

Hawaii Community College  
College Council Meeting Minutes  
Conference Room 6A & West HI Admin Conference Room (via Vicon)  
Friday, February 14, 2014

**Present:** Manaiakalani Kalua (Chair), Noreen Yamane, Helen Nishimoto, Shana Kojiro, Jim Yoshida, Joyce Hamasaki, Joni Onishi, Leanne Urasaki, Jacqueline Alvarez-Martinez, Taupouri Tangaro, James Kiley, Duane Nishimoto, and Eric Aranug. Vidcon = Debbie Shigehara, Wendy Medeiros

**Excused:** Jason Cifra and Noe Noe Wong-Wilson

1. **Call to Order:** Manaiakalani Kalua, Chair called the meeting to order at 12:12 p.m.
2. **Approval of Minutes:** Minutes of January 17, 2014 meeting were reviewed and approved as corrected:
  - a] Item 10 of announcements statement change from "Helen Nishimoto on behalf of Chancellor Yamane" to "on behalf of Academic Senate"
  - b] Motion to accept minutes as amended by all present

3. **Chancellor's Update:** Noreen Yamane

\*ACCJC

We received a response to the follow-up report that was submitted back in October. Word across the entire system is that Honolulu CC was placed on warning and according to the most recent response from ACCJC after the follow-up visit is that they are no longer on warning. All of community colleges are basically in good standing. All six CC campuses will owe ACCJC another follow-up report come October 2014. We received, however, three recommendations. One recommendation deals with the institutional mission effectiveness, student learning, programs and services, resources, leadership and government. The team recommends that the college complete its implementation of recently adopted integrated planning process for institutional effectiveness. Second recommendation deals with student learning programs and services, resources, leadership and government. Their recommendation is the institution completes the identification of SLOs at the course program and institutional levels. Further, the team recommends that the college implement a full and on-going cycle of authentic assessment that assures continuous quality improvement of teaching and learning. The third recommendation deals with student learning programs and services and resources. The team recommends that the college develop and implement a comprehensive technology plan integrated with resource allocation that includes and supports Distance Education. The other two recommendations involve the system. In

all, our letter from ACCJC, we had five, three for the campus, and two for the system. Kalani has been informed and will begin working on collecting the information and providing the documentation to show ACCJC by October 2014 how we have met these particular standards.

*\*UH Foundation*

Noreen met with UH Foundation. Part of their work is to raise money for the campuses. A report from UH Foundation shows a peak because of Palamanui Development. They counted the monies that were given to us by Palamanui Development to build the campus, including donations made by individuals and companies. We're into the calling campaign right now and met with the students hired to call. UH Foundation is asking to set-up an Ambassador group that will help make contact with possible donors on this island, around the state, or everywhere else. This is part of their recommendation on how best to raise monies for the campuses. Discussion took place.

*\*Legislature*

-According to John Morton, he's been meeting with the Legislature very frequently. They're looking at the possibility of giving the university monies for the collective bargaining agreements for UHPA, 3% raise and 3% snapback.

-McDonald Corporation is very interested in sponsoring a competition within the Culinary program of each campus. Students within each Culinary program will prepare an entrée, dessert, and salad and they will be judged. Each winner will receive a \$1,000 at each campus. The students have to use the ingredients that McDonald uses to create their entrée, dessert, and salad. They proposed this to John Morton and he was asking if the Culinary programs with the CCs system is interested. There will be one winner, in each category, on each campus. Discussion took place.

-There is another proposal going around system-wide trying to get the university involved with Youth Out-of-Foster Care Program. When the youths turn 18, they are out of foster care and they get no benefits. The reason the legislation allow them to receive some medical benefits up until the age 21, but they are looking to the college to maybe help the students that age out of foster care to come to the community colleges and making it a little easier for them. For example, if they have to pay for their tuition and we know they are transitioning out of foster care, maybe we can, not place a hold on their registration if they did not pay for it by allowing them to get to use some of their support. They receive about \$500-\$800 a month to support themselves and use that pocket of money to secure the tuition for them. It's going to be a statewide initiative.

-At the Chancellor's meeting, we got a visit by the Honolulu Police Department and they showed us what their program was for first responders in emergency situations. They have a program within the Honolulu PD that takes their programs to help train, and they are starting with the DOE, on how to respond should there be some kind of emergency, like an active shooter. In line with that, Jim has set up a meeting with one police officer that will visit our campus every month. Please encourage your constituents if they have any questions or concerns to please come to those meetings with the police officer.

