

Academic Senate Meeting Minutes 2020 – 2021

<p>Date: Friday, March 12, 2021 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Aimee Maclennan, Akeamakamae Kiyuna, Alma Cremer, Brenda Watanabe, Caroline Naguwa, Carrie Butler, Carrie Mospens, Cheryl Pavel, Chip Michels, Christine Quintana, Claudia WilcoxBoucher, David Tsugawa,Debbie Weeks, Donna De Silva, Donna Madrid, Drew Kapp, Elizabeth Shaver, Glenn-Dee Kuwaye, Grace Funai, Harold Fujii, Janet Smith, Jeanne Batallones, Jennifer Sims, Jesna Nissam, Josh McDaniel, Kaleopono Quintana, Kapena Landgraf, Karen Crowell, Kate Sims, Kenoalani Dela Cruz, Kristine Kotecki, Larissa Leslie, Laurel Gregory, Leanne Urasaki, Lisa Fukumitsu, Lissandra Baldan Jenkins, Lucy Jones, Luria Namba, Luzviminda Miguel, Mari Giel, Michelle Phillips, Nate Roberts, ,Noél Tagab-Cruz, Pamela Scheffler, Renee AK Dela Cruz, Reshela DuPuis, Robyn Kalauli, Sam Giordanengo, Sandra Claveria, Sharon Dansereau, Susie DeSa Dill, Toni Cravens, Trina Nahm-Mijo, Vivian Chin, Warren "Wailani" Walker</p>
<p>Call to Order: 12:05 By: David Tsugawa Mins: Aimee Maclennan</p>	<p>Guests: None</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>1. Ascertain quorum</p>	<p>Meeting called to order by Chair David Tsugawa at 12:01 pm with 26 senators (including least 3 Executive Committee members) in attendance.</p>		
<p>2. Roll Call and Introductions / Guest</p>	<p>No roll call was taken due to sufficient number of members in attendance. Attendance recorded via Zoom enrollment.</p>		
<p>Announcements</p>	<p>1) Online Voting Protocols</p> <ul style="list-style-type: none"> Secret polling will be used for all voting in remain in accordance with the Senate Charter. Accurate numbers for all votes (yay, nay, and abstentions) will be recorded in the minutes. 		
<p>3. Approval of the Minutes</p>	<p>Motion to approve the February 26, 2021 minutes (Howell-Cravens/Smith) Discussion:</p>	<p>Motion to accept the February minutes</p>	

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(Attachment 1)	<ul style="list-style-type: none"> • None <p>Vote:</p> <ul style="list-style-type: none"> • 0 nay, 22 yay, 2 abstentions 	carried. February 2021 Minutes approved.	
4. Senate Chair Report (Attachment 2 & 6)	<p>1) Student Services update (Att. 2)</p> <ul style="list-style-type: none"> • Please look at Att. 2 for updated information on Student Services units, schedules, and email/phone message response times. If you have concerns, please contact the Vice Chancellor of Student Affairs. <p>2) Senate Vice Chair (Toni Howell-Cravens) Report: Elections</p> <ul style="list-style-type: none"> • The Executive Committee (EC) is in support of David Tsugawa serving a second term as Academic Senate Chair. If anyone would like to nominate another candidate for Faculty Senate Chair, please contact Senate Vice Chair Toni Howell-Cravens. • If there are multiple candidates, the election for Senate Chair will be held the week before the next senate meeting. The results will be released at the next Senate meeting (April 23, 2021). If no other nominees are brought forth, David Tsugawa will remain as Chair. • The two-year obligations of several Standing Committee and Select Committee Chairs will be completed this year. The EC is requesting that the following committees turn in recommendations/nominations for new Chairs (or Co-Chairs) for the 2021-2022 academic year (or discuss extensions for the current Chairs): <ul style="list-style-type: none"> ○ CRC ○ EPC ○ GEC ○ DE ○ HAP ○ WI ○ Sustainability • Submit nominations for new Committee Chairs or a letter indicating that 		

