

**HAWAII COMMUNITY COLLEGE**  
**College Council Meeting Minutes**  
**April 13, 2012**  
**2:00 – 3:15pm**  
**Conference Room 6A & WH Admin. Conf. Rm.**

**Members present:** Noreen Yamane, Joni Onishi, Jason Cifra, Beth Sanders (*vidcon*), Guy Kimura, Joyce Hamasaki, Monica Burnett, Orlo Steele, Marilyn Bader, Wendy Medeiros (*vidcon*), Andrea Duyao (*substitute for Nozomi Kanoho*), Estee Nathanson, Tanya Dean (*vidcon*), Manai Kalua, and Dorinna Manuel-Cortez

**Members excused:** Jim Yoshida, Debbie Shigehara, Steve Schulte, and Taupouri Tangaro

**Guest:** James Kiley, Assessment Coordinator

**1. Called to Order** - Chair Monica Burnett called the meeting to order at 2:00 p.m.

**2. Approval of Minutes** - Minutes of March 9, 2012 were read and approved as corrected:

-Item #4, 6<sup>th</sup> bullet: Marcy Greenwood changed to M.R.C. Greenwood

-Item #15: listed twice, 2<sup>nd</sup> #15 changed to #16 and #16 changed to #17

Motion to approve minutes by Dorinna Manuel-Cortez and seconded by Estee Nathanson

**3. Chancellor's Update**

July starts a new cycle of UH Board of Regents. Chancellor and Vice Chancellors will attend the first Board meeting of the year that will include the new Board of Regents members.

Smithsonian Folklife Festival will occur in Washington D.C. from June 27-July 8, 2012.

Tangaro and approximately 25 others from Hawaii CC, UH Hilo, and the community will participate in the Festival; they will represent Hawaii CC, the UH System, and our State.

Arrangements to send the representatives are now ongoing to send the entire crew. Chancellor Yamane and Vice Chancellor Onishi will attend also. President Greenwood's Office is also planning a reception for the Hawaii delegation at the festival; more information to follow.

A pressing and urgent issue is the situation with the ACCJC not recognizing our AAS vocational degree programs as (accredited) programs because of the General Education requirements built into the degree. ACCJC said that these requirements must be at the "college level." In light of that discovery, a meeting is at 3:30 today with all AAS Programs faculty along with the English and Math faculty to find a solution in time for the ACCJC site visit in October. Manai representing the Academic Senate and Joel representing the General Education Committee will also attend the meeting. What is college level will be discussed. Is college level the same as transfer level? Per Chancellor's discussions with Donald Straney, there have been solutions to fix it. The Administrative team met and came up with a proposal that Joni will present at the meeting.

Chancellor Yamane asked Dorinna Manuel-Cortez to explain the AAS component. Why do we need the AAS accredited by the ACCJC and why the AAS degree has to be on our website? Dorinna Manuel-Cortez responded that we are also going through recertification for SEVIS, the federal database that tracks our international (F-1) students. As part of this recertification process, SEVIS needs to see the AAS accredited by the ACCJC. When we initially submitted the update to start this process, SEVIS noticed that the AAS not posted at our website. If the AAS is not posted then we cannot admit F-1 students into those programs. The majority of Hawaii CC's 31 international students are in AAS degree programs. Without being posted, the students in AAS programs would have to go back to their home countries. We have since posted the AAS at our website and are waiting for SEVIS to adjudicate an update so we can submit our recertification application by the April 28 deadline.

#### **4. Academic Affairs Update/Committee on Committees**

- a. Positions in recruitment Update
  - ENG instructor (1 position) – in recruitment; to begin August 1, 2012
  - DMA Ed Spec to replace Mililani – Bert Klunder has been hired
  - Media Specialist APT temp – applicant declined; re-advertised
  - IT Specialist to replace Tony Kitchen – in recruitment; now in final interviews
  - Office Assistant III to replace Joni Rapozo – in recruitment; almost finalized
  - Instructional Technology Developer – in recruitment
  - Office Assistant III, General Education Office (Patricia Lewis' position) – in recruitment
  - HLS Title III (11 positions) – in recruitment; ½ being re-advertised for insufficient pool
- b. Policies and Procedures Update:
  - HAW 2.211 Social Media – with Daniel for review; not complete
  - Non Instructional Assigned Time/Overload – with Mari for review; Mari waiting for the UHCC System and UHPA to finalize the Teaching Equivalency Report before reviewing
  - Lecturer Absences – DCs reviewed and is being edited
  - Developmental Education (DEEP) – Academic Senate, EPC, 3/9/2012
  - Faculty Absences – DCs reviewed and is being edited
- c. Curriculum Update:
  - AS Natural Science Authorization Plan – Approved; developing curriculum; tentative start date is Fall 2013
  - AA Hawaiian Studies – Proposal presented to CCAOs on March 14 and April 11. This is the first joint proposal involving all seven UHCC campuses so lots, lots of coordination. Proposal will go to BOR approval in May. Hawaii CC is on the hula track.
  - AS Fire Science – Currently provisional status and will be applying for established status. Proposal was reviewed by the Deans and VCAs from other UHCC campuses and edits will be presented to CCAOs at their June meeting and BOR in July.
  - AAS Refrigeration and Air Conditioning is being explored by Joel in construction.
- d. CEDS Conference/Program Advisory Council Meetings is scheduled on April 27, Friday, at 3:00-8:00 p.m. This year we are doing things a little “out of the box”. Hawaii CC will hold its annual advisory council meetings in conjunction with the conference. The Comprehensive Economic Development Strategies (CEDS) conference for Hawai'i County

