

Hawai`i Community College – College Council Meeting
MINUTES – DRAFT
Bldg. 388, Room 101 (Manono Campus)
Palamanui – Site D-183
Friday, February 12, 2016
12:00 – 2:00 pm

DRAFT MINUTES

Members present: Reshela DuPuis, Grace Funai, Mari Giel, Pearla Haalilio (at Palamanui), Joyce Hamasaki, Tiana Hirota, Kathy Kotecki (at Palamanui), Caroline Naguwa, Jeff Newsome (at Palamanui), Debbie Shigehara, Pamela Scheffler

1. **Call to Order** Meeting called to order at 12:15 p.m. by Chair Grace Funai

2. **Roll Call** (sign-in sheet)

3. Updates from Administration

Interim Chancellor – *Joni Onishi*

No report

Interim Vice Chancellor for Academic Affairs – *Joyce Hamasaki* – See Report

- We received an Action Memo from ACCJS and were found not in compliance with Standard III.A.1.c regarding faculty evaluations. John Morton will assist with the language in response to the Action Memo which is due on March 15, 2016.

Interim CTE Dean – *Beth Sanders*—See Report

- We need more note takers for the Advisory Council meetings scheduled for February 18. Contact Luane Ishii if you are able to assist. The response from Council members has been relatively low. Ask faculty to contact their members and invite them personally.

Vice Chancellor for Administrative Affairs – *Jim Yoshida* – See Report

Vice Chancellor for Student Affairs – *Jason Cifra* – See Report

- All students are required to complete the Sexual Assault Training (Haven) which was recently deployed via email. Please encourage students to complete it.

If problems arise, Jim Yoshida (T9 Coordinator) will determine whether it is a Title 9 violation or not. Joyce cautioned that we are not to jump to conclusions.

- Hawaii CC Day will be on Friday, February 26. Everyone is invited to participate; contact Karen Crowell if you are able to assist with tours, registration, etc.

Director, West Hawaii – *Marty Fletcher*

No report

OCET – *Debbie Shigehara*

- The cafeteria parking lot will be blocked off until lunch time on February 17 for a Japanese Chamber of Commerce appreciation luncheon.

Dean, Liberal Arts – *Caroline Naguwa* – See VC for Academic Affairs Report

4. Committee Updates

- Committee on Committees – No Report
- Faculty/Staff Development Committee – See Report
 - It takes a lot of planning to coordinate these workshops. Please remind your faculty and staff to participate.
- Assessment Committee – Reshela
 - Committee asked to form a joint task force w/members from 3 faculty senate committees. However, Admin asked that review policies be returned to the Assessment Committee only since there is already representation from Faculty on this committee, and only 1 policy directly related to faculty only.
 - Reshela has recommended Campus Labs as the Assessment Management System for our campus. This system satisfies 5 of our top 6 criteria, including ease of entry/input and large batch uploads from Kuali and Laulima. There were approximately 8 different companies, and every campus chose a different system. Contract is for 3 years. Admin will make final decision.
 - Reminder – get assessment plans in to Reshela ASAP if you have not already done so.

5. Unfinished Business

a. College Council Charter Revisions – *Grace Funai*

- Grace shared a Google doc. Please encourage constituents to review and send comments by **March 1**. The goal is have a final edit available to be voted on at the next College Council meeting on March 11.
- Clerical staff was polled and unanimously agreed to be represented by their Div/Dept/Unit rep and not a separate clerical rep.
- Thatcher, Wendy, and Chancellor's secretary do not fall under any section. How do we incorporate them?
- Jeff is in a separate unit under Jim; he is no longer under POM. His unit is under both Palamanui and Manono.

b. Blue Zones – *Tiana Hirota*

- Committee is planning to do more activities around campus. A Pledge form will be sent out to those who responded to the survey. A lot of information is posted on Facebook. The OCET group walks 3x/day and everyone is invited to join them. There are incentives to join a walking group, such as a plastic glow in the dark wristband.

c. ILO Change Procedures

- The subcommittee met. A lot of discussion on outcomes vs. outputs. A lot of discussion was held on ILO #3. Next meeting is on February 19 at 2 pm. Committee hopes to distribute info soon so that faculty can give feedback.

d. Developmental Education Update

- A lot of changes for Fall, primarily relating to English Reading, Writing, and Math
- Compass will no longer be available after Nov. 2016

- April 1 is the CRC submission deadline for the 2017-18 catalog
- Information sessions will be held in March for faculty and students

e. Campus Concerns

- West Hawaii - Culinary Arts is now Certified! They are now serving food. February 26 is the opening ceremony by invitation and February 27 is the Open House at Palamanui. Let Marty know if you're able to help on Saturday.
- Concern raised about the timeliness of hiring with Human Resources. There are a lot of delays. Grace will bring this up with Jim. Joyce advised that many times there are delays but the hold up may not necessarily be HR.
- Jeff advised that there has been a big increase in issues with students (nervous breakdown, spouse abuse, etc.). Pay attention to your students; intervention can go a long way. Call Security if issues arise.

6. Approval of Minutes: January 15, 2016

- Correction – Item #8, Announcements--HawCC is hosting a Maori (not Maui) performing group for Merrie Monarch.
- Motion made to approve Minutes as amended made by Reshela DuPuis, seconded by Debbie Shigehara

7. New Business

a. Strategic Enrollment Task Force – Joni has tasked Jason and the group that participated in the Strategic Enrollment Management institute in Dec. with putting together a draft of the plan that would incorporate all the various other plans. Deadline for draft is April 15.

8. Announcements

- 75th Anniversary Parade / Picnic will be held on Sat. April 2. We're not sure if we will be entering a float, but we will definitely have a marching unit in the Merrie Monarch parade. Debbie advised that OCET has a trailer if needed. A picnic will be held after the parade and faculty, staff, students, and families are invited.
- Next meeting will be on March 11, 2016
- The following meeting on April 8, 2016 will be held at Palamanui

9. Meeting adjourned at 1:40 p.m.

Recorded by April Nakagawa