

**Minutes: Academic Senate of Hawai'i Community College**  
**Friday October 26, 2018, 12:00 - 2:00pm**

Location: HawCC 388-103 (Manono) & Elama, Rm. 183 (Pālamanui)

Call to Order: 12:05 PM Claudia Wilcox-Boucher (Chair)

Minutes: Robyn Kalauli (Secretary)

Attendees: Gordon Ching, Sandra Claveria, Alma Cremer, Erick Cremer, Karen Crowell, Sharon Dansereau, Kenoalani Dela Cruz, Donna Desilva, Reshela DuPuis, Garrett Fujioka, Grace Funai, Mari Giel, Samuel Giordanengo, Laura Hill, Meidor Hu, Pele Kaio, Robyn Kalauli, Lisa Fukumitsu, Donna Madrid, Joshua McDaniel, Luzviminda Miguel, Carrie Mospens, Caroline Naguwa, Lew Nakamura, Helen Nishimoto, Christine Quintana, Kaleopono Quintana, Michelle Phillips, Deseree Salvador, No'el Tagab-Cruz, David Tsugawa, Brenda Watanabe, Claudia Wilcox-Boucher, Neva Supe-Rogue, Toni Cravens, Kate Sims, Tanya Dean, Lynn Erdmann

I. Ascertain quorum (10 senate members including 3 Exec. Comm. members)

- Quorum ascertained

II. Roll Call and Introductions

Approval of the September 28, 2018 minutes– Att. 1

- Motion to approve minutes (Erick Cremer/Sam Giordanengo)
- Minutes approved

III. Consent Agenda Approval- Att. 2, 3, 4, 5, 6, 7, 8, 9, 10

- Motion to remove Math 82X from the CRC agenda for discussion (Toni Cravens/Sam Giordanengo)
- Motion approved

IV. Motion to amend agenda to add the Faculty Policy report to the Senate agenda for discussion (Karen Crowell/Sam Giordanengo)

- Motion approved

V. Discussion regarding Math 82X

Concern was shared about CRC's recommendations for the course proposal for Math 82X. The proposal was submitted to change the course description for system alignment purposes; however, CRC committee members reviewed the entire course outline and made recommendations to consolidate the course objectives, which some Math faculty found unnecessary and a hindrance. In response, Resh DePuis, representing the CRC committee, explained that Joni Onishi asked CRC to complete a full review of each course proposal and that the review would count as the 20% review for assessment purposes. It was noted by a Senator that it is not administration's job to tell Senate committees what to do.

- Motion to return Math 82X back to CRC (Helen Nishimoto/ Christine Quintana)
- Motion approved

## VI. Faculty Policy Committee Report

Each department will need to designate a “staff” person who can send questions to Maggie Kaleleiki this fall 2018 [amek@hawaii.edu](mailto:amek@hawaii.edu). For spring 2019, that person will need to contact Maggie Kaleleiki to be added as a CES “staff” person for their department/division. This is also a time when instructors may create their question bank in CES. Hae recommended that faculty review all campus, division, department and course questions before writing their faculty questions to avoid repetition. Division chairs will have access during the staff and instructor period to select the sharing rules determined by each department/division (fall period is Oct. 1st through Nov. 15th 2018). Sharing rules may be changed for spring 2019, and there is an option to select one sharing rule for the campus e.g. only non-tenured faculty and lecturers’ results will be shared (option used in eCafe).

Some important dates:

- October 29, 2018 to November 15, 2018- Instructors select their CES questions for each course from their question bank
- November 19, 2018 to December 6, 2018 - Students take CES evaluation
- December 20, 2018 - Results released
- January 1, 2019 - Results published

Each faculty member and each lecturer will be sent a link for them to use to share their results. eCafe questions have been archived this semester and within CES. There is a link to access eCafe questions on the HawCC CES website. Maggie has been inputting HawCC Division, Department, and Course questions this fall semester. In spring Neva Supe-Roque, our HawCC CES Coordinator, will train designated “staff” to input questions for our campus during the staff time period.