will take place that day here at Hawai'i CC's Hilo campus. All faculty are invited to attend. Two years ago a CEDS report was written for each County and the State. Conferences are being held in each county at the respective community college campus.

The conference will begin at 3:00 p.m. Faculty and their advisory council members will be invited and encouraged to attend the conference portion of the evening. Special guests are also being invited as expert participants in the fields of energy, agriculture, science and technology, and healthcare. The official advisory council meetings will begin at 6:00 p.m. Watch for an official flyer soon! For now, save the date. You may also want to let your advisory council members know to save the date. Official notices and invitations will be going out to them soon!

- e. CERC - Members of CERC have been working very hard. CPR/CUR appraisal using an evaluation tool (rubric) is complete. Response memos to the programs/units are being written. Recommendations will be made to Chancellor. Suggested improvements to CPR/CUR template as well as CERC process will be made to Assessment Committee.

- f. C3T Grant:

Hawai'i Community College was awarded the following for our implementation

Agriculture – Slaughterhouse Project: \$500,332

Agriculture – Sustainable Agriculture Projects: \$615, 253

Ready Set Grow: \$321,696

Just in Time: \$130,740

Wrap Around Services: \$158,999

Total: \$1,727,021

Hawaii CC is also included in an award that was given to another campus for energy and health.

- g. Thank you to the instructional people who helped with graduation. All but nine students who could apply for graduation applied.

## **5. Administrative Affairs Update** *Chair Monica Burnett reported for Interim Vice Chancellor Jim Yoshida*

-Finally awarded the technology analysis and the technology plan to consultants;

-The semester is too far gone to complete both, so shooting for the technology analysis to be completed by the end of this semester;

-Currently in the process of scheduling groups to meet with the consultants on April 23 and 24; also scheduled a West Hawaii trip with them on Wednesday;

-There will be an email announcement to all once things have been arranged;

-For those who are representing an area in technology, please make sure your reps know about this.

## **6. Student Services Update**

Graduation and Student Recognition planning are ongoing and on time. The FYE planning is with a more concerted effort to enhance the first year experience. Passport to Student Success activities are set. Orientations have started a couple weeks ago and turn out has been good. The first Passport to Student Success event is May 15, from 9:00 a.m. – 3:30 p.m. The event is set up

where sessions are held throughout with some sessions being mandatory such as Career Exploration and Financial Aid. Advising and Registration will also be held on that day with hands on work with MyUH and STAR. A proposal has been put in to fund the FYE until the end of Fall 2013.

Dave has received some funding from the System and will be putting out training for STAR. STAR is critical to help track PACE. The Financial Aid Office is starting to recalculate financial aid based on the students' PACE. PACE is part of the satisfactory academic progress; it's important that the student is taking courses that pertain to the student's degree.

Financial Aid Dept. is on top of things. They have packaged about 700 students since the end of Spring Break. Our audits are very good; however, the loan default rates are climbing again. We will be changing our notification process to students by directing the students to the policies and procedures. By accepting financial aid, students will be accepting the responsibility of following the policies and procedures including potential recalculation if they do not follow the policies and procedures.

## **7. West Hawai'i Update**

May 12 (Saturday) - Graduation at Hilton Waikoloa. Per discussions with Tangaro, the graduation committee understands that Hilo will be coming over as they did last year. The commencement speaker is Billy Kenoi and student speaker is Mahealani Pai.

April 14 (Saturday) - College for Adults event scheduled from 8:00 a.m. – 12:00. In partnership with Hawaii Community Federal Credit Union (who helped with the advertising), the event is held at the credit union. Our intent is to get individuals, 25 and older, to enroll in the college. This is a system-wide initiative. This event is followed by a series of four Compass prep workshops held at the Campus. The workshops are designed to familiarize participants with the placement test and reduce test anxiety. These workshops are currently running in Waimea on Tuesday evenings; there were 12 participants in attendance this past Tuesday.

