

Hawaii Community College
College Council Meeting Minutes (approved 12-5-14)
Conference Room 6A and WH Admin Conference Room B3 (via vidcon)
November 7, 2014
2:00pm-3:30pm

Present: Noreen Yamane, Joni Onishi, Jim Yoshida, Chris Manaseri, Debbie Shigehara, Toni Cravens, Grace Funai, Mari Giel, Tiana Koga, Jeff Newsome, Claudia Wilcox-Boucher (for Joel Peralto), Cherise Souza, Leanne Urasaki, Noe Noe Wong-Wilson, Violet Murakami

Excused: Jason Cifra, Marty Fletcher, Joyce Hamasaki, Taupouri Tangaro

1. **Call to Order** – Chair, Grace Funai called the meeting to order at 2:04pm.
2. **Roll Call (sign-in sheet)** Chair Grace Funai determined that a quorum was present.
3. **Approve minutes from October 10, 2014.** Correction under VCAA on Assessment due date should be Assessment Plan due date. Minutes approved and moved by Leanne and seconded by Tiana.
4. **Updates from Administration (please refer to electronic reports)**
 - **Chancellor’s Update (see attached report #1)**
 - Thatcher Moats working on the communication and branding efforts to identify HawCC, to have the general look and feel. Also to make changes to Kauhele Newsletter to align/tag activities to ILOs.
 - Media training by Lynne Waters-Lynne has assigned Kelli Trifonovitch, UH’s director of communication and outreach in charge of public relations, to help with the release of info regarding Palamanui to help prevent miss-information and rumors.
 - LRDP changes were noticed in the plans, so questions have been asked to find out what changes were made which needs to be ironed out before plan can be shared with the campus.
 - John Morton visited on Nov. 6 and his next presentation will be in Spring.
 - **Vice Chancellor for Academic Affairs – Joni (see attached report #2, 2a ,2b, 2c)**
 - Paepae Ohua hosted 3 local Hawaii Island High Schools, comprised of juniors and seniors for I Ola Haloa Day on October 24. The students experienced a day immersed in the Hawaii Life Styles program tracks. Paepae Ohua is continuing to provide tutoring for Math, English and ‘Olelo Hawaii in Papa’a Hale. Tutoring is open to all students. If any students need tutoring, please refer to Monica and Paepae Ohua.
 - There are two Themed Learning Communities this semester called “Writing from the Piko”. Paired are HWST 100 Piko Hawaii with Instructor Pele Kaio and ENG 100 Composition 1 with Instructor Rebecca Jacobs; and HWST 100 Piko Hawaii with Instructor Pele Kaio and ENG 102 College Reading Skills with Instructor Rebecca Jacobs.

- ARPD received today, deadline for submission to UH System will be in March and our campus deadline will be adjusted according usually about 3 weeks prior.
- Academic Affairs position – correcting position #86814T Instructor/Counselor Halaulani and #77544T Halaulani, both are under student affairs. Halaulani Mokaulele Coordinator is under Academic Affairs.
- **Vice Chancellor for Administrative Affairs – Jim (no report)**
 - Hale Aloha is still on track with a target completion date of late November. If all goes well, we could receive certificate of occupancy in early December.
- **Vice Chancellor for Student Affairs – Jason (see attached report #3)**
 - Jason Cifra was not present, no comments or questions.
- **Director, West Hawaii – Marty (see attached report #4)**
 - Marty Fletcher was not present, no comments or questions.
- **OCET – Debbie (see attached report #5)**
 - No comments or questions.
- **Dean of Liberal Arts – Chris (see attached report #6)**
 - Just completed MOA (Memorandum of Agreement) with UH HawCC Associate in Science in Early Childhood Education and UH Manoa BA in Education in Elementary Education with a specialization in Early Childhood Education or Early Childhood and Early Childhood Special Education.
- **Dean of CTE – Joyce (see attached report #7)**
 - Joyce Hamasaki was not present, no comments or questions.

5. Committee Updates

- **Assessment Committee (No report)**
- **Committee on Committees-Joni (see attached report #8, 9, 9a)**
 - Committee members are; Joni , Joel Tanabe, Claudia, Academic Senate Chair, College Council Chair, VCSA.
 - Kipaepae-Hawaii Protocols Committee. Requesting changes to the committee charter that's highlighted. Recommending to include statement in regards to working collaboratively with Hoolulu Council and a staggered 2-year appointment term. Feedback by Nov 26 to Joni.
 - Campus Safety Committee. Requesting new committee charter. Ask question #5. Feedback by Nov 26 to Joni.

6. Unfinished Business

- Assessment committee – the departure of Interim Assessment Coordinator, the Committee on Committees has decided not to proceed with the creation of a standing Assessment Committee. Instead, the Committee proposed the creation of an adhoc Assessment Committee comprised of Admin team, DCs, College Council Chair and Academic Senate Chair to facilitate the current assessment process (will not make

changes). Approval to set up adhoc assessment committee was moved by Noe Noe, Claudia seconded and Violet abstained. The adhoc committee will expire when the new Assessment Coordinator is hired. Adhoc Committee was approved by the College Council. Assessment plan due 11/30/14.

- ILO Assessment Update-Sherri used the following four available documentation in writing the report: **(see attached report #10, 10a, 10b, 10c, 10d, 10e, 10f, 10g)**
 - Faculty/Staff/Administrator survey
 - HawCC Graduate Survey
 - Survey of program and unit faculty and staff rating ithe extent to which their program, department or unit contributes to the ILOs
 - Results extracted from assessment reports which align to the ILOsComments, feedback summary by Nov. 26 to Joni before posting the final report on website.

7. New Business

- **Ideas and suggestions to recognize Programs and their successes.**
- **HawCC 75th Anniversary Celebration**
 - We will be celebrating our 75th anniversary in 2016. Noreen is open to ideas and volunteers to help plan for this celebration and to form a committee.

8. Announcements

- **Next Meeting – Friday, December 5 2014, from 2:00-3:30pm.**

9. Meeting was adjourned at 3:40pm.

Recorded by: Lori Medeiros