#### 4. **VC Academic Affairs:** Joni Onishi

##### *\*Positions & Recruitments for Instruction*

- HLS decided to abolish the Media position that was attached to a grant.
- Kelly Carter started as a .5 Lab Coordinator for West HI. The rest are in recruitment or re-advertising.

##### *\*Developmental Education Project Proposals*

Please submit proposals/ideas that would enhance the learning and ultimate success of your students, especially in the areas of developmental English and/or Mathematics. Internal deadline is 3/3/14 to VCAA.

##### *\*Summer and Fall 2014*

Scheduling of courses should have been submitted and given to Sherrie Ann and secretaries.

##### *\*Policies*

- Fast Track Policy and Fast Track Form, as well as the Repeating Courses and Faculty Five-Year Review, went to the Academic Senate for their review and approval. All of our HawCC Policies mirrors UHCCP Policy. UHCC system revised their policies and we revised our policy to be aligned with them. Currently the DCs are working on HAW 9.204 which is the Lecturer Evaluation. Our campus wasn't in compliant so we will be starting this in Fall 2014. Basically, the lecturers will be asked to do a self-assessment.
- HAW 5.304 Repeating Courses we had a problem. i.e. A student could take PSY 100 and retake PSY 100WI. STAR takes the higher grade because it's taken as the same course. Repeating Course Policy has some language in there so it will take the correct course the student needs regardless of which course ends up with a higher grade.

##### *\*Budget*

Because of our tight budget situation, we are asking our DCs to pay close attention to their expenditures. We are asking more of the clericals for information or to help keep track. Sandy is coordinating training with Jodi for the clericals on being able to access reports from eThority.

##### *\*Annual Review and Budget Process*

As far as Instruction are concerned, the programs as well as Academic Support Unit, they submitted their annual program and unit reviews. The Deans are working with their programs on developing their own priorities for their respective areas. Then the three pieces will come together for the Academic report that goes to the next level which is among the Administrators.

##### *\*ACCJC Follow-up Letter*

-As far as the Student Learning Outcomes, we have 29 courses missing SLOs. Seven are in review process and a couple that are Directed Studies that we don't have SLOs for because that depends on the course what the Directed Studies about. There are some that hopefully are meant to be deleted and so we will be 100% very soon.

-We need to work on assessment that's not only programs. All units are required to do authentic assessment as well. We need to show that from the assessment that whatever changes are being made, there is a continuous quality improvement that's happening as a result of the authentic assessment. It has to be fully implemented to show the loop has closed and that we are ready to start another cycle. As far as College Council, we really have to work on ILOs. The first two recommendations, the planning, as well as the SLOs assessment, these were recommendations from 2006. We need to take this really serious or we could be placed on warning.

-The recommendation regarding the Implementation of the Technology Plan integrated with Resource Allocation that includes and supports Distance Education, the system recommendation is identical. Our recommendation is identical to what the system had, but then not all the community colleges had that recommendation. The Technology Advisory Committee is hard at work and trying to decide how it would look on the org chart.

-The commission also requires HawCC to demonstrate that it has adopted, implemented, and it's adhering to the UH policy on faculty (full and part-time evaluations) to include as a component effectiveness in producing learning outcomes. In our Five-Year Review Policy that is going to the Senate soon we included wording in the policy about learning outcomes. Discussion took place.

#### *\*General Education*

-As far as GE is concerned, we are recommending ENG 100, ENG 102, & PSY 100 for GE designation which has passed in the Senate.

-Everybody else except us and UH Hilo belongs to what they call the Foundation's Board for General Education. In our General Education process one of the things that I now have to do like with all of these classes here, is that I have to go to seven other colleges and I have to ask them will you accept ENG 100 as our Foundation's writing. For every course that we are going to designate as GE, I need to go to the other CCs. Right now I'm talking to the system as well as to Manoa because I feel that if I get Manoa's blessing, then all the other CCs will be okay with it because they all belong to the same Foundation's Board. The other problem is that we didn't follow their hallmark. We made up our own benchmarks. If we had followed their hallmark then it would have been an easy articulation. There is an agreement in place right now with those in the Foundation's Board whatever designation the awarding campus has for a course, the receiving campus will receive it as that designation. We also have the other agreement where if you complete your Gen Ed at whatever college, the transfer will be accepted as GE. Discussion took place.

#### *\*HSI Conference*

There are 77 attendees. There are 90 slots. If anyone else wants to attend, please let Joni know.

