

Academic Senate Meeting Minutes 2023-2024

<p>Date: Friday, November 17, 2023 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Ākeamakamae Kiyuna, Alma Cremer, Anne Chung, Ashlee Kalauli, Carrie Butler, Donala Kawauhau, Donna De Silva, Drew Kapp (ExCom), E. Kalani Flores, Glenn-Dee Kuwaye, Grace Funai, Harold GKW Fuji, Jana Smith (Chair), Jeanne Batallones, Jennifer Sims, Jesna Nissam, Kapena Landgraf, Kate De Soto, Kenoalani Dela Cruz (ExCom), Larissa Leslie, Laurel Gregory, Leanne Urasaki, Lew Nakamura (ExCom), Lisa Yamanaka, Lissandra Baldan Jenkins (Secretary), Luria Namba, Luz Miguel, No’el Tagab-Cruz, Randiann Tokeshi, (ExCom), Reshela DuPuis (ExCom), Robyn Kalauli, Tagi Qolouvaki, Tamera Loveday, Tiffani Amana, Toni Cravens-Howell, Vivian Chin, Wailani Walker</p>
<p>Call to Order: By: Jana Smith Mins: Lissandra Baldan Jenkins</p>	<p>Guests: Jodi Mine</p>
<p>Robert’s Rules of Order on Voting</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>KE ALA NU’UKIA: <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>MISSION: 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
1. Ascertain quorum	➤ Meeting called to order by Chair at 12:05 pm. Quorum has been met, including at least 3 members of the Executive Committee.		
2. Approval of the Minutes	❖ Minutes now included in Consent Agenda.		
3. Consent Agenda	<p>AS Minutes 10-27-23 Minutes Draft have been updated with revisions, approved by the Executive Committee for the Consent Agenda. Please review.</p> <p>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"> ● Ākeamakamae Kiyuna made a motion to approve the consent agenda ● It was seconded by Alma Cremer <p style="margin-left: 40px;">➤ Vote to approve the consent agenda: ■ 27 = Yay; 0 = Nay; 1 = Abstain</p>	<p>Ākeamakamae Kiyuna made a motion and Alma Cremer seconded to approve the consent agenda</p>	
4. Senate Chair Report	<p>a) Welcome and reintro Executive Committee members b) Jodi Mine, VCAS (Vice Chancellor Administrative Services) greeting & sharing</p> <p>★ Jodi Mine: She has been sharing this information (link to her spreadsheet) with the College Council every month. Every month we will have a tab that is updated. She showed us the Staffing Plan</p>		

	<p>for this year. She started with the filled positions that we have in this calendar year of 2023. She showed the positions that were filled up to date. A couple positions have been in the process of committee and they are at the final stages, so they are not filled officially yet. All of these positions are in varying stages of committee. The most recent ones are the Instructor HLS, Palamanui, and Dean of Career and Technical Education are currently open and ready for people to apply. After that they will go to committee;</p> <ul style="list-style-type: none">★ The positions are in various stages of the process. It would be very difficult to isolate the positions at this stage because there are too many steps involved;★ When people leave the College, it takes longer to process the recruitment;★ There is a lot of work involved with this recruitment process: it is the time that it takes to get it to posting, then to get it from posting to and through the committee. They (the screening committee) are still doing their own job on top of this committee work for the recruitment.<ul style="list-style-type: none">○ Toni Cravens-Howell: There has been a discussion about reversing the process: forming committees, having the interview questions and all the things we do in that committee prior to posting the job, so that when the job closes, the committees are immediately ready to review the applications and then schedule interviews.○ The current process is a lengthy one where the committee isn't even formed until after the job is closed. Then when		
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	<p>someone turns in an application and doesn't hear anything for three or four months, it's a problem. Other campuses at the UH System do the opposite way. The committees are formed prior to posting the job and all of the technical stuff is done, so then they can front load the interviews. We found that we were losing very good applicants due to this long (current) process;</p> <ul style="list-style-type: none">○ Jodi Mine: There's nothing to stop us from creating the committee. If the administrator is informed that we have this posting, there's nothing to stop the creation of a committee and while the recruitment is going on, the committee can work; <p>★ Reshela DuPuis: Can a committee review candidates for more than one position?</p> <ul style="list-style-type: none">○ Jodi Mine:: Yes, we can review for more than one position, but it really depends on what the committee was formed for. If the committee was formed for two different types of positions, then you're going to have a committee that is going to work for two different positions. It will depend on the committee's purpose and if the positions are alike positions or different ones. If they are similar positions, then the purpose will be the same and consequently that committee can serve working on two positions. In the case of different positions, the purpose is also different, then the committee will not not be able to work on more than one position.		
