

**Academic Senate Meeting Minutes 2024 - 2025**

<p><b>Date:</b> September 27, 2024  <b>Time:</b> 12:00 pm – 2:00 pm  <b>Location:</b> Zoom</p>	<p><b>Exec Committee Members Present:</b> Jana Smith, Chair; Luria Namba, Vice-Chair, Pāalamanui; Resh DuPuis, Secretary, ASU; Alma Cremer, NURS; Kenoalani Dela Cruz, GSSS; Kapena Landgraf, ENG; No’el Tagab-Cruz, HUM; Lissandra Baldan Jenkins, MNS; Anjeanette Oberg, SSCI/PS.</p> <p><b>Members Present:</b> Tiffani Amana, Carrie Butler, Vivian Chin, Anne Chung, Sharon Dansereau, Renee AK Dela Cruz, Kaipō Dye, Harold GKW Fujii, Grace Funai, Camille Hernandez, Meidor Hu, Pele Kaio, Ashlee Kalauli, Robyn Kalauli, Ku’ulei Kanahēle, Drew Kapp, Donala Kawa’auhau, Ākea Kiyuna, Kristine Kotecki, Tamera Loveday, Michael Skinner, Leanne Urasaki, Wailani Walker, Brenda Watanabe, Lisa Yamanaka.</p>
	<p><b>Guests:</b> Susan Kazama, Chancellor</p>
<p><b>Call to Order:</b> 12:07pm  <b>By:</b> Jana Smith, Chair  <b>Mins:</b> Reshela DuPuis, Secretary</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 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
<b>1. Ascertain quorum</b>	<p>Meeting called to order by the Chair at 12:07 p.m. Quorum has been met, including at least 3 members of the Executive Committee.</p> <p>This meeting will be recorded.</p>		
<b>2. Approval of the Minutes</b>	<p>❖ Minutes now included in Consent Agenda.  <a href="#">. Academic Senate Minutes. 2024-08-23. Draft</a></p>		
<b>3. Consent Agenda</b>	<p>Minutes Draft have been updated with revisions and approved by the Executive Committee for the Consent Agenda. Please review.</p> <p>1) Robert's Rule for Minutes:                      For major revisions/changes, request <u>Minutes be removed</u> from Consent Agenda to be discussed in Continuing Business; If there are only minor revisions or none, the Minutes are approved.</p> <p>Motion to approve Consent Agenda: Carrie Butler                      Second: Alma Cramer</p>		

	<p><b>Vote</b> to approve the consent agenda:          Yes =19 No = 0 Abstain = 2</p> <p>Vision statement read by Ku’ulei Kanahele and Carrie Butler          Mission statement read by Kenoa Dela Cruz and Jana Smith</p>		
<p><b>4. Senate Chair Report</b>          Welcome to our second meeting of AY 24-25</p> <p><a href="#">AS Virtual Protocols Civility Document</a></p> <p><a href="#">AS Website draft</a></p>	<p>Mahalo to all Senators for their service and engagement. Chair reminds us that everything we do is for our students. They all have their stories, including their challenges and needs. Told a story about students’ pathways and how much teachers mattered in students’ educational journey.</p> <p>Please review the Virtual Protocols and Civility Statement.</p> <p>BOR has tabled the RP 5.213 General Education policy revision process for now. Faculty across the UH System recommended revisions to the proposed policy. This shows the faculty has a voice and the BOR listened.</p> <p>There is a draft Resolution from the ACCFSCs about Lamakū; not ready for distribution yet, but Chair will keep the Senate updated if this Resolution goes forward.</p> <p>Introduced the updated Senate website. New features include Archive with prior versions of the Senate Charter and Resolutions; Schedule of Meetings; Agendas, Minutes and Supporting documents; Committees, including members, information and forms; “About” tab has new Senator orientation and Robert’s Rules of Order.</p>		

