

College Council Meeting  
VCAA Report  
Friday, April 10, 2015

1. Personnel

- Technology Manager – Academic Support HLS, APT #78751 was reallocated for this position; request made to VPCC Morton to hire at APT Band C and to modify Academic Support Unit whereby this Manager will oversee ACU/Media/Web.
- Instructor, Biological Science, #86985 – posted; closed 3/23/2015; with screening committee
- Instructor, Institutional Assessment Coordinator, 11 months, #84622 – posted, closed 3/23/2015; with screening committee
- Instructor, Electronics, #83030 – posted; closed 3/31/2015; with screening committee
- Academic Support Specialist, Curriculum Support to backfill for Mitchell Okuma while reassigned to System, #80004T – posted; closes 4/8/2015
- Vacated or to be vacated positions: Faculty English, Faculty Early Childhood Education, Faculty Hawaii Life Style, APT Hale Kea Testing Center, APT Temp Instructional Technology Support Office (ITSO).

2. Policies

- Recommended revisions made by division/department chairs on the No Show Policy were submitted to EPC for review.

3. Program-Unit Reviews

- Submittal deadline to DCs for programs and Administrators for Units was March 2, 2015
- Writers will be asked for feedback in regards to process and template.
- Volunteers will be asked to enter information into PATH.

4. Brainfuse

- February usage 58.42 hours. Total usage hours since July 2013 = 1326.29

<b>Hawai'i Community College</b>	
<b>Subjects - Live Sessions</b>	<b>Number of Sessions</b>
Accounting	2
College Algebra	3
College Reading	1
College Writing	19
Liberal Arts Math	12
Pre-Algebra	9
Precalculus	6
<b>Writing Lab Submissions</b>	79

5. Assessment

- November 30th was the deadline to submit Assessment Plans into PATH. Please submit if haven't done so.

- Assessments as described in plan should be carried out and results reported by May 31, 2015 in PATH.
6. General Education for the AA Degrees
    - Academic Senate approved at its March 20<sup>th</sup> meeting to allow CTE programs to include GE designated courses applicable to the AAS degree only. The GEC will be charged with establishing the AAS degree GE process in consultation with the AAS degree program representatives and come up with a recommendation at the April Senate meeting. (The existing GEC process as applied to the AA, AS, and AAS degrees will not change.)
  7. Academic Program Velocity
 

The following programs have been identified for an in-depth analysis of things that could be impacting the program's velocity: AA-LBRT, AS-NS, AG, HOST, BTech, ECED, TEAM.
  8. TAAACT Grants  
C3T-1 (JiT)
    - Various math and English workshops and Boot Camps are being offered
  9. New Initiative Approval Guideline (separate handout)
    - The purpose of this Guideline is to establish a standard approval process for new instructional initiatives.
  10. Sabbatical Requests
    - See Sabbatical Requests handout. All requests have been approved for Fall 2015.
    - Due to anticipated tight budget crunch, beginning Spring 2016 a moratorium on one-semester Sabbaticals will be in effect.
  11. Faculty/Staff Development Committee
 

April – Celebration of Professional Development and Personal Enrichment

The committee has been hard at work soliciting and coordinating professional development and personal enrichment events for the month of April. We have nearly 50 events scheduled in April, and the calendar was sent out to the campus via email on March 30. Link to access the event calendar and to register for events:  
<https://sites.google.com/a/hawaii.edu/pdcelebration/>

New Hire Orientation

The committee is starting the planning for New Hire Orientation activities for August, as part of the Chancellor's proposal of a "convocation week" to be held the week before fall classes start.
  12. ITSO
 

Information and application for this year's Online Course Development Program (OCDP) were announced and distributed via campus email on March 9, and again on April 2. Deadline for applications is Friday, April 10.

The OCDP assists a cohort of faculty in creating high quality online courses. The program starts with a six week asynchronous online class (May 18-June 27), and continues in subsequent months with participants receiving support as they create, complete, finalize, implement and evaluate their online courses using best practices. Participants will be

eligible to earn up to \$1000 for successful completion of the program.

All faculty and lecturers who are scheduled to teach a fully online class in Fall 2015 or Spring 2016 were encouraged to apply. In addition, for the first time this year, an abbreviated program is being offered for those not scheduled but are interested in learning more about teaching online and developing an online class for the future.

13. Committee on Committees

Survey to indicate committee preference for AY 2016 was e-mailed to all faculty and staff on March 30.

14. Upcoming Events

- **Faculty/Staff Development – Celebration of Professional Development and Personal Enrichment – entire month of April -- Link to access the event calendar and to register for events: <https://sites.google.com/a/hawaii.edu/pdcelebration/>**
- VPAA Dr. Risa Diskson Campus Visit..... April 10, 2015
- Online Course Development Program (OCDP); deadline to apply April 10, 2015
- VPCC Dr. John Morton Campus Visit..... April 14, 2015
- Student Recognition Ceremony..... April 30, 2015