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	<p>the current Chair will remain in position to Vice Chair Howell-Cravens before the next EC meeting (April 16th, 2021). The Committee Chairs will be discussed in the next Senate meeting (April 23rd, 2021).</p> <ul style="list-style-type: none"> • Point of order – According to the Charter, there is no identified length of service specified for the Standing Committee Chairs. Standing committees run similar to the Senate Chair, where the Committee brings forth a nomination to the EC, but anyone from the floor can also bring forth a nominee. Also, Select Committee Chairs are not elected through the floor of the Senate. The Chairs of the Select Committees are appointed by the EC. (Section 7 of the Charter clarifies the procedures for electing new committee Chairs) • Comment – Kapena’s term should not be up yet. Please check on the year that Kapena started as Chair. <p>3) Open discussion on possible senate charter amendments</p> <ul style="list-style-type: none"> • There is language within the Senate Charter that needs some amendments and revisions. Article seven, regarding the protocols for election of standing and select committee Chairs is one of the sections of the Charter that should be addressed. The EC is starting a petition to begin the amendment of some language within the Charter. An example of troublesome language within the Charter and possible revisions can be seen in attachment 6. • Question: If the Charter revision proposal is not at first reading today, how do we recommend changes to the language in the proposal? Do we send those through our EC Rep? Answer – Yes, that is the process. Anybody can petition to make amendments to the charter. The petition requires the signature of 20 Senators or 10 EC members. Once the petition is approved, the EC can draft the amendments. Anyone is capable of drafting revisions to the charter, forwarding the revisions to the EC, who then bring the revision to the Senate for first and second readings. 		

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	<ul style="list-style-type: none"> • Question – I am concerned about some of the revised language that is included in attachment 6. Has this already gone through the petition process? There is language that I do not agree with and would like to suggest changes. Answer - Attachment 6 is a very rough draft that has not yet gone through the petition process. Chair Tsugawa wanted to provide members of the Senate with an example of troublesome language within the Charter (or an absence of language that should be included) and potential language that can be used to revise the Charter. Attachment six is simply a draft/example of poor or lack of language within the Charter. <p>4) We will be sending a representative from our campus to the general education GE curriculum design team.</p> <ul style="list-style-type: none"> • We just received an email from President Lassner, requesting volunteers for the GE curriculum design team • A selection process for our campus to designate a candidate has been released by Lassner. 		
<p>5. Old Business (Attachments 3-5, 7)</p>	<p>1) CRC – Ku’ulei Kanahela / Grace Funai</p> <ul style="list-style-type: none"> • No Report <p>2) DE – Carrie Butler / Elizabeth Shaver (Att. 7)</p> <ul style="list-style-type: none"> • Leanne has agreed to be the DE Chair for 2021-2022. <p>3) EPC – Brenda Watanabe</p> <ul style="list-style-type: none"> • No Report <p>4) FPC - Alma Cremer</p> <ul style="list-style-type: none"> • No Report <p>5) GEC – Kenoalani Dela Cruz / Kapena Landgraf (Att. 3)</p>		

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	<ul style="list-style-type: none"> • FAMR 230 is up for renewal. Senate will vote in new business. • Invitations to the UH general education curriculum and design team were sent by email. Highlights from that email include: the design team will be made of 10-12 faculty across the 10 campuses. Goal will be to begin implementation of the curriculum at the end of the Spring 2022 semester. <p>6) HAP – No’el Tagab-Cruz (Att. 4)</p> <ul style="list-style-type: none"> • Began discussions with instructor K. Lang for ART 111. They will continue to work with this instructor to ensure that all of the HAP metrics are met. • HAP will meet T. Kanahale regarding HWST 101 at the March meeting. • Nominations for next HAP Chair will be brought up at the next HAP meeting <p>7) WI – Sharon Dansereau</p> <ul style="list-style-type: none"> • No Report <p>8) Sustainability - Drew Kapp / Debbie Weeks (Att. 5)</p> <ul style="list-style-type: none"> • BIO 124 will be approved as an S-designated class (at the instructor level). Eventually it will become a course-designated class and the proposal will be brought forth to Senate when it is ready. • Sustainability committee is looking for a new Chair or a Co-Chair to work alongside Debbie. • The ASC is complete. • The finishing touches of the La Honua Earth day are being completed! Please attend on April 21-22. Our colleagues and students will be providing workshops and discussions. • Charlotte Cheek is returning to the Manono as the VISTA employee. • Palamanui will also be getting their own VISTA volunteer. 		

