

**Academic Senate Meeting Minutes 2023-2024**

<p><b>Date:</b> Friday, October 27, 2023  <b>Time:</b> 12:00 pm  <b>Location:</b> Zoom</p>	<p><b>Members Present:</b> Ākeamakamae Kiyuna, Alma Cremer, Ashlee Kalauli, Brenda Watanabe, Carrie Butler, Deseree Slvador, Donala Kawaauhau, Donna De Silva, Drew Kapp (ExCom), Grace Funai, Harold GKW Fuji, Jana Smith (Chair), Jeanne Batallones, Jesna Nissam, Kaleo Quintana, Kapena Landgraf, Kenoalani Dela Cruz (ExCom), Ku'ulei Kanahale, Laurel Gregory, Lew Nakamura (ExCom), Lisa Yamanaka, Lissandra Baldan Jenkins (Secretary), Luz Miguel, No'el Tagab-Cruz (ExCom), Renee AK Dela Cruz, Reshela DuPuis (ExCom), Robyn Kalauli, Shae Clark, Sharon Dansereau, Tagi Qolouvaki, Tamera Loveday, Taupouri Tangarō, Tiffany Amana, 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> Kimberley Collins</p>
<p><b>Robert's Rules of Order on Voting</b></p>	<p>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.]</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 Kaiaulu '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 Kaiaulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuauli.</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 12:03 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>AS Minutes 9-22-23 Minutes Draft have been updated with revisions, approved by the Executive Committee for the Consent Agenda. Please review. 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>Kenoalani Dela Cruz</b> made a motion to approve the consent agenda</li> <li>● It was seconded by <b>Laurel Gregory</b></li> </ul> <p>➤ Vote to approve the consent agenda:  <ul style="list-style-type: none"> <li>■ 18 = Yay; 0 = Nay; 4 = Abstain</li> </ul> </p>	<p><b>Kenoalani Dela Cruz</b> made a motion and <b>Laurel Gregory</b> seconded to approve the consent agenda</p>	
<p><b>4. Senate Chair Report</b></p>	<p>a) Welcome and reintro Executive Committee members b) Kimberley Collins, HawCC VCAA (Vice Chancellor Academic Affairs) - greeting and sharing</p> <p>★ <b>Kimberley Collins</b></p> <ul style="list-style-type: none"> <li>○ The Vice-Chancellor talked about her background;</li> </ul>		

	<ul style="list-style-type: none"><li>○ Her focus since April has been on our campus and the Hawaiian culture;</li><li>○ She welcomes feedback and she is grateful for those of us who has been willing to share feedback with her;</li><li>○ She hopes to meet with all academic faculty in person at their primary location;</li><li>○ Her calendar is open to everyone in the Hawai'i system. What you need to do if you want to see her calendar is subscribe to it: just go in and add a calendar and when you pick her you will be able to add it because it is open to everyone;</li><li>○ She wants to work and support the employees;</li><li>○ She wants everybody to be able to have access to important information that they need to excel in their position;</li><li>○ Her goals are:<ul style="list-style-type: none"><li>■ Staffing,</li><li>■ Budget transparency (have the information and the approvals at the level closest to the people understanding why we are spending the money),</li><li>■ TE (I want to make sure that we are accurately reflecting our TE's in courses and reassign time and that this is in accordance with policy and part of that understanding is understanding why we may need exceptions or differences in policies;</li><li>■ And her final big goal is this idea of Hyflex (we offer so many programs to our Island and we have to serve all the needs of our Island, so how do we do</li></ul></li></ul>		
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	<p>that by leveraging technology knowing our students might not be able to make it into class one day? So you know it is online, it is video and it is face-to-face because generally students do better face-to-face and there are a lot of disciplines that require face-to-face. This is a long-term way to think about it because faculty need to be compensated for the effort involved in delivering in multiple different ways. She would like to create a five-year plan and be the example for the whole state of how to do this in a sustainable way),</p> <ul style="list-style-type: none"><li>■ She would like to get feedback from us about how to celebrate and make connections,</li><li>■ She would like to get feedback from us about what is the best way to communicate to us individually and to the campus.</li></ul> <p>○ Updates from the Vice- Chancellor:</p> <ul style="list-style-type: none"><li>■ There will be three reorganization proposals that are going to the college council next month. In 2018-2019, there was a very big complex reorganization proposals that went through the College Council and then to the System. From the System, they said to hold off and to break things up. That didn't happen, probably as many things, didn't happen because of COVID-19;</li><li>■ She is moving to revising (AC) Academic Computing,</li></ul>		
