

College Council Meeting
VCAA Report
Friday, November 7, 2014

1. The following list shows status of Academic Affairs Positions

Academic Affairs Positions in Recruitment

- Technology Manager – To be created
- Academic Support C3T Farm Coordinator, APT #79688T – will not hire
- Educational/Academic Support Specialist, CULN WH, #77175T – in recruitment
- Instructor Culinary Arts EH, #83973 – **Brian Hirata**, 10-1-2014
- Secretary I HOST Division – SF-1 Submitted 8/14/2013
- Academic Support HLS Media, APT #77747T – offer made, declined, abolishing position
- Academic Support HLS, APT #78748 – in recruitment
- Academic Support HLS, APT #78751 – pending recruitment
- Academic Support HLS Lawaia, APT #79183T, Kulukuluua year 5 – in recruitment
- Instructor HLS Mahiai, #87021 – offer made, selectee declined, position swept, request return of position
- Instructor/Coordinator Kulukuluua 11 months, #836569T – (?)
- Office Assistant III, ATE Construction Academy, #900375 – Renette Pacheco hired in casual position; potential redescribe and reallocate
- Instructor Construction Academy 1.0 FTE, #74776 – (?)
- Instructor Construction Academy .5 FTE, #74777 – position to be abolished and combined with #86934 for 1.0 FTE
- Instructor ABRP, #83638 – **Colby Koreyasu**
- Academic Support Agriculture 9 months, #77777T – recruitment complete, offer to be made
- Academic Support DISL/MWIM, APT #77237T -- on hold due to budget
- Instructor Electronics, #83030 – pending recruitment (?)
- Instructor English, Reading and/or Writing, #87109 – **Sharon Dansereau**
- Instructor English, Reading and/or Writing, #82609 – **Billie Jones**
- Instructor English .5 FTE, #86934 – position to be abolished and combined with #74777
- Instructor English, Reading and/or Writing, #86934 – pending recruitment
- Instructor Biological Science, #74775 – **Michelle Phillips**
- Instructor Biological Science, #86985 – pending recruitment
- Instructor Math (WH), #86368 – **Toni Cravens**
- Instructor Nursing 9 months (non-tenure track), #83348 – on hold
- Instructor Nursing 11 months, #83741 – changing to 9 mos, **Cheryl Puntil**
- Instructor (WH NLRC Coordinator) 11 months, #74862 – pending recruitment (?)
- Instructor Nursing 9 months, #86571 – pending recruitment (?)
- Instructor Nursing 9 months, #74809 – pending recruitment (?)
- Secretary II Nursing, #26806 – Karla Sibayan TA, pending recruitment (?)
- Instructor (Institutional Assessment Coordinator) 11 months, #84622 – edit PD
- Instructor (Librarian) 9 months, #87075 – potential reallocation
- Dean for Career & Technical Education, #89456 -- **Joyce Hamasaki**
- Dean for Liberal Arts & Public Services, #89453 -- **Chris Manaseri**
- Instructor Accounting 9 months, #84647 – pending recruitment
- Secretary II CTE Dean's Office, #900558 – pending recruitment
- Associate Professor, (Director of Nursing), 11-months, #84777 – pending recruitment

- Science Lab Coordinator WH, #77365T – convert to 1.0 fte
- Instructor/Counselor, 11 months, Halaulani Activity 1, #86814T – pending recruitment
- Student Services Specialist, 11 months, Halaulani Activity 1, #77544T – pending recruitment
- Soon to be established: Halaulani – Mokaulele Coordinator

Note: These positions include only those from Academic Affairs.

2. Policies

- The pilot Fast Track will continue to be in effect until the end of fall 2014 semester. EPC will continue discussion on draft policy and forms.

3. Curriculum

- Digital Media Arts (DMA) will be joining KauaiCC, MauiCC, and WindwardCC in a consortium AS degree proposal

4. Lava Flow

- Plan is to accommodate students and instructors on a case-by-case basis.

5. ITSO

- Leanne has been working with the Hilo CULN program to fulfill the recommendation made by their external accrediting agency (ACF) by helping them move their grading to Lulima, and as of October 9:
 - All gradebooks for 1st year CULN classes (111, 112, 120, 170, 130, 270) have been built
 - All CULN staff have been trained on how to enter grades & feedback, as well as edit
 - CULN staff have begun entering prior grades for the semester to bring the gradebooks
 - A demo/workshop was given to CULN students to show them how to access Lulima
 - Planned for future development is moving gradebooks for second year classes into Lulima, uploading some course materials into Lulima and moving testing into Lulima.
- May Kealoha has been setting up Gradebook and quizzes in Lulima for all Nursing courses. She arranged a short training session with some of the instructors (EH-Cheryl Pavel & Cindy Griswold; WH via Polycom-Cheryl Puntil) so that they can manage their own courses in Lulima.
- Leanne is supporting C3T2 (Rural Hawaii) grant initiatives, including the development of new/redeveloped online classes for BEaT and AEC, and the integration of the LiveText assessment management program into MKT, AEC and CULN programs.
- Continuing to work in collaboration with instructors to develop Lulima course sites:
 - ACC 120 (16 wk online course)
 - AEC 111C (8 wk online course)
 - AEC 126 (8 wk online course)
 - AEC 127 (8 wk online course)
- Helps to put into action the strategies in Goal 1 of TMP: Expand the availability and enhance the quality of distance learning across communities to increase access to remote educational opportunities and learning success.