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	<p>9) UHPA BOD update – Sam Giordanengo</p> <ul style="list-style-type: none"> • (delivered by David Tsugawa) Faculty reps will be meeting with the UHPA members. The contract will expire on June 30th, 2021. Negotiations are currently at an impasse, so we need to ensure that we stay informed. If you have questions, please contact your faculty rep or Sam, who is on the Board of Directors • Comment from Chat: Committee reports include current membership. It might be a good idea to update the committee tab on the Academic Senate (web page) as we begin in the fall. Nice that the meeting minutes are already kept current there now. Thanks <p>10) Ad-Hoc Finance and Budget Committee – Sam Giordanengo</p> <ul style="list-style-type: none"> • No Report <p>11) Pālamanui</p> <ul style="list-style-type: none"> • The Palamanui library and learning center is open over spring break • Regarding construction: all of the permits have passed and actual work on the remodel of the culinary lanai area will start shortly <p>12) Kō Education Center</p> <ul style="list-style-type: none"> • No Report 		
<p>6. New Business (Attachment 6)</p>	<p>1) GEC Certification for FAMR 230</p> <ul style="list-style-type: none"> • Question – You had made the statement that our regular practice is to have a first and second readings of reports from GEC and other curriculum committees. My understanding is that proposals are held to the first reading, but not the second reading . Can you offer any clarification? Answer – First and second readings definitely happen for Senate resolutions. You are correct that, when committees present their 		

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	<p>proposals for vote, the practice has been that the committees do the vetting and, when we propose them under new business, it is a time to vote. If someone is unhappy, they can ask that the proposal be tabled and brought back to the Senate for a second reading during the discussion period.</p> <p>Motion to approve FAM R230 for GEC designation. (DuPuis/Weeks) Discussion</p> <ul style="list-style-type: none"> • None <p>Vote:</p> <ul style="list-style-type: none"> • <i>0 Nay, 31 yay, 4 abstention</i> <p>2) Courses in Program of Study (CPOS) – Grace Funai</p> <ul style="list-style-type: none"> • Link to grace’s presentation is here. • The program will begin fall 2021. • Impacts students that are receiving financial aid. The classes that students are taking have to be applicable to their defined program in order to qualify for financial aid. • This is important information for those doing faculty advising. You now have to look at the general pathway to determine if the course is financial aid fundable. If you’re using a course that’s not on the pathway, consult a counsellor to determine if the class qualifies for financial aid. After the student registers, please ensure all of the classes are fulfilling the pathway requirement • In the past, financial aid was still dispersed regardless of what the student was enrolled in. After the fact, financial aid would request returns for money of classes that were not in plan. Now, students will not receive aid for classes not in their academic pathway. There are a few exceptions for repeated courses, or courses at other campuses that may transfer to their course. 	<p>Motion to approve FAM R230 for GEC designation carried. Proposal approved.</p>	

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	<ul style="list-style-type: none"> • To best guide students, make sure students are taking the classes that they need to fulfill the degree requirements at Hawaii CC. If you see things in STAR that are not working correctly, please let them know. For courses that require a waiver substitution, there's a new, online form in Quali which will automate the process for course waiver/substitutions. • Communication will be sent to students at the end of the month, informing them of CPOS and where to find more information. • Question – how does this affect financial aid for pre-100 courses? Answer - As long as the course is a stepping stone to the requirement then it is financial aid fundable. <p>3) Petition for amendments to Article VII in Senate Charter:</p> <ul style="list-style-type: none"> • An example of amendments to Article VII in the Charter can be seen in attachment six. • The petition that is linked in the Senate drive is to start the process for making amendments to our Senate Charter, Article VII. The requirement to begin amendments is 20 signatures from Senators or 10 signatures from EC members. The draft proposed (Att. 6) is completely in draft form and is up for all senators for discussion and questions. The petition will be open for senators to sign for 1 week. • Question – In Article IX of the current Senate charter, I only see the section where it states that 20 signatures of Senate members are required for the petition. There is no language discussing the 10 signatures from EC members to carry petitions. Answer – The Charter on the website is out of date and has since been updated to include amendments regarding petitions. These amendments were made in the previous senate meetings. • Question – If we sign the petition are we proposing to accept the amendments in attachment six, or we are voting get approval to start making amendments? Answer – You are voting to make amendments to 		

