

COLLEGE COUNCIL MINUTES - March 11, 2022

<p>College Council Meeting Minutes March 11, 2022 2:00 - 4:00</p> <p>Location: via Zoom Zoom Registration link</p> <p>College Council AGENDA March 11, 2022</p>	<p>Officers Chair: Resh DuPuis Vice Chair: Neva Supe-Roque Previous Chair: Jeff Fujii</p> <p>Representatives Sandy Kama, Alan Ku, Larissa Leslie, Daniel Loo, Thatcher Moats, Esther Nathanson, Michelle Phillips, David Tsugawa, Jeff Yamauchi</p> <p>Ex Officio Rachel Solemsaas, Melanie Wilson, Christine Quintana, Jessica Yamamoto, Kei-Lin Cerf, Taupouri Tangaro, E. Kalani Flores</p> <p>Guests Precious Mae Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Monica Burnett, Vivian Chin, Anne Chung, Tanya Dean, Kenoalani Dela Cruz, Renee AK Dela Cruz, Susie DeSa Dill, Daniel Fernandez, Harold Fujii, Pearla Haalilio, Sheldon Higa, Ian Hirakawa, Tiana Hirota, Robyn Kalauli, Kristine Kotecki, Keshia Kubo, Nancy Kunishige, Glenn-Dee Kuwaye, Calla Luera, Aimee Maclennan, Donna Madrid, Callie Martin, Craig Mitchell, Carrie Mospens, Tiffany Naea, Luria Namba, Kawehi Nguyen, Tagi Qolouvaki, Kulia Salavea, Kim Stevens-Suguitan, Sherise Tiogangco, Nadine Uina, Sara Vogel, Wailani Walker, Debbie Weeks.</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 2:04 p.m.</p> <p>By: Reshela DuPuis Minutes: Alan Ku</p>	<ul style="list-style-type: none"> ● Meeting will not be recorded ● Please 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 deferred to next meeting	<p>Discussion: Chair deferred review and approval of Feb 11, 2022 Minutes to next meeting.</p>	Resh DuPuis	
4. Chair's Update	<p>To ensure the meeting is able to cover all of College Council business, the agenda has been "flipped." Agenda items are now in the following order: Council business (committee and task force reports), Old Business (items up for vote), New Business, Administration updates.</p>		
<p>5. Committee and Task Force Reports</p> <p>A. Assessment Committee (AC) - Luria Namba</p> <p>Assessment Committee Update to College Council</p>	<p>See report.</p> <p>No additional discussion.</p>		
<p>B. College Effectiveness Review Committee (CERC) - Melanie Wilson</p> <p>CERC mid-semester summary report to the College Council. 2022-03-11</p>	<p>See report.</p> <p>CERC received 10 new Program/Unit Comprehensive Reviews to evaluate. The first four Response Memos are almost complete. Committee hopes to complete all ten memos this semester.</p> <p>No additional discussion.</p>		

<p>C. Accreditation Steering Committee - Kalani Flores</p> <p>Accreditation Steering Committee report on Institution-Set Standards</p>	<p>See report. Accreditation steering committee is proposing formalizing review of institutional set standards; specific standards expanded, see policy 4.203</p> <p>Review of standards to be done by College Council in Fall 2022 and admin.</p> <p>Standards are currently being reviewed by UHCC</p>		
<p>D. QFE - First Year Experience Task Force - No'el Tagab-Cruz</p>	<p>Motion to defer to April meeting.</p> <p>Motion to defer to April: David Tsugawa Second: Rachel Solemsaas Passed Unanimously</p>		
<p>E. QFE - Integrated Planning Task Force - Grace Funai</p> <p>1. QFE - Integrated Planning Task Force Proposed Changes to the Institutional Effectiveness and Budget Allocation Process</p> <p>2. QFE-IP Proposal. video Grace Funai, Chair</p>	<p>The College has two “Quality Focus Essay” (QFE) initiatives. The first is Integrated Planning, see link to video.</p> <p>Video was played, Grace Funai explained the proposal and went through all the main topic areas and the task force’s proposed changes.</p> <ul style="list-style-type: none"> • another Kauhale talk story to happen March 23 3p-4:30p <p>Comment, Chair: This proposal is not yet up for vote. Formal proposal will be on Council agenda on April 8.</p>		

