

**Hawaii Community College
College Council Meeting Minutes
January 13, 2012
2:00 to 3:15pm**

Conference Room 6A and via poly com to WH Admin Conference Room

Present: Joni Onishi, Jim Yoshida, Bob Duley, Guy Kimura, Orlo Steele, Trina Nahm-Mijo, Steve Schulte, Nozomi Kanoho, David Canning, Taupouri Tangaro, Dorinna Manuel-Cortez, Tanya Dean (via polycom), Manai Kalua, Monica Burnett

Excused: Noreen Yamane, Beth Sanders, Debbie Shigehara, Joyce Hamasaki, Estee Nathanson, Hettie Scofield

Call to Order: Meeting was called to order @ 2:05pm by College Council Chair, Monica Burnett.

Approve minutes of December 9, 2011 meeting. A few minor corrections were recommended to the minutes of the December 9, 2011 meeting. A motion was made by Dorinna Manuel-Cortez and seconded by Steve Schulte to approve the minutes with recommended corrections.

Chancellor's Update: (Read by CC Chair, Monica Burnett)

Report to the College Council, January 6, 2012

1. Positions
 - Appointment of Jason Cifra as the Vice Chancellor for Student Affairs – start date is Jan. 17, 2012.
 - a. Postcard announcement will be sent out to retirees
 - Recruitment for VC for Administrative Services in progress
 - Next Recruitment will be for VC for Academic Affairs
 - Many more other positions-faculty, APT, Civil Services are in recruitment
2. In preparation for the Accreditation Team Visit in October 2012, I have asked unit/area heads to review the FAQ sheet and ensure that their colleagues learn these facts. The unit/area heads have also been asked to include all clerical staff in their area.
3. Legislative Hearing for the University of Hawaii by the House Finance Committee and the Senate Ways and Means Committee will be held on January 17, 2012. I will be attending these meetings representing HawCC.

The Senate Committee on Ways and Means has issued a notice of Informational Briefing for Tuesday, January 17, 2012 at 10:30am in the State Capitol room 211 regarding the University of Hawaii:

UNIVERSITY OF HAWAII, MANOA	UOH100
UNIVERSITY OF HAWAII, JOHN A. BURNS SCHOOL OF MEDICINE	UOH110
UNIVERSITY OF HAWAII, HILO	UOH210
HAWAII SMALL BUSINESS DEVELOPMENT CENTER	UOH220
UNIVERSITY OF HAWAII, WEST OAHU	UOH700
UNIVERSITY OF HAWAII, COMMUNITY COLLEGES	UOH800
UNIVERSITY OF HAWAII, AQUARIA	UOH881
UNIVERSITY OF HAWAII, SYSTEMWIDE SUPPORT	UOH900

You may view the hearing notice here:

http://www.capitol.hawaii.gov/session2012/hearingnotices/HEARING_WA_M01-17-12_AM_INFO_HTM

4. Local First Program- in collaboration with UHH, our food services providers (HawCC Culinary Programs in EH and WH and Sodexo will feature a local first menu in which most of the ingredients used have been grown on this island. Start of Program is February 2012.
5. No increase in Summer Session rate per credit hour \$248 for all 9 campuses: 7 CC campuses, UHH, and West Oahu.
 - A. Tuition for Remedial/Developmental courses will be at the rate of \$97 per credit (academic year)
 - B. Small portion of the tuition collected will support Summer Exploration Programs (grades 9-12) coordinated by OCET. For Summer 2012 the programs are Health & Human Services, Ag, Electronics. A Pre-Engineering program will also be offered, but this offering will be supported by TMT.
6. Palamanui Update: There have been a series of negotiations between UH and Palamanui Developers, as well as with Mayor Bill Kenoi. Amendments to the original agreements have been finalized and will be signed by President MRC Greenwood. At the signing, Palamanui will give the University \$9+ million to build Phase I. Press release will be coordinated by Associate VP Lynne Waters.
7. January 23, 2102 Golf Tournament at Hokulia Country Club – Fundraising event for Palamanui.
8. Reminder of College Goals established in Fall 2010.
 - 80% of faculty and staff responding to the faculty/staff survey will agree that sufficient training is provided to use classroom, computer, or Laulima technology as a tool to ultimately improve student learning and experience at HawaiiCC.

- 80% of faculty and staff responding to the faculty/staff survey will have participated in the annual or comprehensive program review process and will have contributed to carrying out the action plan of the program/unit.
- 80% of faculty and staff responding to the faculty/staff survey will be involved in the development and/or assessment of learning outcomes including analysis of results and a course of action using assessment results.
- 80% of faculty and staff responding to the faculty/staff survey will perceive communication as timely and transparent and will feel that they have an opportunity to make a significant contribution to the effectiveness of the college.