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	<p>Article VII of the Charter. If the petition moves forward, the EC will move with the petitioner (Chair Tsugawa) to suggest proposed amendments that will be brought forth to the Senate.</p> <ul style="list-style-type: none"> • Question – Do we need to be so specific as to what part of the Charter we are amending? Could we just get 20 Senators to sign a petition saying that we are seeking approval to amend the entire Charter? Why are we being so specific to Article VII if there are other areas of the Charter that also need to be reviewed? Answer – It has become apparent that there are many sections of the Charter need amending. Chair Tsugawa saw glaring issues in Article VII, so started there. The next step may, if the Senate so chooses, be to create an ad-hoc committee to look over the entire Charter. • Question – If someone makes a motion today to create an ad-hoc committee to review the Charter, would that go in tandem with the petition being proposed, or would it supersede the current petition? Answer- The current petition asks for revisions to article VII only. Until now, no one has suggested to revise the entire Charter. If we'd like to revise the entire Charter, it would be good time to create an ad-hoc committee. • Question – When was the last review of the charter? Answer – The date at the bottom of the Charter says April 28, 2017. • Comment – We should include language in the Charter that states that the Charter needs to be reviewed every few years. • Comment – We do have a regular review process for the Charter but, based on the very last article of the Charter, anyone at any time can request amendments to the Charter so we don't have to wait for the cyclical review. To initiate amendments out of schedule, a petition has to be made in order to begin the process. Being that we are on Zoom, David has put this in the agenda so that it is openly discussed. • Question - If we make this committee, will that committee bring forth the petition to change the charter? Does the petition have to come 		

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	<p>before the formation of an ad-hoc committee? Answer - Before we form an ad-hoc committee, we still need to get 20 members (or 10 EC members) to approve to move forward with amending the Charter. I feel that we are moving too quickly with the generation of an ad-hoc committee. I'd like to propose that we use a petition that is inclusive of revisions to the entire Charter, not just Article VII.</p> <ul style="list-style-type: none"> • A NEW petition to create an ad-hoc committee that will investigate and propose amendments for the entire Senate Charter has been generated. <ul style="list-style-type: none"> ○ If the petition goes through, the ad-hoc committee will be formed. The committee will then generate a petition to move forward with the investigation and proposal of amendments to the Senate Charter. Proposed amendments will be brought forth to the Academic Senate for approval. <p>4) Call for feedback: College Council (CoCo) has two issues up for possible CoCo Charter amendments: Officer ship and Representative Membership in the College Council.</p> <ul style="list-style-type: none"> • There are two issues that require feedback as soon as possible: Who is eligible to be an officer in the college council and who should be allowed as representative members on the college council? • Please provide feedback on the College Council to your EC members (who will forward it to David). Feedback will be compiled and sent to CoCo. <p>5)Feedback on HAW 7.102 and Revisions - Disruptive Student Policy</p> <ul style="list-style-type: none"> • Provide feedback on the link provided in the agenda or to Chair Tsugawa. 		

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	<p>6)Policy proposal on Senate meeting recordings:</p> <ul style="list-style-type: none"> • In CoCo, there has been discussion about how the council should treat recordings of their meetings. This applies to us because we are a public institution. Recorded meetings must be provided upon request, unless it contains information that is in violation of FERPA • The senate will record meetings for the soul purpose of Senate minutes. Once the minutes are Senate approved, the recording will be destroyed. Until the minutes are approved, the recordings will be held for public disclosure. • Comment – the only reason we are recording the meetings is because we are over Zoom. Previously, there have been audio recordings of the meetings to aid the secretary in accurate recordings of the minutes. • Between now and April Senate meeting, the EC members will be asked to reach out to their constituents and receive feedback on this policy 		
<p>7. For the good of the Order</p>	<ul style="list-style-type: none"> • There is a start of spring break pau hana at Joanne’s in Hilo. All are welcome to join. 		
<p>8. Adjourn</p>	<p>Motion to adjourn (Cravens/Walker) Vote to adjourn: No formal vote taken. -Meeting adjourned at 1:59 pm by Chair Tsugawa -Next meeting Friday, April 23, 2021 12:00-2:00 pm via Zoom.</p>	<p>Motion to adjourn Passed. Meeting adjourned at 2:00 pm.</p>	