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	<p>★ Reshela DuPuis: Could there be a situation where we put together a committee that we're going to say - examples- that the charge of that committee is all the CTE positions that are going to come up in the next six months or all the liberal arts and public service positions?</p> <ul style="list-style-type: none">○ Jodi Mine: The people on this committee will have to agree to be on multiple committees and there are potential problems with logistics, from the scheduling of the meetings to the number of hours serving on these committees. <p>★ Luria Namba: Who calls on the committee? Is that a department chair so like if we already know that there is a position, does that mean the DC can already call on the committee?</p> <ul style="list-style-type: none">○ Jodi Mine: It would be the Administrator (Dean). <p>★ Jodi was very thankful for all of us!</p> <p>c) CCCFSC updates (includes BOR mtg) - ACCFSC/CCCFSC notes</p> <ul style="list-style-type: none">❖ Jana Smith: There are no updates other than they are still working on the SCR201 and I put an update in the “For the Good of the Order” because we already made the agenda. So they are finalizing it: it went to the Board and then there was some push back on that. There's an update on the SCR 201 update 11.10.23.❖ Jana is happy to take feedback on the UHCC Proposed Strategic Plan UHCC Proposed Strategic Plan 11.23 Please feel free to email her with your feedback. <p>d) October 26th Campus visit update- Della Teraoka & Mike Unebasami</p>		
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	<ul style="list-style-type: none"> ❖ Jana Smith: They were basically going over the enrollment numbers and all the other stats. We had a slight rise in our enrollment. e) USDOE Gainful Employment document USDOE Gainful Employ doc ❖ Jana Smith: I included it for people to look at. It has mostly to do with not for profit institutions or programs that are outside of the college degrees. However, our students may be involved in some of those programs. It is important to be informed about it. ❖ Kenoalani Dela Cruz: The Employ Doc is pertinent to all programs that have certificates. 		
<p>5. Vice Chair Report:</p>	<p>a) Be thinking of Senate Chair nominations for 2024-25.</p> <ul style="list-style-type: none"> ➤ Jana Smith: Let Luria know who you would like to nominate for Senate Chair for 2024-25. 		
<p>6. Campus Updates</p>	<p>1) Pālamānui - Luria Namba</p> <p>Toni Cravens-Howell: No updates. We are still waiting on the construction of our big new culinary area.</p> <p>2) Kō –</p>		
<p>7. Old Business</p>	<ul style="list-style-type: none"> – Committee Chair Reports - AS Shared Drive AY23-24 a. Curriculum Review Committee (CRC) – Carrie Butler CRC Report 11.17.23 		

	<p>b. Data Analysis Committee (DAC) - Donala Kawa'auhau N/A</p> <ul style="list-style-type: none">● Some of the members will be attending a data training on the 1st <p>c. Distance Education Committee (DEC) – Tamera Loveday DE Report 11.17.23</p> <p>d. Educational Policy Committee (EPC) – Donna De Silva EPC Report 11.17.23</p> <p>Voting on 2 policies - see report DE Policy draft final</p> <p>e. Faculty Policy Committee (FPC) – Vivian Chin</p> <p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No'el Tagab-Cruz</p> <ul style="list-style-type: none">● No'el Tagab-Cruz: We got a submission for our FY designation since HCC doesn't have an AVID subscription anymore, the committee will be having a discussion about the Hallmarks and the requirements for the FYE program and what recommendations the committee is going to have moving forward <p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz GEC Report 11.17.23</p> <p>*h. Hawaiian Asian and Pacific Issues (HAP) – Tagi Qolouvaki / Orlo Steele HAP Report 11.17.23</p> <p>*i. Academic Sustainability Committee (SUST) – Drew Kapp SUST Report 11.17.23</p>		