#### *\*Committees*

No report for committees

**5. VC Administrative Affairs:** Jim Yoshida

*\*Budget*

-As reported at the All-College Meeting in January on budget, it hasn't gotten any better. It may get worse due to unrelated expenses. But on a positive note, Hale Aloha is still on-track; looking in May for construction. We cannot occupy until we receive the certificate of occupancy from the County. Other construction projects are really dependent upon the completion of Hale Aloha. Because during the summer, we do have pending the air conditioning renovation project for the Business Office and Bldg. 378. But if Hale Aloha isn't available to temporarily relocate occupants of the building, wings 380 and 381 are also slated for ceiling and electrical upgrades during the summer as well. That one was supposed to have been done last summer but we couldn't get started because we couldn't award due to Procurement. So the plans that were in place last summer to relocate are still in place.

-Palamanui has gotten the building permits. I believe over the last couple of weeks they started working on the footings. Within the next several months we should start actually seeing foundations and hopefully walls.

**6. Chancellor's Announcement:** Noreen Yamane

Generally when the Board of Regents meets on a monthly basis, they try to go from campus to campus so that each campus has the opportunity to host the BOR. Next month the BOR is coming to Hawaii Island. Two years ago, it said UHH/HawCC, so we jointly hosted. Last year they said UHH. We inquired about why it was not scheduled for UHH and HawCC. A response was that it's really a 'joint meeting' but it didn't turn out to be a joint meeting, so we asked for that to be corrected for this year. But it still wasn't corrected and on the board agenda it still shows UHH. So conversations went back and forth. I'm not going to insist that we be co-sponsoring this board meeting. We will try to correct it again for the next academic year. UHH will host BOR on March 20th. Discussions took place.

**7. OCET:** Jacqueline Alvarez-Martinez

-Effective Feb. 1<sup>st</sup>, OCET has replaced the HawCC Testing Center with the proctoring of non-UH tests.

-We have the Motorcycle safety in the back, but some days we had to cancel because even though we have asked people to remove their cars, even if there is one car, we have to cancel because it's in the way of the course. During Spring Break, we have it scheduled two days.

-We are doing classes at Kulani with the Department of Public Safety. We are working on programs and classes for the inmates.

-The West HI Coordinator is working with Jack's Diving Locker. We are working on more classes in marine hospitality in the industry. Discussions took place.

## 8. **Unfinished Business:** Jacqueline Alvarez-Martinez

### *\*Facilities Policy*

I've been talking with Bill and hopefully sometime next month, we have to confirm certain dates and rooms, but it will be before Spring Break, to send out an email for those who would like to attend a Facilities meeting, just a refresher. Discussions took place.

### *\*ILO Assessment*

Chair, Manaiakalani, read report for James Kiley. Institutional Learning Outcomes Assessment. The Assessment Committee met with Shawn Flood to discuss options for distributing the ILO survey and possible methods of securing the forms and data. Shawn will make recommendations during the next assessment committee meeting. The version of the online survey form is in Google.doc and the survey can be tested using the following link. You must be logged into your Google account in order to take the survey. Please try it. The survey will be distributed during the Spring 2014 semester. The data will be collected and recorded to College Council during the first meeting of Fall 2014. Discussions took place.

## 9. **New Business:**

### *\*ACE – Sherri Fujita*

Manaiakalani will check with Sherri Fujita

### *\*Policy Approval/Endorsement Process – Chancellor Yamane*

-According to our planning processes, we have three governing board or councils, Academic Senate, College Council, and Student Government. There's been confusion when we have a policy and who endorses it, who approves it, etc. For example, if we were to look at the Facilities Policy. Does that have to go to Academic Senate for approval or is it a FYI or are we asking them for endorsement? Endorsement is different from approval.

-Jim stated there is a difference between policy and procedure. The policy states in general that the campuses establish a procedure for implementing the policy.

-Noreen mentioned HawCC has a Policy Manual. Policies that are placed under Academic Affairs goes through Academic Senate for approval and then onto College Council perhaps for an FYI or endorsement. She noted she is posing a question and wants some guidelines to identify which ones could go where.

Academic Senate Approval:

Ed Policy Comm.

Faculty Policy Comm

Chancellor

College Council - FYI

Other Policy = College Council Approval; send to Academic Senate; Chancellor

-Joyce mentioned in initiating a policy through EPC, the process that they used, it required the input of a large number of people. It took three and a half years to get that

policy done. It was a very complex review they had to go through. It went to Senate for a vote and it passed.

-Leanne asked for clarification on endorsement and FYI.

-Discussions took place.

**10. Announcements:**

Next meeting is on Friday, March 14, 2014, from 12:00 to 1:15 p.m. in Conference Room 6A & West HI Admin. Conf. Rm.

Recorder: Cathy Arita

**11. Meeting adjourned: 1:40 p.m.**

Respectfully submitted,

Paula Medeiros, Recorder