- Motion to allow department chairs to get access for sharing options from October 1 - November 14, 2018. (Erick Cremer/Luz Miguel)
- Motion approved

## VII. New Business

- a. Update of Senate Tenure Resolutions Att. 7,8,9
  - Motion to send Tenure Resolutions (attachments 7, 8, and 9) to Faculty Policy Committee (Sam Giordanengo/Carrie Mospens)
  - Motion approved

## VIII. Old Business – items for discussion/revision/approval

- a. CRC – (Jana Smith) Att.2
  - Consent agenda (with the exception of Math 82X)
- b. DE – (Kate Sims) Att.3
  - Consent agenda
- c. EPC- (Toni Cravens) Att.4

- Consent agenda
- d. FPC – (Karen Crowell)
  - Moved to agenda for discussion
- e. GEC- (Helen Nishimoto and James Schumaker) Att.5
  - Consent agenda
- f. HAP- (No’el Tagab-Cruz) no report
- g. WI – (Sharon Dansereau) Att.6
  - Consent agenda
- h. Sustainability – (Drew Kapp) no report
- i. Bullying Survey for Hawai’i CC Report (AdHoc Committee) (Discussion to join with a proposed task force with College Council and Administration)
  - A Senate ad hoc was formed to discuss the results of the Bullying, Climate, and UHPA surveys.
  - Committee members are Erick Cremer, Helen Nishimoto, Carrie Mospens, Claudia Wilcox-Boucher, David Tsugawa, Sandra Claveria, and Robyn Kalauli

#### IV. For the Good of the Order

- a. UHPA Update (David Tsugawa) Att.10
  - No report
- b. Lecturer’s Delayed Paychecks
  - Toni Cravens mentioned that lecturers received delayed paychecks; a memo was sent to UHPA and UHPA provided a written response to the memo.
- c. Human Resources Hiring Process Timeline
  - Several concerns were mentioned regarding Human Resources timeline for the hiring process. Some concerns include that screening committees are not convened until after the job announcement has been closed and that it often takes months after job announcements have closed for screening committees to convene. The delayed screening process potentially jeopardizes our ability to hire desired candidates.
  - Concerns were also voiced about new employees not receiving clear information about job duties.
    - Motion to give Claudia, as the Senate Chair, permission to share these concerns with Ken Kaleiwahea; Senators would like a comprehensive review of the entire hiring process (Resh DePuis/Laura Hill)
    - Motion approved
- d. Faculty Advising Workshop
  - Grace Funai announced that faculty advising workshops are being held and that faculty need to reach out to students on our advising list (lists available in UH Services).
- e. Free Hot Meals
  - Free hot meals are available for students on Monday nights at 4:30 PM in front of the cafeteria.

X. Chancellor Rachel Solemsass (REORGANIZATION PROPOSAL 9.14.18) Att.11  
1:45 PM

Chancellor Solemsass discussed the reorganization proposal as detailed in attachment 11. The following questions and concerns were discussed after the Chancellor's description of the reorganization proposal:

- Concerns were voiced about EdVance being moved to CTE and it was requested that this move be first tried as a pilot before becoming a permanent change. Chancellor Solemsass explained that a pilot is not possible because there is a change being made to an executive management position, which needs BOR approval, and BOR will only grant approval if an updated organizational chart is submitted. The Chancellor said that after a year, if need be, the reorganization changes could be revisited.
- Concerns were also shared about moving Hospitality and Culinary under BeAT. It was asked if this change is in response to the fact that there has not been a Chair for Hospitality and Culinary, and it was shared that this is not a good reason for Hospitality and Culinary to not have a separate Chair.
- The Chancellor mentioned that she is open to more feedback regarding the reorganization proposal, and that four wala'au sessions, and more if need be, will be offered. Also, there is a Google doc available for comments and feedback regarding the reorganization proposal.

XI. Adjourn

- Motion to adjourn meeting (Sam Giordanengo/Sandra Claveria)
- Motion approved; meeting adjourned at 2:16 PM

Next meeting: Friday, November 16, 2018 @ 12pm, HawCC 388-103 (Manono), Elama, Rm. 183 (Pālamanui)