April 16 (Monday) - College Career Fair at Kealakehe High School; will have personnel from the UH Center representing Hawaii CC.

April 21 (Saturday) - Ocean and Earth Fair at Keauhou; will have faculty and staff representing Hawaii CC. The event is tied to Earth Day.

April 28 (Saturday) - Two students are participating in the Space Consortium Fellowship and will be making presentations on their research at Manoa. The written reports are submitted to NASA Headquarters which helps fund the Space Grant Consortium.

May 5 (Saturday) - Construction Academy will hold its Annual Hand Tool Face-Off at the Manono Campus.

May 16 (Wednesday) - The Kona-Kohala After-Hours Event hosted by the University Center is at the Kealakekua Campus.

**8. OCET Update** *Estee Nathanson reported for Debbie Shigehara*

- a. Working with Carol Pang on implementing focus group sessions during the month of May as part of the Unit Outcome
- b. OCET planning with CTE Interim Dean a “Comprehensive Economic Development Strategy (CEDS) Conference” on April 27 from 3:00 – 8:00 p.m. This will also be the date that Program Advisory Council meeting will be held. Invited speakers include Eric Tanouye for agriculture, Maurice Kaya for energy, Sharon Vitousek for healthcare, and Rae Loui for Science/Technology. If anyone is interested in participating, please contact OCET. Perkins monies have been awarded to OCETs statewide to plan these conferences.
- c. Former UHCC Chancellor Joyce Tsunoda visited Hawai‘i CC in February and although she came for a site visit for a 2013 program, they would like to pilot a short-term international program this fall on our campus and at KMC. They will recruit approximately 20 Hakuoh University students for September 2012. This “Culture and Nature” program will award the Japanese students college credits. They are hoping for lots of interaction with Hawai‘i CC students.
- d. Still recruiting students for non-credit Summer Youth Program for K-8 students and Summer Exploration for high school students. We are collaborating with HiWEDO to give the high school students some internship opportunities so they can receive ½ high school credit.

**9. Unfinished Business**

- a. 2011-2012 Strategic Plan Report Update – *Chair Monica Burnett*  
In the process of writing the report; when done and the report is a draft, it will go to Administration for review. After Administration reviews the draft, the report will come to College Council—by the next meeting. After College Council reviews, the Council will endorse the report and complete by the end of the semester.
- b. Plan for Assessment of ILOs – *James Kiley, Assessment Coordinator*  
Researching public institutions that have ILOs in their assessment plans; James will try to give some strategies to instructors and programs so they can embed the ILOs as much as they can; also plans to provide samples at the next Assessment Committee meeting. This will be the focus of the E ‘Imi Pono Day.
- c. Update on Hawai‘i Papa O Ke Ao – *Chancellor Yamane*  
Each campus will create an AA in Hawaiian Studies. The task force is still working on the draft for the report; approximately 1/3 of draft is done. The timeline was to complete the draft by the end of spring semester. Our campus is on track and will complete by the end of next Fall.
- d. College Council Survey Action Strategies Update  
-Target areas of action strategies: 1) What the council is and what it does; and 2) disseminating the info more effectively  
-Discussed: April agenda posted on the blog a week prior to the meeting date was very good; CC chair will refer the calendar on the blog; and member representatives to assist with disseminating information.

**10. New Business** – *Chair Monica Burnett*

- a. 2012-2013 College Hour schedule
  - Draft for next year's schedule was emailed (along with April agenda);
  - Motion to accept draft by Manai Kalua and seconded by Estee Nathanson
- b. E 'Imi Pono Day Update – *James Kiley, Assessment Coordinator*
  - Attached* handout given at meeting; review and provide feedback and suggestions
  - on 3<sup>rd</sup> Friday in September (9/21) from 12:00 p.m. to 2:00 p.m. during college hour;
  - Discussed faculty and staff participating in E 'Imi Pono Day activities. The College cannot close while school is in session; however, it could run on skeleton crew with student workers manning the offices that must remain open.

**11. Next Meeting** date changed from May 4 to May 3, Thursday; 12:00 p.m. to 1:15 p.m. due to President M.R.C. Greenwood's annual visit to HawCC on May 4; Conference Room 6A and West Hawaii Admin. Conference Room (vidcon)  
Recorder: Melany Ayudan

**12. Meeting Adjourned** at 3:15 p.m.

Respectively submitted,

Luane Ishii  
Recorder