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	<p>TLC, and Hale Kea Testing Center reporting that you will see through the College Council mechanism</p> <ul style="list-style-type: none"><li>■ CTE Dean actually posted again in NeoGov and it closes on November 20th. For the Liberal Arts Dean, the plan is to post in the Spring.</li><li>■ Below are a few links and information that the Vice-Chancellor shared in the chat with us:<ul style="list-style-type: none"><li>● *Employment/salary data<ul style="list-style-type: none"><li>○ Pending requirements for IHEs stemming from the new Biden Administration rule on gainful employment. See September 27 Inside Higher Education article, which states: “As part of the rule, programs at for-profit institutions as well as non-degree programs in any sector would have to show that graduates can afford their yearly debt payments and that they are making more than an adult in their state who didn’t go to college. Failing either of those tests in two consecutive years could lead to a program losing access to federal financial aid.” See also:</li><li>○ The Century Foundation’s article on the new USDOE gainful employment rule.</li></ul></li></ul></li></ul>		
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	<ul style="list-style-type: none"><li>○ CHE article on the new USDOE gainful employment rule.</li><li>○ *Data governance – new guidance</li><li>○ *New LMS</li><li>○ *UH Performance funding memo</li><li>○ Performance memo</li><li>○ <a href="https://drive.google.com/file/d/1qxHh_IPxmhFr2liDSZT-JC12ZOEBIGrr/view">https://drive.google.com/file/d/1qxHh_IPxmhFr2liDSZT-JC12ZOEBIGrr/view</a></li><li>○ Slight change in previous metrics</li></ul> <ul style="list-style-type: none"><li>● *Statewide access plan<ul style="list-style-type: none"><li>○ <a href="https://docs.google.com/document/d/1MDNHRQU2R_PqgWninQmGI5N4bZzzTILT/edit">https://docs.google.com/document/d/1MDNHRQU2R_PqgWninQmGI5N4bZzzTILT/edit</a></li></ul></li><li>● <a href="https://www.chronicle.com/article/heres-how-the-government-plans-to-crack-down-on-colleges-expensive-ineffective-programs?utm_source=iterable&amp;utm_medium=email&amp;utm_campaign=campaign_7825873_nl_Academe-Today_date_20230928&amp;cid=at">https://www.chronicle.com/article/heres-how-the-government-plans-to-crack-down-on-colleges-expensive-ineffective-programs?utm_source=iterable&amp;utm_medium=email&amp;utm_campaign=campaign_7825873_nl_Academe-Today_date_20230928&amp;cid=at</a></li></ul> <p>➤ Vice Chancellor:</p> <ul style="list-style-type: none"><li>○ Employment Salary data: It is important because it is a big shift that we are going to be held accountable for the differences in salary of our graduates. System</li></ul>		
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	<p>is going to figure out how to report that data, but we need to prove for our financial aid eligibility that when students graduate from one of our programs that they are generally making more than if they never attended College;</p> <ul style="list-style-type: none"><li>○ Data governance: The Vice-Chancellor is serving on the Data Governance Committee representing our Campus. We will get more guidance about how to keep our information secure;</li><li>○ New LMS has gone out and it will be awarded hopefully in January. Based on who the vendor is, they will tell us are we going to Pilot in the fall and then everybody else comes on board the following spring or is the whole system going to fill up at one point? We will have more news in January about the timing of our transition.</li><li>○ There is a memo related to Performance Funding and how that is going to be changing. If you have any questions please feel free to ask the Vice-Chancellor.</li></ul> <p>c) CCCFSC updates (includes BOR mtg) - <a href="#">CCCFSC 9-22-23 notes</a></p> <p>❖ <b>Jana Smith</b></p> <ul style="list-style-type: none"><li>➤ CCCFSC updates are the same as the Chair reported last time and the notes are found in the Share Drive.</li><li>➤ Basically they met again on Friday, they decided to change</li></ul>		
