

**Academic Senate Meeting Minutes 2023-2024**

<p><b>Date:</b> Friday, August 25, 2023  <b>Time:</b> 12:00 pm  <b>Location:</b> Zoom</p>	<p><b>Members Present:</b> Alma Cremer (ExCom), Anne Chung, Brenda Watanabe, Ashlee Kalauli, Carrie Butler, Debbie Weeks, Donna De Silva, Drew Kapp (ExCom), Grace Funai, Harold GKW Fuji, Jana Smith (Chair), Jeanne Batallones, Jennifer Sims, Jesna Nissam, Kanoë Lambert, Kate De Soto, Kenoalani Dela Cruz (ExCom), Larissa Leslie, Leanne Urasaki, Lew Nakamura (ExCom), Lissandra Baldan Jenkins (Sec), Lisa Fukumitsu, Lisa Yamanaka, Luria Namba (Vice Chair), Luz Miguel, Meidor Hu, No’el Tagab-Cruz (ExCom), Orlo Steele, Precious Atendido, Reshela DuPuis (ExCom), Robyn Kalauli, Sharon Dansereau, Shae Clark, Susie Dill (ExCom), Tamera Loveday, Tanya Dean, Toni Cravens-Howell, Wailani Walker</p>
<p><b>Call to Order:</b>  <b>By:</b> Jana Smith  <b>Mins:</b> Lissandra Baldan Jenkins</p>	<p><b>Guests:</b> None</p>
<p><b>Robert’s Rules of Order on Voting</b></p>	<p><b>In the usual situation, where the rules require either a “majority vote” or a “two-thirds vote,” abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the rules explicitly require a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [RONR (12th ed.) 44:1, 44:3, 44:9(a); see also p. 66 of RONR In Brief.]</b></p>

<p><b>KE ALA NU'UKIA:</b> <i>No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puaaneane, na ke Kulanui Kaiāulu 'o Hawai'i e kaulele ma ka 'ike e pono ai nā hoa Kauhale i na'auao a mākaukau ho'i. Ma hope mākou o ke ala nu'ukia o nā Kulanui Kaiāulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuāuli.</i></p>	<p><b>MISSION:</b> To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.</p>
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TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p><b>1. Ascertain quorum</b></p>	<p>➤ Meeting called to order by Chair at 12:05 pm. Quorum has been met, including at least 3 members of the Executive Committee.</p>		
<p><b>2. Approval of the Minutes</b></p>	<p>❖ Minutes now included in Consent Agenda.</p>		
<p><b>3. Consent Agenda</b></p>	<p>(ATT. 1) -&gt; 1. AS meeting Minutes May 15, 2023; -&gt; Minutes Draft have been updated with revisions, approved by the Executive Committee for the Consent Agenda. Please review. -&gt; Robert’s Rule for Minutes - For major revisions/changes, request Minutes be removed from Consent Agenda to be discussed in Continuing Business; If there are only minor revisions or none, the Minutes are approved.</p> <ul style="list-style-type: none"> <li>● <b>Reshela DuPuis</b> made a motion to approve the consent agenda</li> <li>● It was seconded by <b>Kenoalani Dela Cruz</b></li> </ul> <p>➤ Vote to approve the consent agenda:</p> <ul style="list-style-type: none"> <li>■ <b>24 = Yay; 1 = Nay; 3 = Abstain</b></li> </ul>	<p><b>Reshela DuPuis</b> made a motion and <b>Kenoalani Dela Cruz</b> seconded to approve the consent agenda</p>	
<p><b>4. Senate Chair Report</b></p>	<p>a) Welcome and intros b) QFE update - Grace Funai:</p> <ul style="list-style-type: none"> <li>➤ Quality Focus Essay (QFE): QFE developed several things while hearing from Kauhale: <ul style="list-style-type: none"> <li>○ Shared terminology in discussing institutional effectiveness. These are a few things they came up with: <ul style="list-style-type: none"> <li>■ A document with shared vocabulary;</li> <li>■ Redesign of the institutional effectiveness plan and this is supposed to be implemented for this year.</li> </ul> </li> <li>● There are three main areas:</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"><li>○ Planning</li><li>○ Budgeting and</li><li>○ Sharing or Reporting</li><li>● Administration is finalizing the budget and reports will be sent to the College Council</li><li>● For more details, see this <a href="#">link</a> to the Chart</li></ul> <p>c) CCCFSC/ACCFSC updates - meeting days/times</p> <p><b>Chair remarks:</b></p> <ul style="list-style-type: none"><li>i. CCCFSC/ACCFSC are meeting on the same day. The Chair and the Vice Chair are working together to attend these meetings and to update us with information. Due to the fact the the meetings are happening at the same time of our Senate Meeting, or right before our Senate Meeting, the Chair will bring the information in the following Senate Meeting</li><li>ii. In order for us to be inclusive and have lecturers attending the Academic Senate we call ourselves “Academic Senate”</li><li>iii. President Lassner’s four points:<ul style="list-style-type: none"><li>1. Maui: focus on restoring their lives and providing mental health services;</li><li>2. Workforce and how to keep our population on Island: think about how to relate what we teach with the workforce. Support and help students to see that they are part of the Community;</li><li>3. Economic development: support students to see that their abilities and thoughts will help build</li></ul></li></ul>		
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	<p>the future, so that they can see their own potential;</p> <p>4. Keep focusing on the practice of Hawai'i as a place of learning in the broader community.</p> <p>d) DPC guidelines for each department need updating. Guidelines Need to say that DPC members need to be at equal or higher rank to the applicant. (page 19 of contract). Guidelines need to say who will be pulled from another department in case there aren't enough people to perform the review.</p> <ul style="list-style-type: none"> <li>❖ The Chancellor wants us to review the DPC Guidelines. Each department needs updating. We need to have clear in the Guidelines what procedure will be taken in case the department does not have a member that is at equal or higher rank to the applicant.</li> <li>❖ There was a discussion to clarify the process of who could be included as a DPC member:             <ul style="list-style-type: none"> <li>➤ This is related to the process regarding how people will be identified to serve on a DPC;</li> <li>➤ The UHPA Contract, <a href="#">2021-2025 UHPA-BOR Contract - University of Hawaii Professional Assembly</a>, has language related to this procedure. Refer to the Contract;</li> <li>➤ Members at the same rank can review the applicant's documents. You have to be at the rank that they are applying to in order to vote;</li> <li>➤ From the Contract: "B. MINIMUM REQUIREMENTS FOR DEPARTMENT PROCEDURES                 <ul style="list-style-type: none"> <li>■ Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for (a) secret ballot voting at all final votes, (b) strict exclusion from voting of any</li> </ul> </li> </ul> </li> </ul>		
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	<p>individual who is not a tenured Bargaining Unit 07 member over the tenure or contract renewal of another Faculty Member, (c) that only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions, (d) procedures for the orderly review of dossiers at the Department or Division level, and (e) that the determination of the Department’s or Division’s recommendation for DC to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division.” (page 19)</p>		
<p><b>5. Vice Chair Report:</b></p>	<ul style="list-style-type: none"> <li>➤ Luria Namba is looking forward to serving as our Vice Chair!</li> <li>● a) Senate Chair nominations for 2024-25 for February ballot - be thinking of names for nominations</li> <li>● b) Ad Hoc Senate Charter Review Committee report; Please forward any comments/suggestions/questions to committee members: Luria Namba - Toni Cravens - tacraven@hawaii.edu; Susie Dill - susied@hawaii.edu; Kenoa Dela Cruz - noa@hawaii.edu; Donala Kawa’auhau - donala@hawaii.edu); Jana Smith – janetasm@hawaii.edu;             <ul style="list-style-type: none"> <li>○ <b>Toni Cravens-Howell</b> motioned that the Ad Hoc Senate Charter committee concluded service and that any changes to the charter be approached using the outlined process within the charter</li> <li>○ It was seconded by <b>Susie Dill</b> and <b>Meidor Hu</b></li> </ul> </li> </ul>	<p><b>Toni Cravens-Howell</b> made a motion and <b>Susie Dill and Meidor Hu</b> seconded that the Ad Hoc Senate Charter committee conclude service and</p>	

