

College Council Meeting Minutes

Date: November 2, 2018 Time: 2:00p - 4:00p Location: Manono 388-101; Pāalamanui Koali 102	Members Present: Dorinna Cortez, Melanie Dorado Wilson, Reshela DuPuis, Jeff Fujii, Laurel Gregory, Ken Kaleiwahea, Ku’ulei Kanahale, Tennille Kephart, Kristine Kotecki, Larissa Leslie, Chip Michels, Thatcher Moats, Carrie Mospens, Pamela Scheffler, Rachel Solemsaas, Neva Supero, Claudia Wilcox-Boucher, Jessica Yamamoto
Call to Order: 2:06pm By: Carrie Mospens Mins: Claudia Wilcox-Boucher	Guests: David Tsugawa

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Quorum established (7)		
2. Call to order	Meeting called to order at 2:06pm		
3. Approval of minutes October 12, 2018 - att. 1	Motion to approve the October 12, 2018 minutes. (DuPuis/Michels) Motion carried unanimously by voice vote	Motion Carried	
4. Approval of Charter revisions - att. 2	Motion to approve charter revisions 1, 2, and 3 as a block. (Michels/Fujii) Motion carried unanimously by voice vote. (Revision 1 refers to addition of last line in Article I. Name; 2 refers to the addition of last line in Section 2. Assessment Committee; 3 refers to addition of last line of first paragraph in Section 3. College Effectiveness Review Committee.) Motion to approve charter revision 4. (Kotecki/Moats) Motion carried unanimously by voice vote.	Motion Carried Motion Carried	
	(Revision 4 refers to moving the Hawai'i Papa O Ke Ao member from		

	representative to ex officio.)		
<p>5. Old Business</p> <p>Discussion of College Hour Calendar - att. 3</p>	<p>With new insight as to the purpose of the College Hour Calendar and a need for further consideration of proposed changes, a new vote was proposed.</p> <p>The Council chair reported on the history of the College Hour Calendar noting that it was created to establish a designated day for College meetings so that scheduling conflicts could be avoided.</p> <p>Four proposed changes discussed:</p> <ol style="list-style-type: none"> 1) Retain original title: Schedule for College Hour Meetings; Revise title to: Schedule for College Meeting Planning; Revise title to: Schedule of College Meetings 2) Add Kauhale days to the fifth Fridays of the month 3) Retain original planning notes: -College Hour is 12:00 - 1:15 every instructional Friday during the Academic Year. Instructional divisions/departments do not usually schedule meetings on Friday's during final exams period. -College Council Meetings are either 12:00 - 2:00 or 2:00 - 4:00 on different Fridays to accommodate meetings scheduled for instructional divisions/departments. - Student Council/Government meets every week, meeting days may vary. - The BOR usually meets the third Thursday and Friday. -The UHCC Learning Day (non-instructional) usually falls on the first Friday of March -The E Imi Pono Day falls on the first Staff Development designated day of the Fall Semester. <p>; delete planning notes; revise planning notes to reflect the following: -Fridays are designated for College meetings First Fridays are for Department Meetings; second Fridays are for College Council; third Fridays are for Staff Development; fourth Fridays are for Academic Senate and Ho'olulu Council; and fifth Fridays are for Kauhale. Changes may be made to accommodate scheduling conflicts due to holidays or other. -Typically College Hour is 12:00 - 1:15 every instructional Friday during the Academic Year. Instructional divisions/departments do not usually schedule meetings on Friday's during final exams period. -College Council Meetings are scheduled for either 12:00 - 2:00 or 2:00 - 4:00 to accommodate meetings scheduled for instructional divisions/departments. - Student Council/Government meets every week, meeting days may vary. - The BOR usually meets the third Thursday and Friday of the month. -The UHCC Learning Day (non-instructional) usually falls on the first Friday of March -The E Imi Pono Day falls on the first Staff Development designated day of the Fall Semester.</p>		

<p>b. Discussion of Restructure Proposal - att. 4</p>	<p>4) Approve Spring Break date correction from week four to week three in March.</p> <p>Motion to approve the four word title option for the calendar: Schedule of College Meetings. (Michels/Kotecki) Motion carried unanimously by voice vote.</p> <p>Motion to add Kauhale days to the calendar. (Wilcox-Boucher/Michels) Motion carried unanimously by voice vote.</p> <p>Motion to accept revised planning notes; and add meeting times for College Council and Academic Senate; and add spring break dates to the calendar. (Michels/Kotecki) Motion carried unanimously by voice vote.</p> <p>Motion to approve the Spring Break date correction. (Supe-Roque/Michels) Motion carried unanimously by voice vote.</p> <p>Chancellor Solemsaas (via skype) asked the Council to encourage constituents to review the latest revised documents and provide feedback.</p> <p>Interim VCSA Kaleiwahea provided the latest draft reorganization chart dated November 2, 2018. In addition, there are new functional statements and more comments from Kauhale. Most recent changes pertained to the Academic Support Division. Any further requests for changes should go to Chancellor Solemsaas or other administrator.</p> <p>A comment was also made suggesting the College refer to "T funded"</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	
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	positions as “tuition” funded rather than “temporary”. The rationale behind this change is to remove the negative connotation of “temporary”.		
<p>6. New Business</p> <p>a. 2018 CERC Summary Memo to College Council - att. 5</p> <p>b. QFE Action Item 1 (pgs. 283-288)- att. 6</p> <p>c. Survey Collaboration</p>	<p>CERC Summary Memo dated 10/8/18 was received by College Council. Representatives of the Council are asked to share the memo with their constituents. The memo provides insight relative to AY15-AY16-AY17 Comprehensive Program Reviews for Accounting; Auto Body Repair and Painting; Administration of Justice; Carpentry; Early Childhood Education; Human Services; Substance Abuse Counseling; and Tropical Ecosystem and Agroforestry Management; and one non-instructional unit’s Comprehensive Unit Review, the Career and Job Development Center.</p> <p>Question: Will CERC be asked to make a “rank” style recommendation to administration? Response: Not at this time. Administration has not asked for this.</p> <p>Two action items are listed in the Quality Focus Essay (QFE) of our accreditation report. The first item calls for revising our current integrated planning process. Steps are outlined in the QFE. To carry out action item 1, the Council will need to create an Integrated Planning Task Force.</p> <p>In collaboration with the Academic Senate, the Council Chair requested volunteers to review the 2018 Faculty Worklife Survey, Bullying Survey, and the Campus Climate Survey to identify commonalities and develop next steps. Volunteers include: Dean Dorado Wilson, Representative Michels, and Representative Moats.</p>		
<p>7. Good of the Order</p> <p>a. College direction -</p>	Deferred		

<p>Community Resilience</p> <p>b. QFE action item 2 (pgs. 288-296)</p> <p>c. Meeting Wrap Up</p> <p>d. Next College Council Meeting</p>	<p>Familiarize yourself with QFE action item 2: First Year Experience (FYE)</p> <p>Chair will send a “Meeting Wrap Up” on what to report to constituents</p> <p>December 7, 2018, 2 - 4pm</p> <p>-ALO Kalani Flores thanked the College Council for a successful accreditation visit.</p> <p>-Due date for Annual ARPD Program reviews have been pushed back. Training schedules will be forthcoming. There will be more support especially for data analyzing.</p> <p>Annual Program & Unit Reviews = due Friday January 18, 2019</p> <p>Comprehensive Program & Unit Reviews = due Friday January 25, 2019</p>		
	<p>Meeting adjourned at 3:47p (Kotecki/Michels)</p>		