

**Hawaii Community College
College Council Meeting Minutes
October 14, 2011
12 – 1:15 p.m.**

Conference Room 6A & WH Admin Conference room (vidcom) & Kohala Center (vidcom)

Members present: Monica Burnett (Chair), Noreen Yamane, Joni Onishi, Jim Yoshida, Mike Leialoha, Guy Kimura, Orlo Steele, Marilyn Bader, Hettie Scofield, Jodi Mine for Nozomi Kanoho, Estee Nathanson, Joyce Hamasaki, Cameron Bickett, Dorinna Manuel-Cortez, Taupouri Tangaro, Tanya Dean (Vidcon- Kohala Center, Waimea)

Members Excused: Debbie Shigehara, Steve Schulte, Beth Sanders (vidcon technical problems)

1. **Call to Order:** Chair, Monica Burnett called the meeting to order at 12 noon.
2. **Approval of minutes** – Minutes of September 9, 2011, was approved with the following corrections:
 - a. Item#3e OCET Update - Chris Mendel should be Chris Midel
 - b. Item #8h, West HI Update – Peter Queieley should be Peter Quigley

Motion to approve minutes by Mike Leialoha.
Seconded by Jim Yoshida.

3. **Chancellor's update:** *Chancellor Noreen Yamane*
 - a. At the last BOR meeting held at UHH, Chancellor Straney invited Chancellor Yamane to do a joint presentation to the BOR. Each Chancellor gave information about their campus programs and things they are going to be doing together. This is the first time there was a joint presentation and the BOR were impressed.
 - b. Attended the National Association for Community College Entrepreneurship (NACCE) conference. Will debrief and then see what we can do on our campus regarding entrepreneurship. This is one of President Greenwood's major initiatives. She wants the system to help our community to become entrepreneurs.
 - c. Positions update-
The VC for Administrative Affairs position will be advertised very shortly.

Three finalists for the VC for Student Affairs position have been invited to the Manono Campus to meet faculty and staff. This will be a talk story session and also to give feedback to the Chancellor.

The next recruitment is for the VC for Administrative Affairs position and then the VC for Academic Affairs position.

All other vacant positions are planned to be filled, so you or your unit may be asked to serve on a committee. VP John Morton told campuses to have as many positions filled as possible by December 31, 2011 or may be taken away.

- d. The freeze for Civil Service positions has been lifted.
 - e. Megan Saito has started as a casual hire, full-time to help with the Kauhele Newsletter and other marketing assignments. We will be advertising to fill Doodie's and Sandi's positions.
 - f. The Budget and Finance Committee will visit on October 27, 2011, to meet with Administrators to talk about CIP funding. Representative Clifton Tsuji arranged for this meeting.
 - g. UH Center at West HI had a chance to meet with Urban Works, the architects for the new campus. It's been two years since they last saw the plan. Karen Lee, the head architect met with VP Rockne Freitas, Chancellor Yamane, and VC Mike Leialoha. Interim Director Beth Sanders arranged for different groups- Library and Student services to meet with the architects to give their input so it can be incorporated in the plan. Next will need Steve Schulte and David Lassner from IT to meet with electrical engineers to discuss data and equipment issues for the campus and also so there is no duplication.
 - h. Initial stages for Komohana Campus LRDP study will be given to PBR. This is not official. PBR did the LRDP for Kapiolani CC and will do the Komohana site plan for UHH. The plan will be integrated with the UHH campus plan, so the information in both campuses LRDP are the same.
4. **Academic Affairs update/Committee on Committees- *Interim Vice Chancellor Joni Onishi***
- a. Academic Advising. Instruction has been working with Kenoa Dela Cruz and counseling to establish faculty advisor responsibilities.
 - b. Last Spring, VP John Morton had an initiative to have the campuses contact all students who left the campus in the last five years without a degree. Programs are continuing the effort to contact and encourage students to return and complete their degree.
 - c. Policies/Procedures that are in process of revisions:
 - HAW 9.204 Student Evaluation of Instructors and Lecturers
 - HAW 9.205 Peer Evaluation of Instructors and Lecturers
 - Lecturers Absences
 - Nursing Readmissions Policy
 - HAW 5.304 Repeating Courses
 - Practicum/CVE/Internship Compensation- Try to standardize procedures
 - Non-Instructional Assigned Time/Overload- Try to standardize procedures
 - d. Smarthinking (on-line tutorial) - some students were having difficulty connecting because of Pop-Up Window blockers. Daniel Fernandez helped to solve the problems and has posted instruction on the Smarthinking website. Inform students to see instructions on the website.
 - e. Printed Booklet - Decision was made by the DCs not to continue print of Registration Information booklet. Requested to Daniel Fernandez that final exam schedule and calendar be prominently placed on website.

