

College Council Meeting
VCAA Report
Friday, January 16, 2015

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 – was temporarily put on hold; PD in review
- Academic Support HLS Media, APT #77747T – offer made, declined, abolishing position
- Academic Support HLS, APT #78748 – in recruitment
- Academic Support HLS, APT #78751 – in 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 – in recruitment
- Office Assistant III, ATE Construction Academy, #900375 – Renette Pacheco hired in casual position; potential redescribe and reallocate
- Instructor Construction Academy 1.0 FTE, #74776 – redescribe PD
- 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 – Andrea Buskirk, 12-1-2014
- 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 Puntill
- Instructor (WH NLRC Coordinator) 11 months, #74862 – converting to 9 months
- Instructor Nursing 9 months, #86571 – Cindy Griswold, 01-01-2015
- Instructor Nursing 9 months, #74809 – pending recruitment
- Instructor Nursing 9 months, #86476 – pending recruitment
- Instructor Nursing 11 months, #86568 – on hold
- Secretary II Nursing, #26806 – Karla Sibayan TA, PD approved, waiting for posting
- Instructor (Institutional Assessment Coordinator) 11 months, #84622 – PD with HR
- 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 – readvertised

- Secretary II CTE Dean's Office, #900558 – temporary, Teresa Tsuda, effective 1-28-2015
- Associate Professor, (Director of Nursing), 11-months, #84777 – in recruitment
- Science Lab Coordinator WH, #77365T – convert to 1.0 fte – in recruitment;
- Instructor/Counselor, 11 months, Halaulani Activity 1, #83309T – recruitment completed, offer made
- Instructor/Counselor, 11 months, Halaulani Activity 1, #86814T-- in recruitment, close 1/27
- Educational Specialist, APT, Halaulani, Activities 2,3, #77544T – position being established
- Educational Specialist, APT, Halaulani, Activity 1, #79352T – posted for casual hire and will open for recruitment
- Soon to be established: Halaulani – Mokaulele Coordinator, position established; MQs approved

2. Policies

EPC is currently reviewing the following policies

- HAW 7.505 Class Attendance, Disappearer and No Show Policies
- HAW 7.521 Academic Renewal Policy
- UHCCP 5.208 Residency for Graduation with further suggestion that the policy clearly define which **TYPES** of PLA will be considered as institutional credit. For example, it could be argued that portfolio assessment should be considered institutional credit, but transfer credits and national, standardized exam should definitely not.
- HAW 5.503 Credit/No Credit Policy
- HAW 5.701 Application for Graduation and HAW 5.702 Graduation Requirements

FPC and Academic Senate approved Lecturer Evaluation policy.

FPC was asked to consider adding a question(s) to eCafe to address ACCJC Commission's recommendation: *The Commission also requires Hawai'i Community College to demonstrate that it has adopted, implemented, and is adhering to the UH Policy on faculty (full-and part-time) evaluations to include, as a component, effectiveness in producing learning outcome (Standard III.A.1.c).*

3. eCafe

- eCafe results for Fall 2014 available at <http://www.hawaii.edu/ecafe>; "bug" has been fixed and sharing of results possible.
- Effective Spring 2015, default will be Opt In and Mitchell/Helen will turn on with one click.

4. Program-Unit Reviews

- ARPD received and posted in Web Submission.
- Mitchell Okuma and Tiana Koga have pre-populated templates and distributed to respective writers.
- Faculty/Staff Development is scheduling training, first to write on hard copy and later to input into PATH. The training to populate hard copy will be held on Friday, January 23, 2015.
- All programs and academic units should be implementing action strategies described in AMP.
- Submittal deadline has been extended to March 2, 2015

5. Assessment
 - November 30th was the deadline to submit Assessment Plans into PATH. Please submit if haven't done so.
 - Revised Assessment Coordinator PD is with HR for review.

6. General Education for the AA Degrees
 - Effective Fall 2015 only those courses that have been designated for GE by GECTT (AY 2012) and ad hoc GEC (AY 2013/2014) will count as GE for the AA degrees.
 - Ad hoc GEC are accepting proposals.

7. TAAACT Grants
C3T-1 (JiT)
 - Instructors teaching Rem/Dev Math and English sections were offered in-class tutors to hopefully help to increase student success and retention. Having tutors in class improves accessibility of tutoring services to students, especially to those who do not normally seek help.
 - Contact is JiT coordinator Lily Chan-Harris at chanharr@hawaii.edu.

8. Registration/Advising Update
 - 4 days after first day of instruction, enrollment is down 3.9%; 2826 vs 2941; 115 difference
 - SSH down 6.9%; 25510 vs 27391; 1881 difference
 - Cancelled 28 sections week of registration

9. Fast Track
 - Extended Fast Track for one (1) semester, May 31, 2015
 - Recommend EPC to determine fate of Fast Track after the extension.

10. Brainfuse
 - November usage 182.30 hours
 - Report with detailed information found at:
<https://drive.google.com/drive/u/1/#folders/0B8OeSZht7aqnfm5XblA0VG4yVExSNWVzSHkyTUtWUnYzdDVudVNnTktXUlg4OXIBbnlhQmc>

11. Mookini Library
 - Mookini Library offers library instruction sessions for any Hawai'i CC or UH Hilo class. Sessions can be held at any time during the semester. Library instruction sessions can range from a basic library orientation to specific subject resources or information literacy skills. Sessions can range from 20 minutes to the full class period – depending on your needs.
 - Please complete the online library instruction request form to schedule a session for your class: <http://library.uhh.hawaii.edu/systems/instruction.html>

12. Upcoming Events
 - Program-Unit Review Training on completing templates
..... January 23, 2015 (refer to schedule)
 - HawaiiCC Day February 26-27
 - P-U Reviews Due March 2, 2015
 - Hawaii Strategy Institute (HIS) March 6/7, 2015