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	<p>* j. Writing Intensive Committee (WI) – Tanya Dean k. University of Hawai'i Professional Assembly (UHPA) & MOU Updates–</p> <ul style="list-style-type: none">❖ Leanne Urasaki:❖ Orders of UHPA Polo Shirt were placed in December of 2022. They are finally getting them distributed and I've been told that they're trying to find a day in December to come to our Campus to distribute them;❖ I had spoken previously about an MOU that was updated that relates to the earning of overload compensation for 11-month faculty. We don't have an update at this time;❖ From Leanne's email regarding this issue: "You may recall that UHPA sent you several emails in the past two weeks regarding a potential affiliation with AFT (the American Federation of Teachers). AFT is a national union with divisions known as AFT Teachers, AFT Paraprofessionals and School-Related Personnel, AFT Nurses and Health Professionals, AFT Higher Education, AFT Public Employees, and AFT Retirees.❖ Please read through the three articles from UHPA (they were sent to your personal email accounts but can also be found on the UHPA website):<ul style="list-style-type: none">➤ Taking a Hard Look at Our Future Starts with Asking the Hard Questions➤ Isn't it true national unions are really structured to benefit themselves, not the local unions?➤ Why is AFT the Best Fit for Affiliation for UHPA?❖ A few additional tidbits I (Leanne) gathered from the Board		
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	<p>meeting:</p> <ul style="list-style-type: none">➤ AFT is a strong organization and will provide additional support to protect our rights➤ Affiliating will mean additional dues that will be paid to AFT. I do not have an exact amount as it is still being negotiated, but Christian Fern (UHPA Executive Director) mentioned it would likely be in the \$20/month range, and if UHPA votes to affiliate with AFT, it's a package deal. In order to be a dues-paying member in UHPA means also paying the dues for AFT.➤ AFT has a robust catalog of membership benefits <ul style="list-style-type: none">❖ If you have questions, you may contact UHPA directly (808-593-2157 or feedback@uhpa.org). Alternatively, you can add them to this Google Doc that I created no later than Monday, 11/27.❖ I'll forward the questions from the Google Doc to UHPA staff and add answers received back onto the document. On or around 12/01, I will send another email to you with the Google Doc for you to review the questions and answers, along with a Google Form that will ask how you would like me to vote regarding affiliating with AFT.” <p>I. GE Redesign Update – Kenoalani Dela Cruz/Caroline Naguwa</p> <p>Kenoalani Dela Cruz: The UHCC General Education Inquiry Team's last meeting was on November 3, 2023. Caroline, Carrie M. and Kenoa continue to serve on one of 4 teams. Team 1: compiled all of the</p>		
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	<p>campuses' responses from the August 2023 survey, in order to define a shared working definition of general education. Team 2: continues to explore ways to develop messages and materials sharing about the purpose and value of general education. Team 3: continues to review High Impact Practices and what campuses are already doing. Caroline is on this team. Team 4: continues to review statistical evidence about UHCC student success. Carrie M. and Kenoa are on this team. Research affirms the value of our students having earned an AA or AS prior to transferring to a university.</p> <p>At the four year campuses, UH Mānoa formed a GE working group to plan a path forward in revising their GE. No update from UHH or UHWO on if they plan to revise their GE at this time.</p> <p>*= Course Designation Committees</p>		
<p>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</p>	<p>Items for Further Discussion/Revision/Vote Approval Vote on EPC policies.</p>		

<p>9. New Business</p>	<p>a. Committee Proposals for Senate Vote:</p> <p>1. CRC CRC Report 11.17.23</p> <ul style="list-style-type: none">● Carrie Butler 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● Leanne Urasaki seconded to consider these as a block<ul style="list-style-type: none">● Discussion: None<ul style="list-style-type: none">○ Vote to approve all the proposals listed on her report in a block format: 20 = Yay; 0 = Nay; 0 = Abstain <p>★ Carrie Butler made a motion to approve the block of CRC proposals and</p> <p>★ It was seconded by Leanne Urasaki</p> <ul style="list-style-type: none">● Discussion: None<ul style="list-style-type: none">■ Vote to approve the block of CRC proposals that they have presented in the report:<ul style="list-style-type: none">● 20 = Yay; 0 = Nay; 0 = Abstain <p>2. GEC GEC Report 11.17.23</p> <p>❖ Kenoalani Dela Cruz: We have 12 proposals for Senate approval.</p>	<p>Carrie Butler made a motion and Leanne Urasaki seconded to consider these as a block</p> <p>Carrie Butler made a motion and Leanne Urasaki seconded to approve the block of CRC proposals</p>	
