

COLLEGE COUNCIL MINUTES - Oct 8, 2021. Approved Nov 12, 2021

<p>College Council Meeting Minutes Oct 8, 2021, 12:00p.m. to 2:00 p.m. Location: Zoom Registration link: https://hawaii.zoom.us/meeting/register/tJ0rcOuhrT MuHtUk06_w8MZfHWEbIMhybBoL</p> <p>College Council AGENDA October 8, 2021</p>	<p>Chair: Reshela DuPuis Vice Chair: Christine Quintana</p> <p>Representatives: Meidor Hu, Ākea Kiyuna, Alan Ku, Larissa Leslie, Daniel Loo, Esthee Nathanson, Beth Sanders, David Tsugawa, Jeff Yamauchi</p> <p>Ex-Officio Members: Rachel Solemsaas, Ken Kaleiwahea, Dorinna Cortez, Melanie Wilson, Jessica Yamamoto, Kei-Lin Cerf, Taupouri Tangaro</p> <p>Guests: Lissandra Baldan Jenkins, Leanda Bernabe, Monica Burnett, Anne Chung, Tanya Dean, Renee AK Dela Cruz, Susie DeSa Dill, Harold Fujii, Lisa Fukumitsu, Mari Giel, Eri Hall, Sheldon Higa, Ian Hirakawa, Jacqueline Honda, Toni Cravens Howell, Donala Kawaauhau, Kesha Kubo, Nancy Kunishige, Glenn-Dee Kuwaye, Kanoe Lambert, Calla Luera, Aimee MacLennan, Donna Madrid, Callie Martin, Luzviminda Miguel, Carrie Mospens, Tiffany Naea, Luria Namba, April Kualii-Neal, Michelle Phillips, Kulia Salavea, Karla Sibayan, Jennifer Sims, Naveen Siriah, Kim Stevens-Suguitan, Neva Supe-Roque, No’el Tagab-Cruz, Sherise Tiogangco, Nadine Uina, Sara Vogel, Claudia Wilcox-Boucher.</p>
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Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:05 PM By: Reshela DuPuis Minutes: Estee Nathanson	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Keep video and mic off unless speaking ● Use chat whenever possible 		
2. Ascertain quorum	<ul style="list-style-type: none"> ● Chair ascertained quorum 	Resh DuPuis	
3. Approval of Minutes	Discussion:	0 Nay	

<ul style="list-style-type: none"> • College Council Minutes: Sept. 10, 2021. DRAFT 	<p>-Correct spelling of Chancellor’s name under #5 Reporting Discussion -Add David Tsugawa to list of representatives</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Rachel Solemsaas ○ Second: Ākea Kiyuna 	<p>0 Abstentions Motion carried unanimously</p>	
<p>4. Chair’s Update</p> <p>a. College Council website: new “Committee Reports” feature</p> <p>b. AY 2021-22 Policy Review Schedule</p>	<p>Added new feature to CoCo website: Committee Reports Tab (each Standing Committee has a folder). Archived entries back to 2011. CERC and Assessment Committee folders have subfolders for programs and units.</p> <p>4 Task Forces – Will be added to Committee Reports site (anticipated by end of Fall 2021 semester)</p> <p>Admin provided Council with Policy Review Schedule. Outlines responsible parties for policies.</p> <p>Discussion: None</p>		
<p>5. Reports</p> <p>A. Chancellor’s Update - Rachel Solemsaas</p> <p>a. Chancellor’s Update - Oct 8, 2021</p>	<p>Update Items:</p> <p>1) Title 4 report submitted on time for program review. Requests for data and follow up. Not just a financial aid review; involves entire Kauhale. Faculty, students, admin, staff may be involved.</p> <p>Discussion: Q: How will interview requests be made? Who chooses interviewees? A: The reviewers request through admin. Virtual interviews.</p>		