Other Goals:

- Strive to become the best performing institution in our system
- Become a model for an indigenous serving institution
- Continue to strengthen relationships with UHH at all levels

Academic Affairs Update/Committee on Committee (Reported by Joni Onishi):

1. Enrollment
 - Opening Enrollment (headcount) as of January 13, 2012
3,565 compared to Spring 2011 3,537 = .8% increase
 - Opening Enrollment (SSH) as of January 13, 2012
32,335 compared to 32,847 = 1.6% decrease
 - Cancelled 9 classes from East Hawai'i and 4 classes from West Hawai'i
2. Positions in recruitment:
 - MWIM instructor – will re-advertise
 - ETRO instructor – Melanie Higa
 - ENG 3 instructors
 - 1 position w/ ESL – Carrie Mospen
 - 1 position – Misty Carmichael
 - 1 position – in recruitment
 - NURS EH instructor – Tambra Fry
 - AEC instructor – Donna DeLuz-Marcelino
 - DMA Ed Spec to replace Mililani – in recruitment
 - Hale Kea APT temp to replace Leanne – LoriAnn Flores
 - Media Specialist APT temp – in recruitment
 - IT Specialist to replace Tony Kitchen – in recruitment

Assessment Coordinator – in offer
Construction Academy instructor for Hilo High – in recruitment
Office Assistant III – to replace Joni Rapozo – in recruitment

3. CERC
First meeting January 19th. Annual and Comprehensive Program Reviews were due November 18th. There are still a few programs who have not submitted reviews. Looking for a Student Representative for the committee.
4. Integrated Planning – HawCC Policy 4.201, Integrated Planning for Institutional Effectiveness, has been posted on our website at:
<http://hawaii.hawaii.edu/ovcadmin/adminmanual>. Academic Master Plan – seeking input from program faculty and anyone else who would like to comment.
5. Summer Session
Summer 2012 there will be only three specific Part-of-Term sessions
 - 1) Six-week session: Mon, May 21, 2012 – Fri, June 29, 2012
 - 2) Six-week session: Mon, July 2, 2012 – Fri, August 10, 2012
 - 3) Ten-week session: Mon, May 21, 2012 – Fri, July 27, 2012

December was the deadline to input all DE forms. January 23rd is deadline to input the stand alone courses.

President Greenwood approved charging regular tuition rate (\$97) for remedial/developmental courses. For other courses, tuition remains \$248.

6. Fall 2012
Deadline to input DE forms is January 20th; Stand alone is February 3rd.
7. Policies and Procedures Update
CCCM 6100 convert to HAW policy New and Modified Courses to Academic Senate
HAW 2.211 Social Media – with Daniel for review
Non Instructional Assigned Time / Overload – with Mari for review
Lecturer Absences – with Mari for review
HAW 9.204 Student Evaluation – to Academic Senate
HAW 9.205 Peer Evaluation – to Academic Senate
Developmental Education (DEEP) – to Academic Senate
8. VP John Morton’s Website
<http://www.uhcc.hawaii.edu/OVPCC/> Beta site link. Still under construction.
9. Initiatives
Developmental Education Initiative -- \$400,000; \$200,000 awarded
 - Lou Zitnik: Accelerated Learning – ENG 22/ENG 100
 - Jeanne Ryan: “Modified” Accelerated Learning – ENG 21/HIST 151

Financial Aid

UHCC System Financial Aid Office with centralized processing of applications. Phase 1 is planning stage.

Perkins System-wide Initiatives

CEDS (County Economic Development Strategies) Conference – The DOCETs (Directors of OCET) are taking the lead and organizing a Conference on respective campuses centered around the CEDS report. Online Instruction – Phase 1 is collection of resources. Hired someone to collect resources and to input data. Determining where to “house” all the resources. It is hoped all campuses will have an online librarian.

STAR Expansion – New module where courses are in RealTime for quicker and offerings for multiple campuses at one time. Putting together a team of Ambassadors (students from Manoa) who will provide training in the use of STAR to all instructors (system wide). Data shows instructor usage (clicks) to be very small.

College Access Challenge Grant

Virtual (Online) Help Desk – Mary Hattori, Kapcc (lead person)
Prior Learning Assessment (PLA); giving credit for work experiences -- Jean Hara, LeeCC (lead person)
Marketing Adult Learners in Waianae Area – LeeCC
Marketing Adult Learners in West Hawai'i – Beth Sanders (lead person)
Returning Adult Program – Sandy Hoshino, LeeCC (lead person)

10. C3T Grant

Hiring

Hawai'i CC's Budget = \$1,775,622 (over 3 years)
\$500,332 to provide training for meat cutters (non-credit)
\$615,254 to provide training in various areas of sustainability (credit / non-credit)
\$371,820 Pathways (Adult Basic Education) Program
\$114,750 Wiki Start – Wrap Around Services
\$173,465 Just in Time (JIT) – Accelerated Skills Advancement Program

Administrative Affairs Update (Reported by Jim Yoshida):

The Hale Aloha renovation project should begin “soon” though we do not know the exact date yet. Preliminary work such as checking for hazardous material has already started. While it is hoped we can keep disruptions and inconveniences to a minimum, everyone should be prepared and expect that everything will not go without issues and concerns coming up. We all will need to be patient and work together and we will sort things out.