	<p>Comment, David Tsugawa: Please read through. This includes important info for moving forward</p> <p>Comment, Chancellor: Key parts related to accreditation. This helps guide implementation plans</p> <p>Comment, Chair: April 8th meeting will have more in depth details and discussion.</p>		
<p>6. Old Business</p> <p>A. ACCJC 2022 Mid-term Report, Draft - Kalani Flores</p> <p>1. 2022 Midterm Draft1 - Hawai'i CC</p> <p>2. Proposed Action on Institution-Set Standards and Policy 4.201 (Integrated Planning for Institutional Effectiveness) (see 5.C. above)</p>	<p>See link to draft of midterm report.</p> <p>Comment, Chair: No motion yet needed to adopt this. There are two more meetings this year to read and vote on this document.</p> <p>Comment, Kalani: No, this document needs to get turned in to UH System in mid-April.</p> <p>Motion, David Tsugawa: Motion to accept as first reading and vote on April 8 meeting to accept. Second: Melanie Wilson</p> <p>Comments/Questions:</p> <p>Kalani: Still waiting on some system data for job placement rates. Mostly completed and cleaning up document. Core report ready for review.</p>	<p>Motion passed unanimously</p>	

	<p>via chat, Chancellor: The CC Chancellors were consulted about the UHCC response and we were able to provide input.</p> <p>David: Important for all to take a look at this for moving forward.</p> <p>Vote Result: Motion approved unanimously.</p>		
<p>B. Enrollment Summit update - Chancellor Solemsaas</p> <ol style="list-style-type: none"> 1. Fall 2022 Enrollment Plan Priorities 2. Enrollment Spring 2022 	<p>Rachel: Need to increase Fall enrollment. Conversations happened in February. See link for next steps.</p> <p>HEERF being extended through June 2023; balance of \$5M (plus another \$2M pending approval)</p>		
<p>7. New Business</p> <p>A. Schedule of College Meetings 2022-2023: Schedule of College Meetings 2022-2023. DRAFT for review *first reading</p>	<p>First reading. See link for draft of meetings schedule for the next academic year. Please review. Once adopted, this will be the official schedule for next year. Comments/questions: none.</p>		
<p>B. Proposal to revise Policy Haw 3.302, Program Advisory Councils</p> <ol style="list-style-type: none"> 1. Policy 3.302 Program Advisory Councils. current 	<p>Discussion:</p> <p>COMMENT, VCAA Melanie Wilson: #4, Industry representation. We have had faculty and counselors on</p>		

<p>2. Policy 3.302 Program Advisory Councils. proposed revision *first reading</p>	<p>advisory councils, however, this could be a conflict of interest. Updating policy to clarify.</p> <p>COMMENT, Chancellor: Looking at Maui College handbook to create/update internal handbook w/DCs.</p> <p>Chair asked Representatives to take this to their constituency to discuss and be ready for a motion to vote at April 8th meeting.</p>		
<p>C. Proposal to revise policy HAW 2.510, Web Page Guidelines</p> <p>1. HAW 2.510 Web Page Guidelines Policy. current</p> <p>2. HAW 2.510 Web Page Guidelines Policy. proposed revisions mark-up</p> <p>3. HAW 2.510 Web Page Guidelines Policy. proposed revision</p>	<p>Discussion:</p> <p>Webmaster Daniel Fernandez: This is a large change from the current policy. Revisions concern content, guidelines, content integrity, how updates are made, review cycles, system policies. This is a much more simplified outline and policy, based on current tech realities and the changing nature of tech each year.</p> <p>Questions/comments:</p> <p>COMMENT, Esther Nathanson via chat: Request from my constituency to clarify who are the responsible parties involved?</p> <p>COMMENT, Jeff Yamauchi via chat: Will IT be overseeing and supporting and populating pertinent information and announcements on the Pilina App?</p>		

