

COLLEGE COUNCIL MINUTES - February 9, 2024 Approved by consensus, March 1, 2024

<p>College Council Meeting Minutes February 9, 2024. 12:00pm - 2:00pm Location: Zoom Zoom Link and Registration: https://hawaii.zoom.us/meeting/register/tJ1qf-CupjgtGt1Sl4aD_AHL_wfp4QeN2Qnw</p> <p>Meeting Agenda: https://docs.google.com/document/d/1t5cbv_0RCvtqOzTGosoleXHxZ0FUTiGx9fHw1mDnnwk/edit?usp=sharing</p>	<p>Chair: Brenda Watanabe Assisting: Reshela DuPuis</p> <p>Representatives: Lisa Yamanaka, Orlo Steele, Stefanie Sasaki (proxy, DSA), Robert Pickens (proxy, AS) Estee Nathanson, Laurel Gregory, Adam Onishi, Alan Ku, Jana Smith</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Anne Chung, Carrie Mospens, Taupōuri Tangarō</p> <p>Kauhale: Rae Pacheco, Callie Martin, Wailani Walker, Luria Namba, Pearla Haalilio, Philton Velasco, Sheldon Higa, Luz Miguel, Tamera Loveday, Tomoko Skinner, Tiffany Naea, Ashlee Kalauli, Harold Fujii, Calvin Black, Lissandra Baldon Jenkins, Natalie Alvarado, Laura Hall, Kanoe Lambert, Deseree Salvador, Larissa Leslie, Grace Funai, Tiffani Amana, Jennifer Sims, Anjeanette Oberg, Jeanne Batallones,</p>
---	--

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:04pm By: Brenda Watanabe Minutes: Adam Onishi	<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 	Brenda Watanabe	
3. Approval of Minutes <ul style="list-style-type: none"> January 12, 2024 draft for review 	<p>Discussion: No changes to the January 12, 2024 Meeting Minutes</p> <p>Motion to Approve Minutes: Susan Kazama</p> <ul style="list-style-type: none"> Second: Lisa Yamanaka 	Motion Approved by Consensus	

	Approved by Consensus		
4. Chair's Update	<p>Brenda Watanabe:</p> <p>Integrated planning for institutional effectiveness CoCo site: Committee Reports: folder #14 Please review the Integrated Planning Timeline</p> <p>Check in: Annual/Comprehensive Plans are to be submitted to plan for implementation in the next academic year.</p> <p>Comment: Grace Funai: Reminder to VC/Directors, implementation plans need to be worked on now, with plan to be finalized March 1st and reported to CoCo. B-Budget request forms - Jodi to prepare budget request forms. Will be discussed at Admin budget retreat meeting in April.</p> <p>Question: Will departments be receiving a basic/standard amount for B-budgets?</p> <p>Answer: B-budgets will be sent to DC's. You may ask your DC for details.</p>		
5. Old Business	<p>Motion to elect Rachel Louis as College Council Vice-Chair: Kimberley Collins</p>		
A. Nominations for College Council Vice Chair		Motion Approved by Consensus	

<ul style="list-style-type: none"> • Rachel Louis Statement of Leadership for College Council: Rachel Louis Statem... 	<p>Second: Laurel Gregory</p> <p>Approved by Consensus</p>		
<p>B. Policy revision proposal, HAW 7.520 Satisfactory Academic Success</p> <ul style="list-style-type: none"> • HAW 7.520 Satisfactory Academic Progress current • HAW 7.520 Satisfactory Academic Progress proposed red line • HAW 7.520 Satisfactory Academic Progress proposed clean • HAW 7.520 Satisfactory Academic Progress Flowchart 	<p>Discussion: Stefanie Sasaki</p> <p>DSA work group is continuing to receive feedback on the policy revision.</p> <p>Motion from DSA to table Policy revisions while further feedback is received: Stefanie Sasaki Second: Christine Quintana</p> <p>Approved by Consensus</p>	<p>Motion Approved by Consensus</p>	
<p>C. Proposal: Change College Council Meeting on May 10, 2024 to May 3, 2024, Interim Chancellor Susan Kazama</p> <ul style="list-style-type: none"> • Schedule of College Meetings AY 2023-2024 <p>Second reading</p>	<p>Discussion: Susan Kazama</p> <p>Commencement is on May 10, 2024, the same day that the College Council meeting is currently scheduled. But Commencement volunteers start helping with set-up from the early morning through the whole day. This would make it hard for a lot of Kauhale members and Council Reps to attend the meeting.</p>		

