

Hawai'i Community College
College Council Meeting Minutes
Conference Room 6A & WH Admin Conference Room (via poly com)
Friday, December 6, 2013

Present: Manaiakalani Kalua (Chair), Jackie Alvarez Martinez, Mamo Bernabe, April Nakagawa, James Kiley, Shana Kojiro, Helen Nishimoto, Joni Onishi, Lou Zitnik

Via polycom from WH: Tanya Dean

1. Call to Order – Chair Manaiakalani Kalua called the meeting to order at 2:24 p.m.
2. Chancellor's Update – No report.
3. Administrative Affairs Update – No report.
4. Student Services Update – No report.
5. Academic Affairs Update – See Attachment #1.
 - There are many positions in recruitment.
 - Curriculum Review policies and forms – Draft policies are being worked on and will be presented to EPC.
 - Distance Education – Academic Senate approved the addition of Distance Education as an ad hoc committee under Academic Senate. This was initiated by Leanne Urasaki.
 - UHCCP Policies that are now in effect – All have to do with Academic Affairs, but please note the following:
 - 9.104, Lecturer Evaluation – This is new and involved; lecturer to submit something in writing.
 - 9.203, Faculty Five-Year Review – We are currently following the policy.
 - CERC –The first meeting will be held on December 13. We are looking for clerical representation; all other slots have been filled.
 - Technology Advisory Committee (TAC) – See Attachment #2. Committee met on November 4 and decided to operate as an Ad Hoc Committee. The composition of the Committee will be changed because it is composed heavily of Administrators. Joni Onishi and Jason Cifra have identified designees and will not serve on the Committee. There is also a designee for WH. Committee will look at the TMP and ACCJC Follow up Report and identify what needs to be done and then revise the function/purpose of TAC. There is a Technology Manager position – Perhaps an added responsibility of the Committee will be to give recommendation to Admin on what the responsibilities of this new Tech Manager position will be.
6. West Hawaii Update – No update.
7. OCET Update – Jackie Alvarez Martinez presented an update on behalf of Interim OCET Director Debbie Shigehara. See Attachment #3.
 - The Rural Development Project's Agriculture Education Center is ending on December 13, 2013. This project trained 143 farmers or aspiring farmers in Kona, Puna, Hamakua,

Hawi, and Hilo in developing viable business plans. The project also developed a marketing guide for distribution to farmers on what crops to grow. Stop by OCET if you want a copy. The final project is a natural farming video produced by James Rushing and will be completed by the end of February. This is the last RDP program that was funded through the assistance of the late Senator Inouye.

- OCET is working with the Local 5 union to plan non-credit programs for employees at the Waikoloa Marriott Beach Hotel for late spring 2014.
- OCET will be doing an orientation of their new statewide registration system for the Department of Labor's WDD before the end of the year. OCET hopes to have their non-credit offerings online in early Spring.
- Allison Azari is the new half-time IEP Student Support Specialist. She started on December 2.

8. Unfinished Business

- Assessment of ILOs – James Kiley is working on the final draft of the Institutional Learning Outcomes (ILO) Assessment Plan and will have it available for the next College Council meeting.
- Facilities Use, Practices, Procedures, and Terms of Use – Comments to be brought back to College Council by January 17, 2014. Jackie Alvarez Martinez will check with POM about training sessions for faculty and staff.
- West Hawaii Director Search – Tanya Dean inquired on the status of the WH Director search. Joni advised that there is no information at this time.
- E 'Imi Pono Day – Tanya Dean thanked James Kiley for going to West Hawaii on E 'Imi Pono day. It was a very productive day.
- Academic Senate – Helen Nishimoto reported that they reviewed a lot of curriculum proposals this semester.
- Distance Ed Ad Hoc Committee – Helen Nishimoto reported that Leanne Urasaki is the Chair. The Committee is formed; Helen will be the secretary.

9. Announcements

- HawCC's Policy 5.501 (Exemptions to Placement Testing) had to be updated to reflect changes in a memo from Cheryl Chappel-Long dated June 14, 2013. Upon advisement from Helen, Guy submitted an amendment to Policy 5.501 (Exemptions to Placement Testing) and the Senate referred it to the Ed Policy Committee. There is no deadline, but the memo supersedes our Policy and therefore the changes are already in effect. Joni advised that scores be reviewed on a case by case basis. Nancy will be able to interpret and manually input them into the testing section in Banner.
- Lou Zitnik is retiring in December.
- Jackie Alvarez Martinez reported that they do passport processing in the OCET office.

10. Meeting adjourned at 2:49 p.m.

Respectfully submitted,

April Nakagawa