

Hawai'i Community College - College Council Meeting
Bldg. 388, Room 101(Manono Campus)
Palamanui – Site D-183
Friday, Sept. 11, 2015
12:00 – 2:00 p.m.

Meeting Minutes

1. The meeting was called to order by Chair Grace Funai at 12:08 p.m.
2. Present: Reshela DuPuis, Grace Funai (Chair), Joyce Hamasaki, Tiana Hirota, Chris Manasari, Violet Murakami, Mitchell Okuma, Joni Onishi, Debbie Shigehara, James Yoshida, Claudia Wilcox-Boucher, Guests: Chip McGeis, Calla Luera, Sandi Claveria
3. Approval of Minutes: Aug. 28, 2015 – Motion made by Debbie Shigehara that the minutes be approved as amended. Seconded by Claudia Wilcox-Boucher.
4. Updates from Administration
 - Chancellor – Noreen (see attached report)
 - Vice Chancellor for Academic Affairs – Joni (see attached report)
 - Embroidered shirts for the 75th anniversary will be available for sale through Faculty/Staff Development committee. Leanne Urasaki will be preparing an order form. Shirts will be about \$20 and will have the HawCC Logo, and will say “Celebrating 75 years” and the years will be reflected on the bottom.
 - Joni shared data from the Fall 2013 cohort of students who successfully completed Math 100 and English 100 within 2 years. The numbers were quite low and emphasized the urgency for restructuring the current math and English progression for developmental students. Joni will share the data with Grace to be posted with the minutes. For math, there is a current initiative at the system level to create new courses that will be implemented at all the CC’s. For English, we’re looking at doing accelerated ENG 22/ENG 100 models and possibly models for the lower levels of English as the “one level down” course. Joni also shared a diagram that outlined the proposed math and English redesign. This will also be posted with the minutes.
 - There are a number of subcommittees also working to support the implementation of these dramatic changes. Examples include non-cognitive assessments, professional development, student services inventory, etc. See Joni if you would like to participate in one of these system committees.
 - Vice Chancellor for Administrative Affairs – Jim – no report
 - Vice Chancellor for Student Affairs – Jason – no report
 - Director, West Hawaii – Marty – no report
 - OCET – Debbie
 - The Apprenticeship Coordinator position held formerly by Wilt Watanabe will be posted by the end of the month.
 - Dean, Liberal Arts – Chris
 - Early College conference on our island happening next week. Consultants from the National Association of Dual Enrollment Programs will be here from the mainland.
 - E ‘Imi Pono Day, Sept. 18th – LBRT faculty will be meeting to discuss possibly reducing the PLOs.
 - Dean, CTE – Joyce

- Her office is temporarily located in the Hale Aloha Bldg. Rooms 101-103 (includes her secretary's office).
- There will be an open house for hale aloha either later this month or next month. More details to come
- Besides NURS, other folks located in Hale Aloha include NURS Counselor Kenoa Dela Cruz, Jack Manassian (Fire Coordinator), Thatcher Moats (External Affairs) and his secretary and Andrea Christensen (UH Foundation).
- CULN in Palamanui has to temporarily relocate back to the Kealakekua campus because there are delays with the installation of their equipment. Lecture classes are still being held at Palamanui.

5. Committee Updates (Joni)

- Committee on Committees
 - Doris is preparing letters to go out to Committee members.
- Faculty/Staff Development Committee
 - No update, has not met yet this semester
- Assessment Committee
 - Assessment committee met yesterday and welcomes new members.
 - E 'Imi Pono Day, Sept. 18th – two separate discussions will be ongoing. LBRT faculty will be meeting in 388-101 to discuss possibly reducing the number of PLOs, facilitated by Chris. CTE faculty will be meeting in 388-103 to continue the discussion from the ILO summit about how programs are using assessment results and to share ideas on how to develop action plans, what works or doesn't and barriers. This session will be facilitated by Joyce and Resh.
 - October 2nd will be the summit for Unit staff and non-instructional faculty. This is by invitation of the VCs and directors. Focus of this summit is to begin discussion on development of Institutional Unit Outcomes and the procedure to modify these outcomes in the future.
 - ARPD training for annual review will begin Sept. 23rd and the schedule will be sent out by Shawn Flood, Institutional Researcher. The program template is down to 7 pages (11 items) and the unit template is down to 6 pages (8 items). These should be in PATH by next week.
 - The PATH live roll out should take place later next week. The comprehensive review template will take another 3-4 weeks before being available.
 - If you're in units, up to now you've had the same plan structure as instruction. Units assess every year, therefore, the closing the loop reporting requirement is being taken away.
 - Budget asks are also being taken out of the annual review. Programs can still ask for budget items, but only if it fits in one of the following category 1) emergency funds needed 2) health and safety requirement or 3) necessary for compliance with federal/state regulations. Otherwise, budget asks will only be allowed in the 3 year comprehensive report.

6. Unfinished Business

- a. Program Review and Budget Cycle Report – Reshela made a motion to acknowledge receipt of the Program Review and Budget Cycle Report, Claudia seconded the motion. It was passed unanimously.
- b. Strategic Directions 2015-2021 – Initially, Noreen was going to offer a series of Walaau sessions for the campus community to input on the draft of the HawCC Strategic Directions 2015-21

document. However, this time table to approve the draft was going to take too long. So, now College Council representatives are being asked to share the draft with their constituencies and solicit for feedback/concerns. The document is available via the blogsite, or as an attachment from an email sent by Grace on 9/11/15. Grace will create a google doc that will be accessibly by all council representatives. Feedback should be added to this google doc no later than Sept. 30, 2015. Feedback will be reviewed by Noreen and the Admin team to finalize the Strategic Directions document by the end of October.

c. Blue Zone – Noreen is forming a Task Force to review through the Blue Zones requirement to see what of those items we're already doing as a campus, and which ones we might want to do. If there is appears to be enough interest, we will commit pursuing Blue Zone designation, or use this as a jumping off point to develop our own health and wellness program for the campus. Email names of interested volunteers to Grace by Monday, Sept. 21st.

7. New Business

a. Website Redesign (Daniel) - Daniel Fernandez introduced the new HawCC website: webdev.hawaii.hawaii.edu

John Morton brought all campuses together to standardize navigation of websites across the system. This makes it easier for students to find information. The UH System bought a site license for Druple version 7 and encouraged all campuses to adopt the template. The homepage has a place for latest news and emergency information. It also has a place for our own calendar - need to talk to folks about how this might work for our campus.

On the program pages, events or testimonial related to this program can appear in the margins if flagged in the calendar or latest news items. Everything on this site is built on content type. If you want access to edit, you'll need to request for access. If anyone wants to be a content manager, Daniel is preparing a form to request for this access.

Programs can either keep their external websites or change over to Druple if they work with Daniel.

Intranet is its own separate system. Our goal to launch the new site is Oct. 1. This would correspond with when acceptance letters for Spring 2016 would go out.

Grace thanked Daniel for his hard work in coordinating the new website.

b. College Council Charter Revisions (Grace) – If there are any volunteers to work on a sub-committee to review the College Council Charter, please email their names to Grace by Monday, 9/21

c. Campus Concerns (Constituencies) – As a way to increase communication and serve as a voice of their constituencies, at each meeting Grace will ask if there are any concerns from our representatives that they're hearing from their constituencies. Sometimes there are concerns, but they are not addressed because no one fills out the request for agenda items form. Perhaps this will help to identify any campus issues.

8. Meeting was adjourned at 2:00 p.m.

Next Meeting: Friday, October 9th @ 12:00 in 388-101/Palamananui D-183