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	<p>their meeting so the meetings are not on the same day as the Senate. There was a discussion about the SCR 201. Input was supposed to happen by the 19th. It is an ongoing thing that the Board of Regents is going to be deciding on in November. It is important for us to pay attention to that so I will keep bringing you information and I might send you emails.</p> <p>d) October 26th Campus visit- Della Teraoka &amp; Mike Unebasami, 1 pm, Bldg 379</p> <p>❖ <b>Jana Smith</b></p> <ul style="list-style-type: none"><li>➤ The information discussed was about the Strategic Plan. They are really looking at everything and there were some good questions yesterday. They were asked about our ARP data. I think they are really trying to look at how they are going to best serve all of us with the way in which it is gathered, the way in which it is delivered and what is important to know and prioritize.</li><li>➤ It looks like that enrollment kind of went up. She (Della Teraoka) had a graph there and it kind of went up a little bit this year. They are looking at how to be more effective.</li><li>➤ They need us to keep talking. We cannot be afraid to voice our opinions about any of this, so if you have ideas and if you don't feel comfortable to contact people directly, you can contact the Executive Committee, you can talk to Kimberley Collins, you can talk to Carrie Mospens, you can</li></ul>		
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	<p>talk to your Department chairs. It takes all of us to kind of look at things with different perspectives, so I really invite you to share with us and see what happens.</p> <p>e) Reminder - DPC guidelines for each department need updating. Any feedback?</p>		
<p><b>5. Vice Chair Report:</b></p>	<p>a) Be thinking of Senate Chair nominations for 2024-25.</p> <p>b) ACCFSC update - <a href="#">ACCFSC 9-22-23 notes</a></p> <p>❖ <b>Jana Smith</b></p> <ul style="list-style-type: none"> <li>➤ It was the same thing.</li> <li>➤ It was mostly discussion about how the SCR201 is going to play out and that was basically it.</li> <li>➤ Please check our Senate website and send an email to the Chair (Jana Smith) with any ideas or suggestions you may have. She will then discuss the ideas/suggestions with the Executive Committee.</li> </ul>		
<p><b>6. Campus Updates</b></p>	<p>1) Pāalamanui - Luria Namba</p> <ul style="list-style-type: none"> <li>● <b>Laurel Gregory</b> <ul style="list-style-type: none"> <li>○ The Finance Committee visited us this past week;</li> <li>○ We tried to share as much as we could about Hawai'i CC and Palamanui;</li> <li>○ They are more favorably inclined to the community colleges because they understand that their constituents are more likely to benefit from Community College programs than from the 4 year, not to say they don't benefit, but</li> </ul> </li> </ul>		

	<p>proportionately the number of people residents of the State who need Education and Training to contribute to the economy here, a larger percent would be influenced by Community College initiative programs credit, not credit.</p> <p>2) Kō –</p>		
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<p><b>7. Old Business</b></p>	<p>– Committee Chair Reports - <a href="#">AS Shared Drive AY23-24</a></p> <p>a. Curriculum Review Committee (CRC) – Carrie Butler <a href="#">CRC Report 10.27.23</a></p> <p>b. Data Analysis Committee (DAC) - Donala Kawa’auhau <a href="#">DAC Report 10.27.23</a></p> <p>Donala Kawa’auhau: We are accepting requests from anyone who needs any help or has any questions about any sort of data in their program like retention or graduation or persistence. Just email one of the members or myself. Email data requests to any member: donala@hawaii.edu; cjbutler@hawaii.edu; daweeks@hawaii.edu; jesna@hawaii.edu; jbatallo@hawaii.edu; gkuwaye@hawaii.edu. Thank you!</p> <p>c. Distance Education Committee (DEC) – Tamera Loveday <a href="#">DEC Report 10.27.23</a></p> <p>Tamera Loveday:</p> <ol style="list-style-type: none"> <li>1. We are working on the DE Policy and changing things in light of the exam proctoring changes that are happening;</li> <li>2. We are looking at adding an accordion page on the HawCC website with information for everyone teaching DE courses and</li> </ol>		
