

**Hawai'i Community College
College Council Meeting
Friday, September 12, 2014
Conference Room 6A/Videoconference to WH
12:00 noon**

Approved Minutes 10-10-14

Members Present: Grace Funai (Chair), Tiana Koga (Vice Chair), Tony Cravens, Marty Fletcher, Garrett Fujioka, Sherri Fujita, Joyce Hamasaki, Caroline Naguwa, Jeff Newsome, Joel Peralto, Cherise Souza, Leanne Urasaki, Noe Noe Wong-Wilson, James Yoshida

Guests: Erik Kalani Flores (ALO), Michelle Phillips (Biological Sciences)

Excused: Noreen Yamane, Joni Onishi, Jason Cifra, Debbie Shigehara, Chris Manasari

1. **Call to Order:** Grace Funai, Chair, called the meeting to order at 12:02 p.m.
2. **Roll Call (Sign-in Sheet)** –Chair Funai determined that a quorum was present.
3. **Review and Approval of Minutes from August 29, 2014 meeting.** It was recommended to change bullet #9 under Announcements. Sherri had extended the date to September 30. Motion was made to change the date from September 15 to September 30. It was moved and seconded to approve minutes as amended.

4. **(No agenda item listed.)**

5. **Updates from Administration (please refer to attached reports)**

- **Chancellor's report (see attached report)**
 - Noreen was not present; no comments or questions from the Council.
- **VC Academic Affairs' report (see attached report)**
 - Joni was not present; one question from the Council:

Question: What is the status of the Interim Director for OCET? Is this position in recruitment? Response: The College Council Chair will pose this question to the Chancellor and ask her to respond at the next meeting.

- **VC Administrative Affairs' report**

- James Yoshida did not have anything new to report. There were no questions from the Council.
- **VC Student Affairs report – Grace Funai for Jason Cifra (see attached report)**
 - Current enrollment is down 6.5%, but an official count will be taken next week (census date) and will be reported at the next meeting.
 - Please watch the following 89 second "Know your IX" video (<http://www.youtube.com/watch?v=IFAs9fegJsl>) that gives an overview of Title IX.
 - UHCC system will not renew the Achieving the Dream initiative, and is developing a System-wide Student Success Committee. Maui and Leeward already have Student Success Committees established. Jason Cifra, Donala Kawaauhau and Sam Giordanengo will co-chair HawCC's committee.
 - C3T2 (Rural Hawaii) has paid and non-paid internships available. Contact Jan-Marie Osorio or Michele Padayao for more information. C3T2 is also looking at VA initiatives for opportunities to partner with National Guard to offer classes at KMR.
 - First movie night tonight (September 12) is *Monster's University* at the back parking lot of the Manono Campus.
 - He 'Ahā Kūkā Kūkā meeting on October 1 with DOE to share data for students from high schools to first year. Will discuss how to improve the pipeline.
- **West Hawaii report (see attached report)**
 - No comments or questions from the Council.
- **OCET report, given by Tiana for Debbie (see attached report)**
 - Debbie was not present; no comments or questions from the Council.
- **Dean, Liberal Arts (no report available)**
- **Dean, CTE (did not have anything new to report).**
- 6. **Committee Updates:**
 - **Assessment Committee - Sherri Fujita (see attached reports)**

- Currently analyzing data from the ILO assessment summit.
- Since assuming the role of Assessment Coordinator (three weeks ago), has been finding there is a widespread misunderstanding of assessment process on our campus, and that there is a lack of ownership in programs/courses. Per HawCC Policy 5.202, ultimate responsibility is with DCs and the College Council for ILOs.
- Taking a look at last year's course assessments (**see attachment**), there were 202 assessments planned, but only 25 were completed (50 had incomplete documentation). Sherri reported that there are missing documents, postings are limited, lack of documentation, and lack of “closing the loop.” She is still gathering information to update to the level where we should be. Question: How does this affect accreditation? Kalani Flores explained that the recommendation goes back to the 2006 and 2012 accreditation self-evaluation reports. In 2012, we were given two years to be in compliance by 2014. The draft of the next Follow-Up Report will be posted on our intranet by September 15 for comments by our faculty and staff. The report should be finalized by Wednesday, September 17 for BOR submission. The report will identify all programs and assessments, what are the college/programs doing to make the changes. Will also mention the transfer to the new PATH database.
- Suggestions to improve process?