	<p>Motion to move College Council meeting to May 3, 2024: Kimberley Collins Second: Jana Smith</p> <p>Approved by Consensus</p> <p>Chair Brenda Watanabe will work with our Webmaster Daniel Fernandez to get the revised Schedule of College Meetings posted to the Council website.</p>	<p>Motion Approved by Consensus</p>	
<p>6. New Business</p> <p>A. Policy Revision Proposal: HAW 7.505 Class Attendance, Disappearers, No Show</p> <ul style="list-style-type: none"> ● HAW 7.505 Class Attendance, Disappearers, No Show Current ● HAW 7.505 Class Attendance, Disappearers, No Show proposed red line ● HAW 7.505 Class Attendance, Disappearers, No Show proposed clean <p>First reading. Discussant: Grace Funai.</p>	<p>Discussion: Grace Funai</p> <p>Noted that grammatical corrections have been made on the proposed Clean version.</p> <p>Attendance policy - this policy revision adds on the ability for instructors to set attendance policy for their classes.</p> <p>Remove-Disappear Policy: There was no consequence or action that could be taken, and it didn't make sense to define something with no action. Student has the right to stop attending, and College has the right to give an F grade.</p> <p>No Show Policy: Before Participation Verification (PV), there was a No show policy, then the No show policy was retired. However, No Show plays a different role from PV. PV has a specific period of time to note non-participation. No Show allows faculty members to drop a student who</p>		

	<p>doesn't attend by the 2nd day of class. If the student doesn't attend class, the instructor has autonomous authority to drop that student from a full class. Specifically this allows faculty to drop a student in order to add a student who does want to take the class.</p> <p>The revisions were reviewed through the Academic Senate's EPC, and has been shared with the faculty through that committee.</p> <p>Question: How many classes will this impact? Will it create confusion with Participation Verification (PV)?</p> <p>Answer: There is already confusion with PV itself. PV was thought to be the same thing as No Show. However, most of our programs and classes are not completely full. This policy would only affect programs or classes at full capacity and can be used by those faculty who might need it. There would not be many programs or courses this would impact. The policy would give options to programs and faculty who need it.</p> <p>Another problem is that the Waitlist disappears from the Laulima course information starting the first date of instruction. Open seats then get filled on a first come first serve basis, any student can register once the Waitlist goes away if they meet the prerequisites.</p>		
--	---	--	--

	<p>Question: Do faculty in those programs have the ability to add students over the seat size during that week while waiting for PV?</p> <p>Answer: Yes, they can be added. Concern is, if the student doesn't drop the class, then there could be a situation where there's too many students in the class. So the faculty member must attempt to reach out to the student.</p>		
<p>B. Proposal to adopt the Ka'ao Ka'ika'i Strategic Plan AY 2023-2029</p> <ul style="list-style-type: none"> ● Proposal to adopt the Hawai'i CC Ka'ao Ka'ika'i Strategic Plan ● Hawai'iCC Planning Task Force Process Infograph ● Ka'ao Ka'ika'i Strategic Plan alignment to UH System Strategic Plan ● UH Systems Strategic Plan 2023-2029 ● UH System Strategic Plan Metrics ● UHCC Proposed Strategic Plan Framework (revised). 2023-11-07 	<p>Discussion: Resh DuPuis</p> <p>Mahalo nui to Taupōuri Tangarō, Ākea Kiyuna and Kei-Lin Cerf. The former Chancellor, Rachel Solemsaas, had appointed them in Fall 2022 to the initial task force; they were charged with developing a strategic plan for the College.</p> <p>The College's plan always needs to align with the UH System plan, which has been approved for AY 2023-2029. Note: There's a small typo on some of the docs linked here (they show AY2024) but this will be corrected prior to second reading.</p> <p>The UH system plan defines four "Imperatives." Our College's plan has redefined these, based on our adoption of the Ka'ao model, as Ka'ao Ka'ika'i or Core Commitments.</p> <p>The first 4 align directly with UH System Strategic Plan:</p>		