- f. Civil Service hiring freeze has been lifted. According to VC Mike Leialoha there are 12 vacant positions, including West Hawaii.
- g. Positions in recruitment: You may be called upon to serve on committees. MWIM Instructor, ETRO instructor, ENG 3 instructors(two recruiting in Fall 2011, one in Spring 2012), NURS (Hilo) Instructor, AEC instructor -Clyde Kojiro retired 9/30/11, DMA Ed Spec to replace Mililani, Hale Kea APT temp to replace Leanne, temp Media Specialist to help Neal and a temp IT Specialist.
- h. “B” Budget allocations have been distributed to divisions/departments. “Formula calculated” amount is reduced by 10% as a reserve.
- i. Assessment
Annual Review and Comprehensive Program and Unit Reviews are due November 18, 2011.
Training Sessions: Units (HR, TLC, Counseling, UH-West HI)
 October 6, 2011, 1 p.m. to 3 p.m., 6B/Admin Conf Room

 Instructional Programs (BTEC, EIMT, NURS AS, FIRE)
 October 20, 2011, 1 p.m. to 3 p.m., 6B

 Liberal Arts
 October 25, 2011, 9 a.m. to 11 a.m., 6A
Everyone should be involved with program and unit review, not just the person writing it. It is an Admin Goal that at least 80% of faculty/staff be involved in Annual or Comprehensive review.
- j. Majority of Units have submitted Assessment Plans and reviewed by Working Assessment Group (WAG). Thank you to Dorinna Manuel-Cortez and Sherri Fujita who volunteered to be facilitators of the Unit Working Assessment Group (UWAG). This is really working well. They receive the assessment plan and work with the unit. At the last Assessment meeting, they agreed to do a Program Working Assessment Group (PWAG) to have support for faculty.
- k. Integrated Planning- First draft of an Academic Master Plan (AMP) is almost complete. The AMP will provide a framework for HawCC to make decisions and resource allocations in the instructional areas of the College in order to support teaching and learning, and to meet the needs of the community and the workforce. Specifically, the AMP supports the HawCC Strategic Plan Goal E.4.—Develop and sustain an institutional assessment, planning, resource acquisition and resource allocation. Ellen Okuma has been helping with this. We are doing an Academic Master Plan, a Technology Master Plan and Resource Master Plan.
- l. Upcoming Events. Please encourage people to attend.
 (1) **October 14**, 1 p.m. to 3 p.m., Hale Kea Electronic Classroom
 Kerzweil Demonstration/Presentation
 (2) **October 16**, 1 p.m. to 3 p.m. Sangha Hall
 Japanese Chamber of Commerce & Industry of Hawai`i (JCC &IH) “A Taste of Hilo” fundraiser. Through their generous annual donation, we have been able to offer student scholarships, college-wide benefits and staff development opportunities.

- (3) **October 19**, 5 p.m. Wailoa State park
New Faculty and Faculty receiving Tenure/Promotion Reception (please encourage all new faculty and those who received tenure/promotion to attend)
- (4) **October 20**, 1 p.m. to 3 p.m., 6B
Comprehensive Program Review Training (BTEC, EIMT, NURS AS, FIRE)
- (5) **October 22**, Hawaii CC Alumni & Friends Breakfast Fundraiser
- (6) **October 25**, 9 a.m. to 11 a.m., 6A
Comprehensive Program Review (Liberal Arts)
- (7) **October 25/26**, Honolulu Community College
Renewable Energy Training Summit in partnership with Johnson Controls
- (8) **October 27**, 2 p.m. to 3:30 p.m., Kaneikeao
Rosie Rowe of Learning Disability Association of Hawai'i will be conducting a workshop
- (9) **October 27/28**, Windward CC: UHCC Accelerating Development Education Conference
- (10) **October 28**, CTE State Conference, Sheraton Waikiki

m. College Access Challenge Grant. The grant is for recruiting returning adult students. Waianae and West HI were identified as underserved areas, so West HI will be receiving the P-20 College Access Grant.

n. Developmental Ed Grant. Two Division Chairs submitted proposals. Marilyn Bader is on the committee. The proposal was sent back because the proposal amount requested was more than the grant amount.

o. Dennis Jones is contracted by System to research workforce needs.

5. Administrative Affairs update: Vice Chancellor Mike Leialoha

a. The College submitted the Annual Security Report which is required by the Federal Government and complies with the Jeanne Clery Act. You may check this report on the Campus Security website. The link is located on the Home page lower right hand corner. There are other campus security policies and information on this website. The Annual Security report is updated every other year and reports major crimes.

b. HGEA signed the Supplemental agreement for APT and Civil Service. Supplemental time off will be 9 days in December 2011 and 4 days in March 2012. UPW still hasn't been worked out, so unless there is a change they will be working. Federal-funded personnel will be working. Nine-month instructional faculty is not required to work on campus during that time. Eleven-month faculty need to take vacation leave if they will be out during this time. Certain bathrooms and buildings will be closed, but the campus will not be officially closed.

c. West HI update-The nursing portables are almost completed and on schedule to be available for Spring semester. It was behind schedule for almost a year.