Better communication process and forms

PATH will help. Everyone knows where to go and can see what will be needed.

Samples?

In PATH, anyone with HawCC affiliated login can READ (can only edit their own).

More PATH training sessions will be available. This training is geared to provide information on how to use PATH (not how to do assessment). Assessment workshop sessions are needed, and will be coming soon.

Discussion of action item to identify action plan, benchmarks and timelines. A motion was made to create a committee or task force to review ILO development, revision and assessment of the ILOs. How can the community college address issues/goals and progress to meet ACCJC

recommendations? Kalani suggested looking at the ILO plan and then make recommendations to ensure that the development, revision and assessment of ILOs are effective. Motion was moved and seconded. All were in favor. Sherri Fujita and Noe Noe Wong-Wilson volunteered to co-chair. Others interested in participating can email Grace.

Sherri mentioned that she will be meeting with Joni Onishi to change the composition of the Assessment Committee to include the department/division chairpersons and the deans since they have the primary responsibility of overseeing program/unit assessments. Motion was made, moved and seconded. All were in favor.

7. Unfinished Business

- a. Tiana Koga shared the **revised College Hour Schedule** to include the Ho‘olulu Council meetings. The new schedule will be posted on the HawCC website.
- b. **Collapsing of program/comprehensive reviews.** Chancellor was not present for discussion.
- c. **Review of Annual Review & Budget Report from Administrative Affairs and OCET (FY2012-13).** Chancellor Yamane has asked the College Council to acknowledge, review and comment on the Budget Reports from Administrative Affairs and OCET (FY2012-13) and to report back to her for further action. Other reports were presented to the College Council in Spring 2014.: In the review process, the College Council reviews and makes comments on all reports (does not endorse or approve). The College Council discussed and agreed to submit the following comments: 1) suggest that the report date be added so that reviewer will know when the report was written. 2) Also include signature and comment lines for College Council to acknowledge receipt of the report and when action was taken. 3) The College Council acknowledges that the reports were received and reviewed. 4) College Council Chair will check to see if all reports were received and reviewed (Vice Chancellor for Student Affairs and Vice Chancellor for Academic Affairs). It was moved and seconded to accept the Review of Annual Review & Budget Reports from Administrative Affairs and OCET for FY 2012-13 with comments. All were in favor.
- d. **ILO Assessments.** Sherri discussed this topic earlier in her report and had no further comments.

8. New Business

- a. **E Imi Pono Day (Sherri)**
E Imi Pono Day will be held on Friday, September 19, 11 a.m. to 1:15 p.m. (**see attachment**). Announcement to faculty/staff is forthcoming. It will be a resource fair for assessment. There will be people from units and programs to help others with their assessment plans including Daniel/Tyler to help with PATH, Mitchell to help

with Curriculum Central, as well as others acting as coaches to help programs/units with the process.

- b. **College Council Orientation** is scheduled for September 25, 2:00-4:00 p.m. in Building 3393, Room 103. This orientation is geared for the new members of the College Council and others who are interested in college related activities, assessment and the governance process.

9. Announcements

- Kalani Flores – **The Follow Up Report** is due to ACCJC by October 15. A draft will be posted on the intranet in the next few days for campus review and comment. Please make sure to read through and provide any comments.
- **Next College Council meeting** is scheduled for Friday, October 10, 2014, 12:00 to 1:15 p.m., EH Conference Room 6A/WH B5.

10. Meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Doris Chang (Notetaker)