	<p>Ka'ika'i Kuleana <i>Fulfill kuleana to Native Hawaiians and Hawai'i Island.</i></p> <p>Ka'ika'i Haumāna <i>Develop successful students for a better future.</i></p> <p>Ka'ika'i 'Oihana <i>Meet Hawai'i Island's workforce needs of today and tomorrow.</i></p> <p>Ka'ika'i Noi'i <i>Diversify Hawai'i Island's economy through innovation and multi-sector partnerships.</i></p> <p>Based on College-wide discussions, forums, and events organized by the original task force, our College has added a 5th Ka'ika'i/ Core Commitment:</p> <p>Ka'ika'i Kauhale <i>Build and Maintain the Wellbeing of the College Kauhale.</i></p> <p>We will still need to develop metrics and measures for our College, based on our Kauhale's needs and capacities, that can allow us to appropriately measure our success in meeting these five strategic goals, as well as to guide us toward continuous improvements going forward.</p> <p>Discussion: Tangarō</p> <p>Thank you to Resh for assistance in getting this project completed.</p>		
--	--	--	--


	<p>These Ka'ika'i were developed through a couple of years of conversations and qualitative meetings looking at what we do well, and areas that keep us from doing our best.</p> <p>Our intention is to bring meaning back to what we do. Things too often get lost through the strategic planning process. In our College-wide Ka'ao work, beginning with student FYE, we know that the narrative of the process is wholly important. We need to strategically build our capacities to show us our strengths and stories. What makes us exceptional, great, service agents for the community?</p> <p>The UH System "Imperatives" were adapted to Ka'ika'i. and we added the Ka'ika'i Kauhale at our campus. This is what makes it different from other colleges in the UHCC System. We are focusing our strategic attention to the wellbeing of our campus and the human beings that are here.</p> <p>Our College will be a pilot for other colleges as they work on their strategic plans. We are a leader in this area. We are prioritizing asking ourselves about how we are feeling and doing. So we're leading the System to humanize and regionalize the strategic plans to bring meaning to and from ourselves.</p>		
--	---	--	--

	<p>Comment, Resh DuPuis:</p> <p>This proposal is at first reading, it will be brought back for second 2nd reading at the March 1st meeting. Please take this out to your constituents and discuss it with them, and bring any concerns or questions to the March meeting, or you can email Tangarō or me.</p> <p>Mahalo.</p>		
<p>C. Policy Revision:HAW 3.303 Campus Governance: Revisions are needed to reflect accurate information.</p>	<p>Discussion: Susan Kazama</p> <p>Policy revision - we have a review process and schedule for policies. The schedule shows this policy was checked off for review in March 2022, but it didn't actually go to the College Council.</p> <p>The College Council info on the current policy does not match the Council's Charter. Administration will review and bring a corrected version back to the College Council for review and approval at a later date.</p>		
<p>7. Administration Updates A. Interim Chancellor's Update College Council 2023-2024 Chancellor Updates</p>	<p>February is CTE Month</p> <p>Sara Vogel - Leaves for Fulbright February 1 - August 1, 2024</p> <p>Title IX inquiries should be sent to Mari Giel and Shana Kojiro</p> <p>Mahalo POM for bathrooms coming back into service.</p>		

	<p>Kipaepae Maweke for Rockne Freitas Way Dedication. Approval was given in August to name the road. Everyone is invited February 10, 2024. 9:30am. Parking is limited. Mahalo: Kalei Haleamau-Kam, and Pālamanui Team for coordinating the event.</p> <p>BOR Meeting: February 15-16, 2024. Second regional meeting. Powerpoint to be shared. Everyone is welcome to attend. Welcome Kipaepae at Pap'a Hale on Thursday at 9:00am. Regents will be taken to the Panaewa Farm. Our Agriculture Program faculty Lew Nakamura and his students will be presenting to the Regents. Mahalo to Lew, Dustin, and students.</p> <p>Formal BOR Meeting will be on Friday, at UHH.</p> <p>March 8th: HISSI. Fill out the online form to attend. Deadline is February 15th.</p>		
<p>B. VCAA Update Kimberley Collins VCAA College Council Update AY 2023 - 2024</p>	<p>Lecturer postings have been reset. Lecturers need to reapply in NeoGov. Update your materials before applying to new postings. Thank you to Jodi Mine and Shana Kojiro for their assistance with all these new NeoGov postings.</p> <p>Question: Were all lecturers that are on NeoGov list sent notification or just the active ones?</p>		