	<p>2) Chancellor introduced websites to promote and foster the use of data sets that are available; links are in her Update report. Sites show UHCC and campus level data. Chancellor will continue sharing throughout the academic year.</p> <ul style="list-style-type: none">a. IRO Office website. Latest is called MAPS. Including dashboards. Data Access Portal through institutional research. Detailed reports on all 10 institutions and can be disaggregated for Hawaii CC. Chancellor highlighted “Opening Enrollment by Student Type” report. Focus on Freshman classified and first-time students. “Opening Enrollment by Major” also recommended for program faculty to review.b. DXP – Data exchange hosted by P-20. Info about Hawaii CC as well as charter schools and DOE partners.c. Survey by UHCC sent to students – 3,386 respondents to 3 questions (324 Hawaii CC students). Data may be summarized by campus and area of study. <p>Discussion: Q: Are Early College and Running Start students in the data shared above or only degree-seeking? A: Does include all of our populations.</p> <p>3) Policy Process</p>		
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	<p>Policy states to review every three years, however review has been taking place annually. Schedule will be followed going forward. Policy directs when to update the website.</p> <p>Discussion: None</p> <p>4) Registration to begin soon for spring 2022. COVID vaccination status must be in LumiSight in order to register for in-person courses. Weekly testing required if exception was submitted (medical or religious).</p> <p>Also, staff vaccination requirements to be enforced spring 2022. Testing still being deliberated.</p> <p>State agencies – COVID testing 3 days upon return from international or mainland travel. Does not apply to UH, but President Lassner recommends complying with testing practice.</p> <p>Discussion: Q: Current count of vaccinated students? A: Based on LumiSight data. Looking up link to UHCC data from survey.</p> <p>Q: Where can students get forms for COVID exemptions? A: Shared link. Applications & Forms Hawaii Community College under Health Forms</p> <p>5) Save the Date: Kauhale Day Oct. 29, First-Year Experience focus. Indigenous Rights – Fight against climate change</p>		
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<p>D: B. VCAA Update - Melanie Wilson</p>	<p>Request to move VCAA Melanie's report up in the agenda.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Ākea Kiyuna ○ Second: David Tsugawa <p>STAR Instructor Support App – Link has been shared by email.</p> <p>View compliance status for COVID vaccination requirement.</p> <ul style="list-style-type: none"> - Reports app may not always be up to date. May be a delay in the report due to manual processing of testing information. - Shows students who add and drop a course; may also be delayed to update on app. <p>Spring registration: Two categories for students.</p> <ol style="list-style-type: none"> 1. Vaccinated 2. Religious/Medical Exemption <p>If Exemption, must test weekly. Spring 2022, students and staff will have to pay for their own testing.</p> <p>Will show something similar to “COVID hold” if LumiSight is not updated with vaccination/exemption info.</p> <p>Will be at PAL on Oct. 20.</p> <p>Discussion: None</p>	<p>0 Nay 0 Abstentions Motion carried unanimously</p>	
