

**Minutes: Academic Senate of Hawai'i Community College**  
**Friday December 7, 2018, 10:30 - 11:30 PM**

Location: BE 346-101 (Hilo) & Koali, Rm. 107 (Pāalamanui)

Call to Order: 10:37 AM Claudia Wilcox-Boucher (Chair)

Minutes: Robyn Kalauli (Secretary)

Attendees: Vivian Chin, Gordon Ching, Sandra Claveria, Toni Cravens, Alma Cremer, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, Kenoa Dela Cruz, Reshela DePuis, Donna De Silva, E. Kalani Flores, Grace Funai, Samuel Giordanengo, Brian Hirata, Robyn Kalauli, Glenn-Dee Kuwaye, Donna Madrid, Josh McDaniel, Bernhard Michels, Trina Nahm-Mijo, Lew Nakamura, Helen Nishimoto, Tagi Qolouvaki, Christine Quintana, Michelle Phillips, Kate Sims, Neva Supe-Rogue, No'el Tagab-Cruz, David Tsugawa, Claudia Wilcox-Boucher

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

- Quorum ascertained

II. Roll Call and Introductions

III. Approval of the November 16, 2018 minutes– Att. 1

- Motion to approve minutes (Eric Cremer/Michelle Phillips)
- Minutes approved

V. (IV is missing on the agenda) Old Business – items for discussion/revision/approval

a. CRC – (Jana Smith) Att.2

- Motion for a block vote for the CRC proposals (see CRC report)
  - One opposed, one abstention, motion carriesAll CRC course proposals listed on the December CRC report were approved.
- The CRC presented a checklist and CRC policy for review; these items will be discussed and submitted for approval at the January Senate meeting.

b. DE – (Kate Sims) Att.3

- The DE committee suggested the following changes changes to the definition of hybrid courses and the recommendation of at least one in person in-class assessment assigned each semester.
- The changes are below in yellow:  
Hybrid courses: Courses that replace approximately 50% of face-to-face “seat time” with online instruction. **(Exceptions to this percentage may be made at the discretion of the Dean.)** Face-to-face instruction is reduced, but not eliminated. In compliance with the US Department of Education credit hour definition and the UH System Credit Hour policy (Policy #5.228, May 2012), the combined face-to-face and online instructional time remains equivalent to a traditional face-to-face course.

The syllabus must indicate both in-class and online requirements including:

a. The number of hours that are face-to-face vs. online, meeting dates/times

b. The activities that will be held face-to-face vs. online

c. Student attendance/participation for the face-to-face hours is mandatory

**Recommendation: At least one in person in-class assessment should be assigned each semester.**

- It was suggested that this information is housed in multiple locations including Curriculum Affairs Portal and the DE webpage.
- Motion to accept the proposed changes to the definition of hybrid courses and the recommendation of at least one in person in-class assessment assigned each semester (Sandra Claveria/Sam Giordanengo).
  - Motion approved

c. EPC- (Toni Cravens) Att.4

- EPC is currently reviewing policy HAW 5.501(placement testing policy).
- The VCAA has repeatedly asked the EPC to review the Fast Track policy, so EPC committee members asked if anyone has any problems with the current Fast Track policy. No problems were reported.

d. FPC – (Karen Crowell) no report

e. GEC- (Helen Nishimoto and James Schumaker) Att. 5

- GEC is still accepting proposals. Helen asked proposers to not send Google folders for the required proposal documents and to please send one e-mail with all the required attachments per proposal.
- A new co-chair is need for GEC because Helen is going on sabbatical in spring 2019. The GEC will submit names of potential co-chairs to Claudia, and Claudia will submit names of potential co-chairs, too, to the Executive Committee, which will make a recommendation regarding the new GEC co-chair.

f. HAP- (No'el Tagab-Cruz) no report

g. WI – (Sharon Dansereau) no report

h. Sustainability – (Drew Kapp) no report

i. Bullying Survey for Hawai'i CC Report (AdHoc Committee/task force with College Council and Administration) no update

g. Reorganization Survey Results Att. 6

- Motion to move the reorganization results to College Council (Trina Nahm-Mijo/Christine Quintana)
  - Motion carries

## VI. New Business

a. Appointment of VCSA

- Dorinna Cortez is the new VCSA
- Motion to call a special Senate meeting and then go into executive session in January for a confidential discussion regarding the appointment of Dorinna Cortez as VCSA (Sam Giordanengo/Erick Cremer)
  - One abstention- motion carries

b. College Council Meeting 12/7/18 at 2 PM

- Restructuring Survey to be presented

#### VII. For the Good of the Order

##### a. UHPA Update (David Tsugawa)

- Surveys (please let me know which surveys, David- sorry!) are UH Mānoa centric and directing the way the surveys are going. There are only two other community college board members.

##### b. PAUHANA LUNCHEON 12/17/18 AT E KOMO MAI (former Coquis/Firehouse) at 12:30pm

- Luncheon cancelled

#### VIII. Adjourn

- Motion to adjourn meeting (Sharon Dansereau/Helen Nishimoto)
- Motion approved; meeting adjourned at 11:57 PM

Next meeting: Friday, January 25, 2019 @ 12pm, Manono - 388-103, Pāalamanui TBA