6. eCafe

- Helen and Mitchell Okuma are working together to coordinate eCAFE for the campus.

7. Halaulani Activity 1

- The program is in the process of filling two positions: Project Assistant and NH Transfer and Career Guidance Counselor (previously assigned to WH but now will be working from Hilo). The third NH Transfer and Career Guidance Counselor position is still in HR awaiting final approval.
- This semester (Fall 2014) a cohort of 24 Native Hawaiian students who are intending to transfer to UH Hilo have joined a cohort group. They are required to participate in a number of activities designed to increase their likelihood of graduation and transfer or early transfer to UHH. Requirements include working with Program Peer Mentors, attending cultural workshops, skills-building workshops, meeting with their counselor and program advisor and participating in service to the college or community.
- The Coordinator met with the AAHWST system-wide committee to prepare for the submission of the application for permanent status in 2015. Three years of data is being collected at each campus for the application.
- In October the Coordinator attended the FYE Students in Transition Conference in Denver. This is a relatively small (300+) conference but focused on student populations like students who transfer from two to 4 year institutions, incoming transfers, Veterans, returning students, non-traditional students, and previously incarcerated students.
- In Grant Fiscal Management, funds from Years 1 to 3 have now been rolled over by the Business Office and the grant is back on track with fiscal record-keeping. Year 4 is now being reconciled. October 1 was the start of Year 5. The Annual Report to the Federal Program's expected due date is January, 2015. It is anticipated that this grant will request a no-cost carry over in Spring 2015.

8. C3T-1

This quarter, C3T-1 funds were used to:

- Develop curriculum and purchase instructional supplies for the NURS 98 Long Term Care Nurse's Aide course. Upon successful completion of the course, students are eligible to take the OBRA certification exam.
- Purchase instructional supplies for NURS 266V Contemporary Nursing Topics: Transition course. Course topics included:
 - current issues in nursing and health care and nursing roles
 - principles of organizational structure, leadership, decision-making, priority setting, and change.
 - clinical experience in acute care, long term care, clinic or home care settings.
 - laboratory experience.

9. C3T-2 – see attached documents

10. International Education

- Joni attended the final American Council on Education (ACE) Internationalization Laboratory Closing Seminar, 2013-2015 Cohort #11. Peer Review is tentatively scheduled for March 18th.
- Via International Education Committee, courses that can internationalize its curriculum will be identified. Professional Development will be supported for those interested.
- Pamela Scheffler and Carrie Mospens attended the Institute of Study Abroad Ireland Familiarization trip from 9-14 October. Most of the trip was spent visiting potential sites in Donnegal County although they also spent time in Dublin. They are talking with a geology/environmental science professor from Delta College in Michigan to create a "Culture and Ecology of Islands" faculty-led study abroad. Working with another college

will allow us to increase the number of students and decrease the per-student cost. The first is expected to run in May 2016. Carrie and Pam are also talking about designing a learning community course that would precede the travel and would expose students to study in language, literature, history and ecology of Hawaii and Ireland (I would be using BIOL 156: Natural History of the Hawaiian Islands as a starting point).

See Kauhale newsletter: <http://blog.hawaii.edu/kauhale/2014/10/31/faculty-members-travel-to-ireland-for-study-abroad-familiarization-trip/>

- International Education Week is November 12 to November 14. The theme is “Exploring Our Origins.”

11. Program-Unit Reviews

- Did not yet receive ARPD from system; submittal deadline will probably be extended.
- In the meantime Mitchell Okuma has been populating “hard copy” review templates and programs are asked to start completing the “hard copy” for input into PATH. Some programs and units have been identified to be the “guinea pigs” inputting into PATH.
- All programs and academic units will followup and implement action strategies described in AMP.

10. Assessment

Sherri Fujita who served as interim Assessment Coordinator resigned from the College. During the short time as interim Assessment Coordinator, Sherri accomplished the following:

- Wrote draft response to Recommendation #2 of the Follow-Up report.
- Worked with Mitchell Okuma to better organize the Assessment Website.
- Helped organize the ILO Assessment Summit and compiled discussion notes.
- Prepared Hawaii Community College ILO Assessment Summit Report which will be posted on Assessment Website.
- Collated responses from Student Graduate Survey AY 2014 pertaining to ILOs.
- Prepared draft Hawaii Community College ILO Assessment Report. This draft should be finalized by the College Council so that it can be posted.
- Solicited and collected Assessment Schedules and worked with Mitchell Okuma to have them posted. The webpage is still using the original layout with one column hidden. Joyce and Chris will work with DCs and check over the schedules one last time, and will revise in PATH. The courses that are GE designated should be prioritized.
- Summarized E Imi Pono Day evaluations (Kate Sims did WH) to be posted on the intranet.
- Worked with PATH people helping them to understand the Assessment process.
- Worked with PATH people to schedule training on inputting Assessment information.
- Proposed a revised Assessment Committee membership and function.
- Made Final Recommendations to admin team.

The Assessment Committee is under the purview of the College Council. I recommend the proposed revised Assessment Committee operate as an ad hoc and steering committee to act on the recommendations made by Sherri and to guide Assessment.

10. Upcoming Events

- November 26, 2014 Program-Unit Review Due (ARPD not received yet so due date will probably change)
- November 30, 2014 Assessment Plans Due