6. Student Services update: Interim Vice Chancellor for Student Affairs Jim Yoshida

a. The big issue at this time is the proposed matriculation that all students that enroll in the college pay a \$25.00 fee upfront. Students would no longer have to pay for graduation or transcript fees. Details still need to be worked out. All registrars at the campuses are opposed to it.

Joyce Hamasaki added that John Morton presented the proposal to the Academic Senate retreat in September. A special sub-group committee with representative from each of the campuses will review this proposal along with other academic policies. The goal is to make the policies as consistent across the campuses as possible. The Academic Senate will review it conceptually and decide to endorse it or not. It cannot be predicted how the individual campus academic senates will handle this issue.

Discussion comments: Registrars were not asked their input in the development stage and hope they will have a say. There will be a loss of income to the dept. to purchase supplies and to hire student workers. All students must pay the fee, but not everyone will use it. It is the student's choice to use it or not. Are the transcript fee paid for life? What happens if a student transfers between campuses?

Nothing is official yet. Will wait and see what happens from the Academic Senate.

- b. Early registration for the Spring 2012 semester is November 7, 2011.
- c. There is a new employment interface- a website application for students to enter their information and employers can view it. Students register themselves. Goal is to have it implemented by Spring 2012 probably by Helen Nishimoto's office. It is funded by VP John Morton's Innovation fund.

7. **West Hawaii update:** *Interim Director, Beth Sanders*
(Excused-vidcon technical difficulty)

8. **Unfinished Business:**

- a. Institutional Learning Outcomes (ILOs)
We had a poster board display at the E 'Imi Pono Day on September 16, 2011. Thank you to Estee, Dorinna, Joyce, Tangaro and Ellen for helping to put up the poster board display. At the last meeting, there was motion to set a deadline by the April 2012 College Council meeting to have reviewed the old and new ILOs and come to an establishment of a set of ILOs either old or new. The College had a chance to review the old and proposed ILOs and would now like to get ideas to meet this deadline. At a previous workshop, Terri Manning had reviewed the old ILOs and her comment was that it was too complex and hard to measure. The proposed ILOs were made by a sub-group of the assessment committee. After discussion, it was decided to invite Terri Manning to look at the proposed ILOs and to bring her feedback to the next College Council meeting. Joni Onishi will contact her. Depending on the feedback, we may route comments to the assessment committee sub-group.

9. **New Business:**

- a. HawCC Strategic Outcomes and Performance Measures, Goal A
Last year this committee asked the members to go to their unit/program and get feedback as to how they were doing their action strategies. This academic year we need to look at it more in depth. It is the College's responsibility to evaluate the strategic outcomes to make sure that college wide, we are making the goals to meet Student Learning Outcome. The first assignment is for Goal A: Educational Effectiveness and Student Success and Promote Learning and Teaching for Student Success. A handout on Goal A was distributed for the units/programs to provide comments. Joni Onishi will provide additional information that is sorted by the Strategic outcomes.

It was suggested that the Chancellor/Committee write a note to the unit/program explaining what information we are looking for. The unit/programs can add other strategies that are not listed. Comments can also include quantitative data.

Committee members will think about how to deliver this assignment to the units/programs and bring feedback to the next meeting.

- b. Mission/Vision Results and Review Schedule
This will be discussed at the next meeting.

10. Future Agenda Items:

- a. Please submit a Proposed Agenda Items Form to the Chair at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.

11. Announcements:

- a. In June-July 2012, the Smithsonian Institution is having their annual American Folk Life festival and about 40,000 people per day come to the National Mall. Unukupukupu has been invited. The Unukupukupu or Ha'akumalae would be a small representation of our college. With the idea of ILOs, this would be a Kauhale event in which we can let the world know what our mission is. We will receive more information from VP Rockne Freitas's office and see if it's something that the College Council will endorse.
- b. Thank you to Paula Medeiros for taking the minutes at our last meeting and refreshments and to Janice for taking the minutes today.

12. Next meeting: Friday, November 4, 2011, 2 p.m. to 3:15 p.m., Location Hilo Conference room 6A and West Hawaii Admin.Conference room (vidcon)

13. Meeting adjourned at 1:35 p.m.

Recorded by: Janice Watanabe, Secretary to the Vice Chancellor for Administrative Affairs