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	<p>we would like to know what you would like to see on that page.</p> <p>d. Educational Policy Committee (EPC) – Donna De Silva</p> <p>e. Faculty Policy Committee (FPC) – Vivian Chin <a href="#">FPC Report 10.27.23</a></p> <p>Alma Cremer: There were three FPC policies approved from 2020 to 2021, but I don't see the updated version; it is still the 2015 and 2017 version. It was HAW 9.205, HAW 9.204, and HAW 9.104.</p> <p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz</p> <p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz <a href="#">GEC Report 10.27.23</a></p> <p>*h. Hawaiian Asian and Pacific Issues (HAP) – Tagi Qolouvaki / Orlo Steele <a href="#">verbal</a></p> <p>Tagi Qolouvaki: The Committee has been working on reviewing the HAP designation and applications. Hopefully we will have courses to be approved in the next Senate meeting.</p> <p>*i. Academic Sustainability Committee (SUST) – Drew Kapp <a href="#">ASC Report 10.27.23</a></p> <p>Drew Kapp: Our community members have been working hard. We received at least 10 proposals for the next sustainability designations. We will review all of those.</p>		
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	<p>They are all approved by our Committee. We are notifying the Senate. One of the classes listed in the document is provisionally accepted.</p> <p>* j. Writing Intensive Committee (WI) – Tanya Dean</p> <p>k. University of Hawai’i Professional Assembly (UHPA) &amp; MOU Updates– Leanne Urasaki <a href="#">Vacation Earning Faculty MOU</a> (in UHPA folder)</p> <p>Kenoalani Dela Cruz: There is no update from the last communication I sent out to the 11-month faculty.</p> <p>l. GE Redesign Update – Kenoalani Dela Cruz/Caroline Naguwa</p> <p>Kenoalani Dela Cruz: Caroline, Carrie Mospens and I are serving on the UH CC GE inquiry team, so we are not charged with redesign at this time; it is inquiry. Thank you to the 21 individuals who did reply to our survey that we had sent out in August and then we compiled the results. There were two questions on our survey but we needed to reformat our results so that it would match when we reported to the system team.</p> <p>So these are our results (links below) about what individuals felt what is the value of general education; are we sharing this value with our students and how could we improve the ways we communicate the value of general education with our students? So you can see the summary and then you can see the raw responses from everyone. I really like Tagi’s</p>		
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	<p>comment when she asked Kimberley that when we look at equity that is also going to be another conversation that is a part of general education and looking at diversity equity inclusion initiatives.</p> <p>Below are their (UH CC GE inquiry team) next steps:                  The GE Inquiry Team was divided into 4 teams to work on the following:                  1) Craft key expressions of value/purpose of Gen Ed, draw from surveys                  2) Develop messages and materials (e.g. impactful messages, evidence, testimonials from former students)?                  3) High impact practices (to who, by who, where, when, how)                  4) Gather evidence, message of UHCC student success</p> <p>Mahalo to Jana and Luria for your reports that you shared from the various councils because there are line items in those minutes that reference GE.</p> <p><a href="#">Hawai'i CC F23 General Education Inquiry Survey - SUMMARY Results</a></p> <p><a href="#">Hawai'i CC F23 General Education Inquiry Survey - ALL Results</a></p> <p>*= Course Designation Committees</p>		
<p><b>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</b></p>			

<p><b>9. New Business</b></p>	<p>a. Committee Proposals for Senate Vote:</p> <p>1. <a href="#">CRC Report 10.27.23</a></p> <ul style="list-style-type: none"> <li>● <b>Carrie Butler</b> made a motion to approve all the proposals listed on her report in a block format so that we can vote on all the proposals together</li> <li>● <b>Reshela DuPuis</b> seconded to consider these as a block</li> <li>● <b>Discussion:</b> None             <ul style="list-style-type: none"> <li>○ <b>Vote</b> to approve all the proposals listed on her report in a block format:                 <ul style="list-style-type: none"> <li>■ 17 = Yay; 1 = Nay; 0 = Abstain</li> </ul> </li> </ul> </li> <li>★ <b>Carrie Butler</b> made a motion to approve the block of CRC proposals that they have presented in the report and</li> <li>★ It was seconded by <b>Reshela DuPuis</b></li> <li>● <b>Discussion:</b> <ul style="list-style-type: none"> <li>○ Kenoalani Dela Cruz: Those changes make sense for the Fire Science Program and she hopes that there could be a dialogue with the Natural Science Chair (Orlo Steele), so to be an alignment between when (which semester) the counselors tell the students to take a course and when that course is actually being offered. This is related to the changes to the Human Anatomy and Physiology course.