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<p>B. C. VCSA Update - Dorinna Cortez</p>	<p>Updated process to award HEERF Aid – 3 pots</p> <p>1st pot - Application Portal: Selection Committee “HEERF Hui Members” to determine awards for students. Supplemental funding due to large number of early applicants. \$2.1 Million total: \$700,000 for fall 2021 and then \$350,000 for spring 2022.</p> <p>2nd pot - UHCCs set aside monies for financial aid supplement due to centralization changes taking place. Delay in processing. After appeal has been submitted, this funding may be tapped to assist.</p> <p>3rd pot - COVID impact discretionary award. Work with campus to identify areas that may be able to be covered by these funds for COVID-related impacts. CTE material course costs for students covered by funding. COVID testing may also be covered.</p> <p>Program Review DOE review of Hawaii CC’s administration of Title 4 federal financial aid. Reason we were selected: Areas of concern.</p> <ol style="list-style-type: none"> 1) Default rate – highest in UHCC system at 20%. 2) Administrative capacity to administer aid – No financial aid manager for at least 3 years. 3) We returned funds to Title 4. <p>Expectation that we’re able to remedy concerns. Working closely with central UHCC FA office; providing extensive support. We have remedies in action.</p>	<p>Identify COVID-related impacts that may be eligible for discretionary award.</p> <p>Melanie will reach out to instructors to provide attendance documentation (last date of attendance) for students who have</p>	<p>Review taking place Oct. 18-22, 2021</p>
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	<p>Opportunity to identify improvements.</p> <p>Oct. 18-22 review will take place over the week. Those who will be interviewed have already been notified, but reviewers may be reaching out to ask questions or follow up on some things.</p> <p>Discussion: Q: Will related process document be available? A: Yes, will share updated doc (was previously shared with HEERF Hui committee)</p>	<p>returned Title 4 funds.</p>	
<p>E D. VCAS Update, including Staffing Planning 2022-23 - Ken Kaleiwahea</p> <p>a. FY2022 Budget Guiding Principles and Priority Criteria</p>	<p>Wala‘au session for budget planning – Email with link was shared: https://hawaii.zoom.us/j/91779108906</p> <p>Since last discussion: Admin to get review areas and assign priority criteria for vacancies in the department.</p> <p>Shared updated list of positions as of 9/30/21. Explained priority criteria.</p> <p>Discussion: Q: Does this account for data and requests from program/unit reviews and CERC evaluations? A: Plays some role, but is not the only factor. New integrated planning process with Kualu-build form. Intentional improvement on process to submit resource requests. All will be sent to Ken for review and consideration by admin team during budget planning.</p> <p>Comment: Concerned about Priority Criteria that are listed. First four goals of ILOS are related to education. Priority</p>	<p>Wala‘au session for budget planning</p> <p>It was requested that the email be reshared that includes the position spreadsheet and guiding criteria.</p>	<p>Oct. 15, 9-11 am</p> <p>ASAP – Prior to Oct. 15 session</p>

