

**Hawaii Community College
College Council Meeting Minutes
November 4, 2011
2 – 3:15 p.m.
Conference Room 6A & Kohala Center (vidcon)**

Members present: Monica Burnett (Chair), Noreen Yamane, Joni Onishi, Jim Yoshida, Mike Leialoha, Guy Kimura, Orlo Steele, Hettie Scofield, Marsha Okajima (for Estee Nathanson), Lou Zitnik, Steve Schulte, Joyce Hamasaki, Kamaka Gunderson (for Dorinna Manuel-Cortez), Taupouri Tangaro, Tanya Dean (Vidcon- Kohala Center, Waimea), Kate Sims (Guest)

Members Excused: Nozomi Kanoho

Members not present: Debbie Shigehara, Beth Sanders, Cameron Bickett

1. **Call to Order:** Chair, Monica Burnett called the meeting to order at 2:02pm
2. Approval of minutes – Minutes of October 14, 2011, was approved with the following corrections:
 - a. Page #6 – Item #11a Announcements – Smithsonian Institute should be Smithsonian Institution.

Motion to approve minutes by Kamaka Gunderson
Seconded by Taupouri Tangaro

3. **Chancellor's update:** *Chancellor Noreen Yamane*
 - a. Next week open forum for the 3 candidates for Vice Chancellor of Student Services, please come out and support. Also, UH Hilo will be doing their campus visits for their Vice Chancellor of Academic Affairs. UHH extended invitation to us to join their open forum and we will be extending an invitation to them as well. On Sunday, November 6, 2011 the ad for Vice Chancellor Administrative Affairs will run. Mike will be retiring as of December 31, 2011 and come January 1, 2012 Jim Yoshida will become Interim VCAA. Working on appointing an Interim VC of Student Affairs and Interim Dean of CTE.
 - b. Visit from Budget and Finance Committee, chaired by Marcus Oshiro. They were impressed by their welcome ceremony by Tangaro and HLS and how beautiful our campus is. Did a walkthrough of our campus.
 - c. Palamanui in still on track. Urban works deadline is the end of December, want to pull permits next spring for buildings 1A and 1B.
 - d. Academic Senate passed the general education certification and criteria for GE courses and GELO description forwarded to me on October 19th. Will take effect this fall.
 - e. Campus closure: System will send out notification of how the schedule for December will be, due to the administrative leave of the HGEA members that had a reduction in salary. Campus will not be closed, but certain services will not be available.

4. **Academic Affairs update/Committee on Committees- Interim Vice Chancellor Joni Onishi**
- a. Polices/Procedures status:
 - HAW9.204 Student Evaluations of Instructors and Lecturers to Academic Senate
 - HAW9.205 Peer Evaluation of Instructors and Lecturers to Academic Senate
 - Lecturer Absences – final reading by DCs 11/01/11; to be reviewed by Mari before forwarding to Academic Senate
 - Nursing Readmission Policy- working on
 - HAW5.304 Repeating Courses to Academic Senate
 - Non-Instructional Assigned Time/Overload – still in draft; 1st reading by DCs 11/01/11
 - Established Faculty Advisor Responsibilities since faculty will again take an active role in providing their students with academic advising.
 - CCCM 6100 – New and Modified Courses – working to convert to HawaiiCC policy.
 - b. Smarthinking – Added Tutoring in Computer and Technology to help master popular programs in Microsoft Office. This addition is prominently displayed on homepage.
 - c. Civil Service hiring freeze has been lifted. Positions to be recruited for instruction: CTE Dean Secretary, Liberal Arts Dean Secretary, BEaT Secretary, HLS Clerical
 - d. Positions in recruitment:
 - MWIM instructor, ETRO instructor, ENG 3 instructors (2 recruiting fall 2011, 1 in spring 2012), NURS EH instructor, AEC instructor, DMA Ed Spec to replace Mililani, Hale Kea APT temp to replace Leanne, Media Specialist APT temp, IT Specialist to replace Tony Kitchen, IT Specialist APT temp for ACU (John Witkowski started 11/1), Assessment Coordinator, and Construction Academy instructor for Hilo High
 - e. Assessment
 - Annual and Comprehensive Program Reviews due November 18th. All training sessions have been completed.
 - f. General Education
 - a. October 29, 2010 Passed Academic Senate
 - i. General Ed Philosophy
 - ii. General Ed Learning Outcomes
 - b. September 23, 2011 Passed Academic Senate
 - i. Resolution on GE Certification which speaks to the process
 - ii. GE Student Learning Outcomes Descriptors
 - iii. Resolution on Establishing Criteria for Certifying GE courses
 - iv. Resolution on GE Certification – spoke about the process
 - v. VCAA reconvened the GE Ad Hoc committee to brainstorm next steps in establishing the General Education Committee
 - g. Initiatives
 - a. College Access Challenge (CAC), P-20 Grant – Recruiting Adults West Hawai`i identified as underserved area and received \$10,000.
 - b. CSO Research Inc. – Career Services, Co-op and Internship John Morton's office is supporting for one year with Innovations Funds.