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	<p>Astronomy 110 Course, we are recommending the course to be renewed for 4 years due to previously receiving a one year conditional renewal for 23 and 24. For Biology 124 Lab, we are recommending renewal for 3 years due to previously receiving a one-year conditional renewal for both the 22-23 and 23-24 (AY). Zoology 101 and 101 Lab is recommended to be renewed for one provisional year to allow for closing the assessment to be completed. Usually GE courses are designated for 5 years and just those four courses have the special conditional provisional years and then all the others would be for 5 years.</p> <ul style="list-style-type: none"> ❖ Kenoalani Dela Cruz made a motion to propose the 12 courses as a block ❖ No’el Tagab-Cruz seconded to consider these as a block <ul style="list-style-type: none"> ● Discussion: None <ul style="list-style-type: none"> ○ Vote to approve all the proposals listed on her report in a block format: <ul style="list-style-type: none"> ■ 25 = Yay; 0 = Nay; 0 = Abstain ❖ Kenoalani Dela Cruz made a motion to propose the 12 courses for GE designation ❖ It was seconded by No’el Tagab-Cruz 	<p>Kenoalani Dela Cruz made a motion and No’el Tagab-Cruz seconded to approve the courses on the GEC proposals as a block</p> <p>Kenoalani Dela Cruz made a motion and No’el Tagab-Cruz seconded to</p>	
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	<ul style="list-style-type: none"> ● Discussion: None <ul style="list-style-type: none"> ○ Vote to propose the 12 courses for GE designation: <ul style="list-style-type: none"> ■ 22 = Yay; 0 = Nay; 0 = Abstain <p>Educational Policy Committee (EPC) – Donna De Silva EPC Report 11.17.23</p> <ul style="list-style-type: none"> ● Donna De Silva: We have two policies. The first one is the HAW 7.505: we would like to know how the Senate feels about removing the No Show portion because of the Participation Verification. ● Grace Funai: Prior to Participation Verification, we had the No Show Policy in place where faculty had the prerogative to drop a student from a class generally if it was a class that was full allowing another student to be able to register into a course that was already full. When Participation Verification came about, it was assumed that the No Show Policy was no longer needed because there was Participation Verification, in which an instructor would drop students who have not been actively participating in their class. However, the timing of Participation of Verification isn't until generally a couple of weeks into the semester versus the No Show Policy that allows faculty in that first week of the semester to be able to administratively drop a student, allowing another student to enter the class. Since the No Show Policy was deleted (because it was assumed that it wasn't 	<p>propose the 12 courses for GE designation</p>	
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	<p>needed, because we now have Participation of Verification), there have been a few programs that have not had the ability to administratively remove a student in the first week. This process can bring confusion to students and faculty due to having different policies. The question is: Does faculty feel that we need to have this No Show Policy?