

College Council Meeting Minutes

Date: December 7, 2018 Time: 2:00-4:00pm Location: 388-101	Members Present: Reshela DuPuis, Jeff Fujii, Laurel Gregory, Ken Kaleiwahea, Ku’ulei Kanahale Tenille Kephart, Kristine Kotecki, Larissa Leslie, Bernard “Chip” Michels, Carrie Mospens, Trina Nahm-Mijo, Joni Onishi, Rachel Solemsaas, Neva Supe-Roque
Call to Order: 2:07pm By: Carrie Mospens Mins: Ku’ulei Kanahale	Guests: Deseree Salvador, Janet Smith, Merve Unumatz

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Quorum established (8)		
2. Call to order	Meeting called to order at 2:07pm		
3. Approval of minutes – November 2, 2018 – att. 1	Motion to approve the November 2, 2018 minutes. (DuPuis/Supe-Roque) Motion carried unanimously by voice vote.	Motion Carried	
4. Old Business a. Discussion of Restructure Proposal i. Functional Statements – att. 2 ii. Revised Organizational	Chancellor distributed updated org charts (charts 3-B, 4). -The title for position 86692 under English on chart 3-A2 has been updated to “English/English as a Second Language”. Chart 4 was updated with title changes under Counseling. -Title changes pending for Chart 3-A1 (Hospitality+BEaT+Culinary) VCAA Onishi explained that the alignment of positions with the learning and testing centers was deliberately left out so that there could be more flexibility for cross-over coverage.		

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<p>Chart – att. 3</p> <p>b. Accreditation Follow up i. Evaluation Report – att. 4</p>	<p>Chancellor Solemsaas explained that the restructure proposal will take <i>kauhale</i> to the next level by supporting student success. In being asked, “Why now?” she stated that “when 40% of students are not achieving the dream, there is a sense of urgency. We owe it to students to improve.” The Chancellor also stated that she stands behind the proposal and is willing to make necessary changes if the restructure is not successful.</p> <p>The Academic Senate Restructure survey results indicate that 34.8% of faculty supports the proposal, 34.8% does not support, and 34.8% is unsure of the restructure.</p> <p>Pālamanui faculty expressed concern regarding the job description of the Pālamanui director, indicating that the job description needs to be neutral and that there needs to be clarification of duties. As the description is currently written, the director appears to be losing authority. In response, Chancellor Solemsaas noted that these concerns will be further addressed when the time comes to hire a permanent director. Comments also suggested that the Pālamanui campus could benefit from having a Dean on site.</p> <p>Motion to recommend that the restructure proposal be moved forward. (Supe-Roque/Kotecki) Motion carried by voice vote with one abstention.</p> <p>The final evaluation report has been received from the Accrediting Commission for Community and Junior Colleges (ACCJC).</p>	<p>Motion Carried</p>	

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<p>ii. QFE action item 1 (pgs. 283-288)– att. 5</p>	<p>Our obligation is to follow-up with two institutional recommendations:</p> <p>Recommendation 1 In order to improve institutional effectiveness, the college should strengthen the link between assessment data and resulting analysis in order to support student learning and student achievement. (I.B.4)</p> <p>Recommendation 2 In order to improve institutional effectiveness, the college should monitor the completion rate of evaluations for Civil Service and Administrative/Professional/Technical employees by evaluating all personnel systematically and at stated intervals. (III.A.5) -p. 8 External Evaluation Report</p> <p>In addition, the College will need to follow-up on the two action items of our Quality Focus Essay (QFE): 1) Integrative Planning, 2) First Year Experience. Once the core Accreditation Standard Team (AST) has reviewed the action items to determine that the plans still make sense, a task force will be assembled to carry out them out. Lastly, the core AST plans to keep the ISER alive and recommends starting a year earlier to determine a timeline and preparation for ISER 2024.</p>		
<p>5. New Business a. Intro of Fulbright Scholar Merve Unumatz</p> <p>b. Committee on</p>	<p>Merve Unumatz is a Fulbright Scholar from Turkey who is serving as Scholar in Residence at Hawai'i Community College for the 18-19 academic year. She will be teaching Turkish Culture and Language in the Spring 2019 semester on MW from 2-3:15pm; those interested are welcome to sit in. Tuition-waivers are available for kupuna who wish to audit the course.</p> <p>VCAA Onishi reported that VCAS Kaleiwahea has resurrected the</p>		

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<p>Committees Report</p> <p>c. Update Charter with name change for Schedule of College Meetings – att. 6</p>	<p>Technology Advisory Committee (TAC). Currently, the committee is seeking two representatives, one from student services and one from faculty. TAC looks at policies/procedures related to technology (ie. Cybersecurity, equipment replacements plans, vidcon, etc.).</p> <p>VCAA Onishi also reported that the Academic Senate has expressed concern that some faculty serve on numerous committees. In response, VCAA Onishi and Senator Urasaki have created a survey and corresponding spreadsheet to capture faculty committee commitments. VCAA Onishi stated that the committee work needs to be spread out and that C4s/C5s need to help in providing mentorship to maintain institutional memory. Senator DuPuis noted that another way to maintain institutional memory is by having chairs mentor vice-chairs to take on the role of chair.</p> <p>Motion to update name for College Hour Calendar to Schedule of College Meetings. (Kotecki/Supe-Roque) Motion carried by unanimously voice vote.</p>	<p>Motion Carried</p>	
<p>6. For the Good of the order</p> <p>a. College direction - Community Resilience</p>	<p>Chancellor Solemsaas distributed a flyer promoting next year’s College direction: Kupukupu. This campaign highlights the College’s contributions to helping build a strong and resilient community and celebrates HawCC’s role in supporting strong communities. This campaign will be used in public relations, College Experience Day,</p>		

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<p>b. New hire announcement</p> <p>c. Meeting Wrap up – what to report</p> <p>d. Next College Council meeting</p>	<p>our end-of-year celebration, the Scholarship Thank You Breakfast, and at commencement. Nominations for alumni who helped respond to the effects of the Kīlauea eruption in Puna are due December 31, 2018. Ho‘olulu Council was consulted on the theme, which is based on the significance of the kupukupu fern.</p> <p>Mary Washington, from Ohio, is joining KAI (Kauhale Analytics and Intelligence) as our new Institutional Analyst.</p> <p>Chair will send a “Meeting Wrap Up” on what to report to constituents</p> <p>Our next College Council meeting will be on January 11, 2019 from 2-4pm.</p>		
<p>Adjourn</p>	<p>Meeting adjourned at 2:58pm (Leslie/Supe-Roque)</p>		