motion to recommend Wala'au sessions to explore possible food vendors on campus. Manai Kalua and Dorinna Manuel-Cortez seconds.

12. Announcements: John Morton's campus visit – September 19<sup>st</sup> , 2:00-4:00pm in the Cafeteria
13. **Next Meeting:** Friday, October 12, 2012, 12:00 to 1:15 PM, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Rm (vidcon).
  - Recorder: Sandy Kama
14. **Meeting Adjourned** at 12:45pm

Recorded by Monica Burnett

College Council Meeting  
VCAA Report  
Friday, September 14, 2012

1. Positions in recruitment in Instruction and Academic Support:
  - Media Specialist APT temp – PD changed – soon to be readvertised
  - IT Specialist to replace Tony Kitchen – Jason Santos
  - IT Specialist (temp APT) – Tyler Yoshiyama (start 9/4/2012)
  - Ed Spec for Curriculum Central (temp APT) – PD being reviewed by HR
  - Ed Spec for ITSO – PD being reviewed by HR
  - BEaT Division Secretary – Kory Kanani Yamada
  - Office Asst. for LBRT/PS – Civil Service list received
  - Office Asst. for I Ola Haloa – Civil Service list received
  - Secretary for CTE Dean – at OHR for approval
  - Secretary for LA & PS Dean – at OHR for approval
  - Lecturer for Science Labs (WH)
  - APT for AMT/DISL (?)
  - Instructor Math – in recruitment
  - Instructor (LBRT) -- ?
  - Instructor HLS Mahiai – in committee
  - Title III Instructor/Coordinator, First Year Experience – Ryan McCormick
  - Title III APT Academic Support, Outreach Support – Steven Chin
  - Title III Instructor/Coordinator, Kulukuluua – selection to be made
  - Title III APT Academic Support, Educational Specialist – selection to be made
  - Title III APT Media Design & Production (Media Specialist) –
  - Title III Instructor HLS West Hawai`i – to be readvertised
  - Title III Instructor/Coordinator Waihonua Media – committee convened
  - Title III APT Academic Support, Ed Spec – selection to be made
  - Title III APT Academic Support, Ed Spec – in committee
  - Title III Instructor NH Transfer & Career Guidance Counselor – selection pending
  - Title III Instructor NH Transfer & Career Guidance Counselor WH – in recruitment
2. Policies and Procedures Update – DCs are currently reviewing
  - Developmental Education Policy (DEEP) – Academic Senate, EPC, 3/9/2012
  - Credit Hour
  - New and Modified Course Outline on Record
  - Placement Testing
3. Curriculum
  - AAS Degree – Program requirements are being modified to include college level general education courses.
  - AS-NS -- Emphasis will be on Environmental Science.
4. Prior Learning Assessment System-wide Efforts
  - Anne Chung, Instructor, Business Technology is HawaiiCC's rep on this task force
  - Basically there are several opportunities for earning Prior Learning Assessment (PLA) credit.*
    1. *PLA Portfolio/Course-This option is best for students who have a great deal of experience and college-level learning/knowledge and has good writing skills. This person would enroll in a portfolio course (3-credit) and prepare a portfolio that aligns to the SLOs of the course they are trying to get credit for. This portfolio is an intensive reflection of knowledge and experience and usually takes about a semester to complete.*

*Costs would include tuition for the portfolio class and a portfolio assessment fee. Total cost would be around \$575. So, to make it financially worthwhile for the student, they should be thinking about earning more than 6 credits through the portfolio. The program for which the applicant is trying to earn credit has to agree to this option and we would have to find faculty who can assess whether the student has met the SLOs with at least a C or higher. (Caveat-We would have to have enough people signed up in order to break even financially on assessment fees to be paid to faculty evaluators. If we have a pilot program, we may be able to write a grant to try and cover costs for pilot.)*

2. *Credit-by-Institutional Exam/Course Challenge-This option is best for students who only have one or two courses for which a student believes he or she has prior learning to meet the requirements of the course. This would require faculty to prepare an assessment to judge the student. The student would have to enroll and pay tuition for the course he or she is planning to challenge.*

3. *DSST Tests. Standardized testing through official testing centers. I'm not sure about costs to students. I think all testing centers are on Oahu. I think exam fee is \$80. With proper advising, we can help students determine which option or combination of options is best for them. We are not yet looking into awarding credit through the portfolio model for Gen Ed classes like English, Math, etc. If programs are willing to participate, we can start with awarding credit for courses that are housed within the individual programs. If the program works well, we can see if the GenEd departments would be willing to participate in a program like this.*

5. Curriculum Central

Implementation will begin this year with new and modified courses.

Training sessions: September 7 for approvers

September 14 for proposers

6. C3T Grant

Hawai'i Community College was awarded the following for our implementation

Agriculture – Slaughterhouse Project: \$500,332

Agriculture – Sustainable Agriculture Projects: \$615,253

Ready Set Grow: \$321,696

Just In Time: \$130,740

Wrap Around Services: \$158,999

Total: \$1,727,021

- Currently in recruitment for a C3T Program Manager (APT-B) C3T Farm Coordinator (APT-A)
- Christopher Jacobsen and AG students will have a segment on Living In Paradise
- Inside Track has been retained to provide student academic and career coaching.

7. Annual and Comprehensive Program and Unit Reviews are due November 30, 2012.

8. External Funding

The following grants are available

FY13 GEAR UP Hawai'i Alignment Grant – due October 12

UHCC Developmental Education Project Proposal Form – AY 2012-2013 – due October 1

ATD Innovations Strategy (2<sup>nd</sup> round for Spring 2013) – due November 1