</li> <li>○ Carrie Butler: That’s a great thing to bring up and I can</li> </ul> </li> </ul>	<p><b>Carrie Butler</b> made a motion and <b>Reshela DuPuis</b> seconded to consider these as a block</p> <p><b>Carrie Butler</b> made a motion and <b>Reshela DuPuis</b> seconded to approve the block of CRC proposals that they have presented in the report</p>	
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	<p>pass that along.</p> <ul style="list-style-type: none"> <li>■ Vote to approve the block of CRC proposals that they have presented in the report:             <ul style="list-style-type: none"> <li>● 15 = Yay; 0 = Nay; 1 = Abstain</li> </ul> </li> </ul> <p>2. <a href="#">GEC Report 10.27.23</a></p> <p>Kenoalani Dela Cruz: We have several courses up for renewal that have been reviewed by the GEC and submitted to the Senate today. All of the courses, except for English 100, would be renewed for 5 years and the English 100 would be renewed for 4 years, because it was previously already given a one-year conditional renewal for this Academic Year. So we would like to approve them as a block</p> <ul style="list-style-type: none"> <li>● <b>Kenoalani Dela Cruz</b> made a motion to approve the courses on the GEC proposals as a block</li> <li>● It was seconded by <b>Carrie Butler</b> <ul style="list-style-type: none"> <li>○ <b>Discussion:</b> None                 <ul style="list-style-type: none"> <li>■ Vote to approve the consent agenda:                     <ul style="list-style-type: none"> <li>■ 18 = Yay; 0 = Nay; 0 = Abstain</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>→ <b>Kenoalani Dela Cruz</b> made a motion to approve the courses on the GEC proposals for renewal and it was seconded by <b>Drew Kapp</b></p> <ul style="list-style-type: none"> <li>◆ <b>Discussion:</b> None             <ul style="list-style-type: none"> <li>● Vote to approve the consent agenda:                 <ul style="list-style-type: none"> <li>■ 17 = Yay; 0 = Nay; 0 = Abstain</li> </ul> </li> </ul> </li> </ul>	<p><b>Kenoalani Dela Cruz</b> made a motion and <b>Carrie Butler</b> seconded to to approve the courses on the GEC proposals as a block</p> <p><b>Kenoalani Dela Cruz</b> made a</p>	
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		<p>motion and <b>Drew Kapp</b> seconded to approve the courses on the GEC proposals for renewal</p>	
<p><b>10. For the Good of the Order</b></p>	<ul style="list-style-type: none"> <li>● Draft ISER Standard 2A on Teaching and Learning will be released for Kauhale review next week. <a href="#">ISER Timeline</a></li> <li>★ Chair (Jana Smith): There is a link above. In the ISER timeline, they are going to be prioritizing standard 2A which is all about teaching and learning and it is going to be released to us this week.</li> <li>★ Kaleo Quintana: A draft will be presented to the Kauhale on November 1st and will be out for two weeks and then it will be followed by 2B then 2C. The Kauhale will be able to add suggestions in a form.</li> <li>● Reminder - Instructional &amp; Non-instructional Program Review deadlines. <a href="#">AY22-23 Program/Unit Review Deadlines</a></li> </ul> <p>c. Preferred email address to contact our Chancellor: <a href="mailto:smurata@hawaii.edu">smurata@hawaii.edu</a></p>		
<p><b>11. Adjourn</b></p>	<ul style="list-style-type: none"> <li>❖ Feel free to contact Jana Smith with feedback about the Senate Website</li> <li>❖ Grace Funai: Next week, on Friday (November 3rd), the Budget Allocation Task (BAT) Force is going to have a town hall meeting from 3:00 to 4:30 pm. It is going to be online so you should have</li> </ul>	<p><b>Meeting adjourned at 1:34 pm.</b></p>	



	<p>gotten an email this past week about it. I hope you guys will be able to join us.</p> <p>Robert's Rules: No need to motion or vote. Simply adjourn!</p> <p>Friday, November 17, 2023, 12 pm Friday, December 15, 2023, 12 pm</p>		
	<p><b>'A'oha hana nui ke alu 'ia.</b></p> <p><i>"No task is too big when done together by all."</i></p> <p>'Ōlelo No'ea 142 - Mary Kawena Pukui</p>		