</p> <p style="text-align: center;">Discussion</p> <ul style="list-style-type: none">● Carrie Butler: The main difference between the No Show Policy and the Participation Verification Policy is that in the No Show Policy we can drop students in the first week, instead of the second week. My only concern is that if we have the No Show Policy, how does that get communicated to the students? (because they see the other policy in the second week);● Grace Funai: Students will get the communication about the No Show Policy in the same way that they get the communication about the Participation Verification one;● Kalani Flores: There is no need to have two (duplicate) policies;● Harold GKW Fujii: He expressed the need to have the No Show Policy because of the amount of contact hours in the first week. In their program (CTE Trade Program), in the first week of class, they have 24 contact hours and it's difficult to go back that many hours;● Kalani Flores: Does the Participation Verification Policy allow a program to drop a student in the first week?● Grace Funai: No, it does not;● Kalani Flores: He dropped his previous comment after hearing the		
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	<p>comment from Harold GKW Fujii regarding their program;</p> <ul style="list-style-type: none"> ● Toni Cravens-Howell move to reinstate the No Show Policy in support of the CTE Trade Program since it's something that's in need for them; ● Carrie Butler: Can the participation verification process be modified for number of hours in classroom instead of just dates? ● Grace Funai: No. Participation is administered systemwide, so we cannot make any adjustments to what's currently established. It is important to read through the No Show Policy because it's not just a free-for-all drop anybody in that first week. There are some parameters out there to try to protect the students. This policy does not allow instructors to just drop people because they did not show. The class has to be full. The intent of it is for those programs that typically are full and that typically have students waiting to get in and where there's a lot of content in that first week that potentially may be missed. <ul style="list-style-type: none"> ● Toni Cravens-Howell moved to approve to support the No Show Policy being reinstated ● It was seconded by Kenoalani Dela Cruz <ul style="list-style-type: none"> ● Vote to approve to support the No Show Policy being reinstated <ul style="list-style-type: none"> ■ 17 = Yay; 2 = Nay; 1 = Abstain 	<p>Toni Cravens-Howell made a motion and Kenoalani Dela Cruz seconded to approve to support the No Show Policy being reinstated</p>	
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	<ul style="list-style-type: none"> ● Kenoalani Dela Cruz moved to approve HAW 5.607 as revised ● It was seconded by Leanne Urasaki <ul style="list-style-type: none"> ● Vote to approve HAW 5.607 as revised <ul style="list-style-type: none"> ■ 21 = Yay; 0 = Nay; 0 = Abstain 	<p>Kenoalani Dela Cruz made a motion and Leanne Urasaki seconded to approve HAW 5.607 as revised</p>	
<p>10. For the Good of the Order</p>	<p>a) Draft ISER Standard 2A on Teaching and Learning will be released for Kauhale review next week. ISER Timeline</p> <p>Kalani Flores: ISER 2025 DRAFT REVIEW INVITE The draft for Standard 2A,B & C of the Institutional Self-Evaluation Report (ISER) are in the links below. Please review and comment by November 30, 2023. ISER is a required document that will be submitted to the Accrediting Commission for Community and Junior Colleges aka the "ACCJC" to be part of the comprehensive accreditation review for 2025.</p> <p>https://docs.google.com/document/d/1vxe78X_VpMNaJMQ66LtAzcEsUTYG1MiqykVwzWrFOPE/edit?usp=sharing</p>		

	<p>https://docs.google.com/document/d/11OrLfoM0I8eUWkKzThOQ4fSpiHGZgo9PYvMEG6_wKfo/edit?usp=sharing</p> <p>https://docs.google.com/document/d/19M0aSh5RFTTrMu_AQLdvr4WnOf4a5NazTQ9RBdjNs1iQ/edit?usp=sharing</p> <p>b) Reminder - Instructional & Non-instructional Program Review deadlines. AY22-23 Program/Unit Review Deadlines</p> <p>c. Preferred email address to contact our Chancellor: smurata@hawaii.edu</p> <p>d. Lā Honua update: Please follow up with Drew</p> <p>e. SCR 201 update SCR 201 update 11.10.23</p> <p>f. UHCC Proposed Strategic Plan UHCC Proposed Strategic Plan 11.23</p>		
<p>11. Adjourn</p>	<p>Robert’s Rules: No need to motion or vote. Simply adjourn!</p> <p>Friday, December 15, 2023, 1 - 2:00 pm</p>	<p>Meeting adjourned at 1:55 pm.</p>	

	<p>'A'ohe hana nui ke alu 'ia.</p> <p><i>"No task is too big when done together by all."</i></p> <p>'Ōlelo No'eau 142 - Mary Kawena Pukui</p>		
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