	<p>ANSWER, Danial Fernandez: Going forward we'll have a spreadsheet for content editors. UH Systems IT is moving to a new content management system. Let's discuss and we can explore how EDvance can utilize the new system.</p>		
<p>8. Administration Updates A. Chancellor's Update March 11, 2022 Rachel Solemsaas</p>	<p>See report.</p> <ul style="list-style-type: none"> ● New data sources showing jobs over next decade. Workforce survey contract moving forward. ● Manono redevelopment, see link. ● CSO wrapping up 		
<p>B. VCSA Update Christine Quintana</p>	<p>Urgent relief fund has served 320 thus far, \$287k. Continuing to review requests. Any known student in need, please send him/her the link.</p> <p>https://www.hawaii.edu/offices/student-affairs/emergency-aid/</p> <p>Equity campaign: 181 apps. 144 awarded. \$86.7k. Campaign runs through April or when funds are expended</p> <p>Created outreach master calendar. Returning to in person activities. See link.</p> <p>https://docs.google.com/document/d/1Hi7cn5YgS6pKzp0lzXFS0iFeCDR6ELAYuL2W6o5wkG4/edit</p>		

<p>C. VCAS Update Ken Kaleiwahea</p>	<p>VCSA Ken Kaleiwahea absent (excused). He will report next month.</p>		
<p>D. VCAA Update Melanie Wilson</p>	<p>Join the retention team Slack channel see link https://retentionteamhawaiiicc.slack.com/join/shared_invite/zt-151ki0oh2-GOnqVWMd8XsVdnmihEW3~A#/shared_invite/email</p> <p>From Melanie, via Slack retention channel:</p> <p>“Although we need to focus intensely on retention of our students going forward, I have proposed that we do NOT have a traditional retention group that meets regularly this spring. Not only do we not need another meeting on our schedules, we should not limit participation to certain people who hold all the responsibility for making time in their schedules. Retention should be something we are all focusing on. The question is, where do we find time to do the extra work required to improve retention and figure out how to change practices.</p> <p>Therefore, I am granting faculty permission to stop all non-essential projects, grants, assessment, committee work, etc. to focus on student success in their classes with the goal of bringing them back next semester. In truth, nothing we do is non-essential, but if it doesn't have a deadline, then I want you to feel free to prioritize the retention actions that we identify in the coming weeks and months.</p>		

	<p>I will write a letter of support for any instructor's dossier who works on this project with us and has to set aside other work that would normally be reported in the dossier for contract renewal or tenure and promotion.</p> <p>Our focus will be on two groups of students and data sets:</p> <p>The students who failed last semester and notify their current instructors that they've been identified as possibly at risk. Put in place academic and basic needs plans for each of these students individually.</p> <p>The students who are at risk for DFW this semester at mid-term (now). Put in place academic and basic needs plans for these students.</p> <p>We will create circles of support around these students and count our successes. So I invite you to weigh in on the discussions surrounding retention, if you have the time and inclination.</p> <p>Mahalo and have a great Spring Break and stay tuned for next steps to provide extra support for our at-risk students!"</p> <p>Comments/Questions:</p> <p>COMMENT, Debbie Weeks: Last semester was abysmal, however, this semester has been the best yet. Have some students who have returned this semester and are doing great. Things are happening that are helping our students.</p>		
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<p>9. For the Good of the Order</p>	<p>Debbie Weeks, Chair of Environmental Sustainability Committee: Solar EV charger is coming in April.</p> <p>Kenoa Lambert via chat: From Hawai'i CC Alumni Pomaika'i Bartolome, Executive Assistant, Hawai'i County Mayor's Office:</p> <p>Please encourage students, faculty, staff or anyone who may be interested in learning more about our County Government by serving on a County Board, Commission or Mayoral Advisory Committee. It's not only a great opportunity to gain insight and knowledge, but also an opportunity to be the voice for the community.</p> <p>Hawai'i County Boards and Commissions</p> <p>https://www.hawaiicounty.gov/our-county/boards-and-commissions#BNC</p> <p>Current vacancies to fill:</p> <p>Cost of Government Commission for District 3 (Keaukaha-Waiākea Uka).</p> <p>GMAC - Districts 1 (N.Hilo-Hāmākua) & 7 (Kona)</p> <p>Water Board - District 4 (Puna)</p>		
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	<p>Police Commission - District 9 (Kona)</p> <p>Transportation Commission - District 6 (Volcano - Ocean View)</p> <p>Please contact Pomai or refer students to her at (808) 961-8504 or pbartolome@hawaiiicounty.gov</p>		
10. Adjournment	<p>Meeting adjourned at 4:05pm</p>		