	<p>Answer: Just active lecturers. DCs were asked to gather emails of all their lecturers before the old application site was closed.</p> <p>New Dashboard: Transfer dashboard.</p> <p>New LMS: No official announcement yet, but BrightSpace D2L is still in the process of contract. When that is done, an official announcement will be made. Looking for a new name for the LMS. Asking faculty teaching online in Summer if they would want to be part of a pilot. Implementation by cohort. Cohort 1 Community College, Cohort 2: University Cohort 3: Training modules. Training for instructional designers available to staff and students.</p> <p>Hosting our own space transition to cloud hosting. Limits to archive.</p> <p>Question: Will the announcement have details about the reasons behind the decision</p> <p>Answer: Not sure of which details will be provided. Details were provided when looking at options on what the LMS has to have, what we would like to have, reputation of the company, transition from old LMS, etc.</p> <p>Question: When would the changeover happen for Hawai'i CC?</p>		
--	---	--	--

	<p>Answer: Unless you are in the pilot, you will need to start transitioning your Spring 2025 courses through Fall 2024. The Fall 24 term will be used to prepare for Spring 25. Fall 2024 semester will still be on Laulima, but Spring 25 will all be on BrightSpace.</p> <p>CTE Month: Mahalo to Interim CTE Dean Anne Chung, CTE Faculty, Jonah Nitura, Kanani Yamada. Getting the word out about our programs. Highlight the events of the CTE programs.</p> <p>Perkins proposals are due March 1, 2024.</p> <p>AI Toolkit from ACUE</p> <p>New Hawaii P20 2023 Annual Report is available.</p>		
<p>C. VCSA Update Christine Quintana College Council 2023-2024 Updates</p>	<p>Welcome: Stefanie Sasaki - TRIO SSS Miyoko Hall-Kennedy - Mental Health Specialist</p> <p>Student Life: RISO registration forms Funding Requests: Student activities meet every week, Student government meets every other week. ASUH are filling vacancies, reach out to Pearla and Wailani.</p> <p>Valentine's Events are coming up</p> <p>CARE Team: Revision to website and online reporting form</p>		

	<p>Student Support Services: Highlighting HINET - Craig, TRIO SSS - Randiann, Career Services Events, Mental Wellness Services how to support those in crisis, Counseling Services workshops.</p> <p>Save the Date: Hawaii CC Day, April 20, 2024 Career Fair at the Manono Campus Cafeteria, Resource Fair, Car Show. If interested in supporting, contact Glenn-Dee Kuwaye.</p>		
<p>D. VCAS Update Jodi Mine  College Council 2023-2024</p>	<p>Business Office: P-card training updated as of 5/1/2023. New and existing cardholders have to do retraining by June 30, 2024</p> <p>PCDO Deadlines: Submissions are at the end of the month every month. 15 days from the date of the FHB Statement to submit PCDO in concur. Deadline may be shortened at Fiscal Year End.</p> <p>Safety and Security - Changed out batteries and PAD for AEDs across Manono campus. Maps will be forthcoming to show active rally points, active AEDs, updated restroom map.</p> <p>Human Resources - For any personnel documents, forward to Jodi instead of Susan Horimoto. Form 20As or Form 25s</p>		

	<p>POM/Auxiliary - Waxing was done over winter break - Hale Aloha 2nd Floor, Bamboo Hale, and Corner Cafe. Plan for Fall 2023 Carpentry Classroom and Cafeteria dining room.</p> <p>Please send only one AIM request, rather than repeatedly sending requests for the same issue. Direct AIM requests questions to Steve Capeder.</p> <p>Facilities - Culinary Program requested to identify 2 parking spaces for take-out parking. So two 15 minute stalls are being reserved for pick-up take-out orders from now on, on Tuesday-Thursday.</p> <p>Budget - Jodi is working on the B-budget docs. You will be getting something shortly.</p> <p>Question: SSARP Funds are to expire this fiscal, are we on track to spend them? Extension possibilities or losing funds?</p> <p>Answer: Jodi working with IT to get outdoor spaces. Deadline of June 30, 2024. We will work on extending.</p>		
<p>8. For the Good of the Order</p>	<p>Question: What happened to the Institutional Learning Outcomes? Were they supposed to be updated this year?</p> <p>Answer: Accreditation team was charged with looking at the Mission Statement. Haven't heard of the need to revise ILO's.</p>		

	<p>Announcement: Tamera Loveday Please see the email from Grace Funai announcing the new Marine Options Program (MOP) launch. Discussion/Brown Bag to go over the new certificate program, ask questions, and how to get your students involved. March 7th 10-11am</p> <p>Announcement: Lā Honua Earth Day is coming up, please contact Drew Kapp for information and to volunteer. Jana Smith: This year's events will reinstate K-12 visitations on campus.</p>		
9. Adjournment Time: 1:45pm	Next meeting: March 1, 2024, 2:00-4:00pm		