- c. Dennis Jones, President, National Center for Higher Education Management Systems (NCHEMS) is contracted to research workforce needs. He will be making presentations by Counties. NCHEMS is a nonprofit research and development center founded to improve strategic decision making in institutions and agencies of higher education.
- d. Developmental Education Spring RFPs, previously ARRA funds, now funded by VP Morton's office. Proposals were reviewed and sent back to initiators with recommendations to strengthen proposal and encouraged to modify and resubmit for further review. HawaiiCC English Department submitted two proposals.
- e. VP Morton made available \$400k for innovation projects that address AtD goals, in particular gate keeper course; retention, persistence, graduation, and transfer rates; and scaling up a successful innovation (s) previously funded. Three proposals were submitted – 1) History Discipline Retreat; 2) Focus Group Facilitator for the Re-engagement of Native Hawaiian men; Persistence Through Skill Building and Community Engagement (KYBC)

5. **Administrative Affairs update:** *Vice Chancellor Mike Leialoha*

- a. Follow-up on the telephone upgrade and upgrade of wireless network on campus. Installing new routers throughout campus is going on now. Hopefully better wireless coverage throughout campus.

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

- a. Update for applications for Spring 2012. Running a little less than Spring 2011, as of October 31 the current enrollment for Hilo is 385 vs. 403 at the same time previously. West HI is at 50 vs. 67 previously. 435 for Spring 2012 vs. 470 for Spring 2011. Mandatory orientation started this week and early registration starts on Monday. Melanie Marciel (Counselor) started the online live orientation for students that are off island.

7. **West Hawaii update:** *Interim Director, Beth Sanders*
(Absent)

8. **Unfinished Business:**

- a. Institutional Learning Outcomes (ILOs)
Thank Joni for following up and getting feedback from Terri Manning. Manning's recommendation is to keep the first two and reword #3 or compress #3 and #4. She felt that it will be difficult to assess this while the student is still with us. Will keep three and reword #3.

Joni Onishi – motion to accept Terri Manning's recommendation. 3 ILOs the first two and compressed third one.

Seconded by Joyce Hamasaki

Reworded #3 – Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

Joni Onishi – motion to move to accept as written
Seconded by Guy Kimura

Motion approved the following ILOs by unanimous consent:

1. Our graduates will be able to communicate effectively in a variety of situations.
2. Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
3. Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

Will send to Academic Senate to look at, and let them know there is not a voting issue. College Council approved the three ILOs and it will be printed in the catalog for academic year 2012-2013.

9. New business

- a. Integrated Planning Process for Institutional Effectiveness Policy
Joni Onishi – motion to accept policy
Second by Guy Kimura
Motion approved to endorse the new policy by unanimous consent.
- b. Plan for the next review of mission and vision statement.
Monica – Vote on a schedule for College Council to review the mission and vision statements every 5 years, unless unforeseeable circumstances require the Council to view it sooner. The next review by College Council will be 2016.
Motion approved by unanimous consent.
- c. Strategic Outcomes: Deadline for feedback from all the programs for goal A is 12/09/11 at the next College Council meeting. Send comments directly to Monica.
Work on publishing feedback online, when and how long?

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. Thank you Kanani for taking the minutes today.

12. Next meeting: Friday, December 9, 2011, 12 p.m. to 1:15 p.m., Location Hilo
Conference room 6A and West Hawaii Bldg 4, Room 2 (vidcon)

13. Meeting adjourned at 3:21 p.m.