	<p>Criteria is not really thinking in terms of educational efficiency or efficacy.</p> <p>Response: Looking at guiding principles, which do relate. Some compliance issues cause liability concerns. Tough decisions that need to be made; how do we weigh those priorities? Do it as a team. Seeking feedback via various modes, roll up all the info.</p> <p>Comment: Hoping guiding principles are strongly considered.</p> <p>Response: First and foremost, must meet mission, goals, ILOs or the position wouldn't even be on the list. Guiding Principles can use restatement.</p> <p>Comment: Guiding Principles document does not state the additional items just mentioned.</p>		
<p>E. Committee & Task Force Reports</p> <p>a. Kauhale Analytics and Intelligence Advisory Committee (KAIAC) - Rachel Solemsaas</p>	<p>KAIAC - 2 new proposals under new business.</p> <p>Discussion: None</p>		
<p>b. QFE - First Year Experience Task Force - No'el Tagab-Cruz</p>	<p>FYE Task Force CoCo Task Force as well as Academic Designation Committee.</p> <p>Soft launch of FYE Asking Kauhale what will FYE look like? Looking for feedback and want to include all.</p>	<p>Asking Kauhale what will FYE look like? Looking for feedback</p>	<p>Ongoing Fall 2021/ Spring 2022</p>

	<p>Oct. 29 Kauhale Day Wear Halloween costumes! Special prize (BIG MAHALO) for AVID or other strategy related costumes.</p> <p>Discussion: None</p>	<p>and want to include all.</p> <p>Kauhale Day: Wear Halloween costumes!</p>	<p>Oct. 29, 9a-12p</p>
<p>c. Leadership Cohort Task Force - Sara Vogel</p>	<p>Sam Giordanengo, Kesha Kubo, Larissa Leslie, Michelle Phillips are members with Sara Vogel as lead.</p> <p>Getting a grasp on leadership programming (past and present). Purpose is to identify intentional design for future offerings.</p> <p>If interested in joining, contact Sara. svogel@hawaii.edu</p> <p>Discussion: None</p>	<p>If interested in joining, contact Sara Vogel, svogel@hawaii.edu</p>	<p>ASAP</p>
<p>6. Old Business</p>	<p>Discussion: None</p>		
<p>7. New Business</p> <p>a. Discussion: Request for College Council meetings to be recorded - ASU Rep Sandy Kama</p>	<p>Sandy Kama not present to discuss agenda item. Chair requested motion to defer this request to next meeting.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Larissa Leslie ○ Second: David Tsugawa <p>Discussion: None</p>	<p>0 Nay 0 Abstentions Motion carried unanimously</p>	
<p>b. Proposed revisions to Haw 5.202 Assessment policy *</p>	<p>Change where policy is housed; move from academic to institutional effectiveness. Change and update policy number to align under IE policies.</p>	<p>Share proposed revisions with constituencies</p>	<p>Nov. 12, 2021, 12-2pm</p>

<p>i. Haw 5.202 Assessment Policy. 2018-05-04</p> <p>ii. Haw 5.202 (4.202) Assmt Policy proposed revisions. mark-up</p> <p>* first reading</p>	<p>Updated UH System and BOR policy links (are out of date on current policy).</p> <p>Updated to add KōEC as part of Org Chart in “Responsibilities” #3</p> <p>Senate Chair Tsugawa is planning to share with Academic Senate at 10/22 meeting, so Council vote may need to be deferred.</p> <p>Chair asked members to share with constituencies and bring back to discuss at next CoCo meeting.</p> <p>Discussion: Comment: Suggest to just list policy number instead of having a live link, which could get outdated again.</p> <p>Comment: Suggest to have a process to move the policy that includes Ed Policy Committee and others who are impacted.</p> <p>Comment: This movement shifts our perspective to encompass whole Kauhale as responsible for assessment.</p>	<p>ahead of next CoCo meeting.</p>	
<p>c. Proposal DISSOLUTION OF KAIAC * - Rachel Solemsaas</p> <p>* first reading</p>	<p>Reviewed KAIAC charter. Access, Research, Analyze Data. No longer have staff position to lead the KAI committee.</p> <p>Continue culture of evidence in our decision making. Chancellor has committed to continue sharing resources and data sets that are available to our Kauhale. Two objectives shared in proposal.</p> <p>Discussion:</p>	<p>Share proposal with constituencies ahead of next CoCo meeting.</p>	<p>Nov. 12, 2021, 12-2pm</p>

	None		
d. Proposal 2021 CCSSE Task force Charter * - Rachel Solemsaas * first reading [CCSSE - Community College Survey of Student Engagement]	400 student responses from CCSSE surveys. Proposing to set up task force to compile the analysis of response data. By spring, compilation will be completed. Some have volunteered, but others are welcome to join. Campus climate – Began discussion Recommendations to have a more professional tool to assess campus climate through a third-party provider Discussion: Take two proposals back to constituencies; will vote next month unless there were other concerns.	Share proposed Task Force Charter with constituencies for feedback ahead of next CoCo meeting.	Nov. 12, 2021, 12-2pm
8. For the Good of the Order	1) Jeff Yamauchi: question re: RISO club. What is status on Ready Education? Chair suggested he submit agenda-item proposal form (on CoCo website) for discussion at next meeting. 2) Chancellor: Changes to the Pell Grant: By 2023, Pell will transition to Pell For All. Significant expansion of Pell program; will include Justice-Involved Students.		
9. Adjournment at 1:59 PM	Motion to Approve: <ul style="list-style-type: none"> ○ Motion: Larissa Leslie ○ Second: David Tsugawa 	0 Nay 0 Abstentions Motion carried unanimously	

NEXT MEETING: November 12, 2021 12:00p.m. to 2:00p.m.