	<p>➤ Vote to approve the consent agenda:                  ■ 23 = Yay; 2 = Nay; 2 = Abstain</p>	that any changes to the charter be approached using the outlined process within the charter	
<b>6. Campus Updates</b>	<p>1) Pāalamanui - Luria Namba                  There are Zoom classes that are being held on the Campus. If you notice any technical difficulty, there is no media person. Please contact your Department Chair with any issues (connectivity, Zoom or sound).</p> <p>2) Kō –</p>		
<b>7. Old Business</b>	<p>– Committee Chair Reports</p> <ul style="list-style-type: none"> <li>a. CRC – (Carrie Butler) ( )</li> <li>b. DAC - (Donala Kawa’auhau) ( F23 start ) (verbal)</li> <li>c. DE – (Tamera Loveday) ( )</li> <li>d. EPC – (Donna De Silva) (verbal )</li> <li>e. FPC – (Vivian Chin) ( )</li> <li>f. FYE - (Robyn Kalauli / No’el Tagab-Cruz ) ( )</li> <li>g. GEC – (Kenoalani Dela Cruz) (<a href="#">report in drive</a>)</li> <li>h. HAP – (Tagi Qolouvaki / Orlo Steele) ( )</li> <li>i. Sus – (Drew Kapp) (<a href="#">report in drive</a> )</li> <li>j. WI – (Tanya Dean) ( verbal)</li> <li>k. UHPA Update – (Leanne Urasaki)</li> <li>l. GE Redesign Update – (Kenoalani Dela Cruz)                         <ul style="list-style-type: none"> <li>❖ The GE Inquiry Team sent out an email to faculty and staff on August 23. Please complete the short questionnaire consisting of only two questions found at <a href="https://forms.gle/NUVcQ2kNDAw7dMMx9">https://forms.gle/NUVcQ2kNDAw7dMMx9</a>. All responses are anonymous.</li> </ul> </li> </ul>		
<b>8. Continuing Business Items for Further</b>	<ul style="list-style-type: none"> <li>a. Major revisions to Minutes as needed.</li> <li>b. Parliamentarian discussion</li> </ul>		

<p><b>Discussion/Revision/Vote Approval</b></p>	<p><a href="#">Parliamentary procedure</a></p>		
<p><b>9. New Business</b></p>	<p>a. Committee Proposals for Senate Vote</p>		
<p><b>10. For the Good of the Order</b></p>	<ul style="list-style-type: none"> <li>● <b>Reshela DuPuis</b> talked about the roles of the College Council, as a representative of the employees and the students at Hawai'i Community College.</li> </ul>		
<p><b>11. Adjourn</b></p>	<p>Robert's Rules: No need to motion or vote. Simply adjourn!</p> <p>Next meetings:                      Friday, September 22, 2023, 12 pm                      Friday, October 27, 2023, 12 pm                      Friday, November 17, 2023, 12 pm                      December 2023 - TBD</p>	<p><b>Meeting adjourned at 1:22 pm.</b></p>	