The UH system is asking for us to submit a list of “small” (under \$25,000) beautification projects for their consideration as the system would like to do its part to demonstrate our concern and commitment to help the economy and to provide employment opportunities that these projects may help to generate.

Student Services Update (Reported by Bob Duley):

Enrollment is steady. Over 500 new students registered.

Announced the anticipation of Kipaepae ceremony for Jason Cifra as newly appointed Vice Chancellor for Student Affairs.

West Hawai'i Update: (Read by CC Chair, Monica Burnett)

Recent highlights for the University of Hawaii Center, West Hawaii include:

1. The University Center West Hawaii received \$40,000 from the system's College Access Grant to work with adult learners. Lilinoi Grace is coordinating this grant.
2. Spring 2012 enrollment of West Hawaii students as of today, Friday, Jan 13 shows an increase of 9.4% FTE from Spring 2011. (Trina has asked for a head-count for WH)
3. At the Kona Town Meeting held on Tues, Jan 10, Senator Josh Green stated that he would be requesting \$11 million to construct the Hawaii Community College Palamanui campus. During their presentations, Rep Coffman, Sen Green and Rep Evans all stated that the West Hawaii campus was a top priority. In response to this and a request from representatives, I've asked Chancellor Yamane about allowing students, most likely the officers of Phi Theta Kappa, attend a day of the legislative session in January.

OCET Update: (Read by CC Chair, Monica Burnett)

RDP

- Sustainability coordinator, Graceson Ghen, working with the UH system to learn what efforts they have on each campus, contacting groups on HawCC and UHH campus interested in sustainability and seeing how to integrate concepts, and reaching out to private sector groups working on Sustainability on Hawaii Island to see how HawCC can fit in.
- Center for Agricultural Success will begin New Farmer training in March and will include Business Planning and Crop Production classes in Honokaa.
- Refrigeration and Air Conditioning class full with 15 students. They are meeting daily from 9am – 3:30pm in the renovated electronic building.

IEP

- IEP has 30 students this session representing Japan, Korea, China, Russia and Thailand.

OCET

- Hosting students from Iiyamakita High School in Nagano, Japan from Feb. 6-10 for English, Astronomy, Volcanology and Marine Science classes.
- OCET is a test site and are currently providing Pearson Vue and ASE Certification tests through Prometrics for the community.
- Working with Apple to provide the annual Apple Institute in February. More information will be shared with the HawCC ohana shortly.
- Will be working on a proposal with the College through a Wala'au session to host college students from Hakuoh University in Japan for a 4-5 day experience in learning English and the Hawaiian culture. They would like lots of interaction with local students. Former Chancellor Joyce Tsunoda, Mr. Kamioka from Hakuoh University and Debbie Nakagawa from John Morton's office will be visiting HawCC on Feb. 17th for a site visit. We will welcome them with a Kipaepae ceremony that morning, so please mark your calendars.

Unfinished Business:

- a. Strategic Outcomes and Performance Measures, Goal B – Collection of results

New Business:

- a. Handed out the next Strategic Outcomes and Performance Measures, Goal C, D and E for feedback.
- b. College Council Summary and Evaluation Results along with the survey data and comments from the last survey in 2009 were reviewed.
 - Monica asked council members for concerns and thoughts re: College Council Survey
 - Plan for March to send out survey and collecting results. Joni Onishi will ask Ellen Okuma to take the lead.
- c. Begin discussion on Assessment of ILOs
 - Trina suggested in the future that an alignment be set up
 - Tangaro shared that GLO's should align to ILO's. He suggested coordinating retrieval of data from faculty
 - Using the information from the Comprehensive and Program review reports.
 - Mention of strategic questions on E-cafe, but may not be possible or appropriate.
 - Discussion of E-cafe system to incorporate w/ ILO's strategic outcomes
 - Use of focus groups
 - Using a graduation survey
- d. "Model Indigenous-serving University Task Force" **Hawaii Papa O Ke Ao** – Taupouri Tangaro took the lead in a discussion w/ council members about the information handout (provided via email).

Future Agenda Items:

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.

Announcements:

There were no announcements to report.

Next meeting is scheduled for Friday, February 10, 2012, 12:00 to 1:15pm, Conference Room 6A and West Hawai'i Admin. Conference Room (vidcon). Recorder will be Cathy Arita.

Meeting adjourned at 3:15pm.

Recorded by Joanne K. Losalio-Watson, Secretary in the Administration Office @ the UH Center, West Hawaii.