<p><a href="#">ACCFSC-CCCFSC AY24</a>  <a href="#">ACCFSC Agenda 9.20.24</a>  <a href="#">CCCFSC Agenda 9.20.24</a></p> <p><a href="#">Signed memorandum for vacation earning faculty</a> - This MOU was <a href="#">terminated by UHPA on April 16, 2024</a></p>	<p>If you have any suggestions for further features, please let Jana know, she wants to finalize the site by October.</p> <p>ACCFSC folder in the Academic Senate shared drive has agendas and minutes. CCFSC is now being convened by UHCC Interim VP Della Teraoka.</p> <p>MOU for 11-month faculty: Policy will stay as is. Revisions are tabled until further notice. This is good news. Again, the faculty concerns were heard by the UH System.</p> <p>Peer evaluations: Chair researched other CCs and found that the “rule” about needing two peer reviews per semester for instructional faculty is not a System-wide rule or policy, only active here at HawCC. It’s too stressful on the faculty and on reviewers. She wondered if it could be streamlined? Why do faculty need to do two per semester after they make tenure?          Chair asked for discussion.</p> <p><b>Comment</b>, Carrie Butler: Discussed with TPRC members from other campuses, found that it’s common to need only one per year after tenure. Caveat is that two per semester gives the faculty member more data to work with if they get a bad review. She noted that the UHPA rep and UH HR rep would not comment during the recent TPRC reviewer training, saying there is no UHPA or System-wide rule.</p>		
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<p>RP 5.213 General Education BOR Policy Review and feedback <a href="#">HawCC Recommendations for Revisions to RP 5.213.</a></p>	<p><b>Comment</b>, Kenoa Dela Cruz: Reiterated what Carrie Butler said, neither UHPA nor UH HR will define any rule for peer review after tenure. The practice depends on individual Division or DPCs and they could define it for faculty. She noted that two per semester is defined only for Contract Renewal, but not for post-tenure promotion. Letters also can be considered in place of peer review, depending on the Division and DPC. The Chancellor also said she won't define it, but each candidate for promotion must present clear evidence of their qualifications, which may include peer review.</p> <p><b>Comment</b>, Leanne Urasaki, UHPA Board member: Clarified that there are no written rules nor will UHPA add any protocols for peer evaluation to the contract or promotion guidelines. However, when she asked our UHPA staff rep, Jim Kardash, whether faculty should add their protocol into their official DPC guidelines, he said he would not recommend that DPCs do that because that would add an additional requirement or hurdle for faculty that is not stated in the contract. Leanne suggested instead that Division faculty can add a separate protocol document that is not part of the official DPC guidelines, which have to get approved by the Chancellor and UHPA. This separate protocol statement can provide clarity about the particular requirement in that Division, and for example that might be useful for TPRC members from other campuses when they read our dossiers.</p> <p><b>Comment</b>, Chair Jana Smith: This is worthy of more discussion. I will raise this with the CCFSC at the next meeting and get more information for us.</p>		
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<p>UH President Search</p>	<p>Chair asked Kenoalani Dela Cruz, GEC Chair, to discuss the CC’s recommendation memo and the status of the on-going GE revision process.</p> <p>Kenoa reported that the latest news is that the most recent draft of the recommendation memo will be brought back to the Senates for review and approval. This newest draft removes the requirement for a facilitator. The draft now expresses the current mana’o of the Senates of all UHCC campuses. Overall, the whole GE revision process is moving quickly but is still not resolved.</p> <p>Chair reported she has attended both the public forum and ACCFSC meeting with the first candidate for the UH President. She encouraged all Senators to participate in these meetings and give feedback to the BOR via their response forms.</p>		
<p><b>5. Vice Chair Report:</b> Luria Namba</p>	<p>Luria introduced Anjeanette Oberg as the new Executive Committee member for the Social Sciences Department.</p> <p>Lamakū: New lecturers who are coming in for the Spring semester need to set up their UH email account as soon as possible so they can get their Lamakū accounts and sandbox sites set up before the Spring semester.</p>		
<p><b>6. Campus Updates:</b> 1) Pālamanui - Luria Namba  2) Kō</p>	<p>Pālamanui: Luria announced that Pālamanui Director Kalei Haleamau-Kam informed the Pālamanui hui that the outdoor dining space should be done soon and they expect the Culinary program will be able to start using it for the Spring semester.</p> <p>Kō: Luria announced that Pele Kaio is the interim Director.</p>		

<p><b>7. Old Business:</b> <a href="#">Committee Reports AY24-25</a></p>	<p>Jana reminded Senators that the Committee Reports folder in the Senate shared drive contains all the reports for all committees.</p>		
<p>a. Curriculum Review Committee (CRC) – Carrie Butler <a href="#">CRC Report 9.27.24</a></p>	<p>Carrie Butler: no updates to the report, items to be voted on in Continuing Business.</p> <p>Carrie also noted that the EPC policy linked in Continuing Business had already been voted on last April. The current policy up for discussion and vote should be the 5-year Course Review policy (20% Review).</p> <p>Jana will double check with Donna Pacheco and bring this back to the Senate next meeting.</p>		
<p>b. Data Analysis Committee (DAC) - Donala Kawa’auhau <a href="#">DAC Report 9.27.24</a></p>	<p>Donala Kawa’auhau: no updates to the report</p>		
<p>c. Distance Education Committee (DEC) – Ashlee Kalauli <a href="#">DEC Report 9.27.24</a></p>	<p>Ashlee Kalauli: no updates to the report. The committee is working on revisions to the DE policy, which they’ll bring to the Senate in future meetings.</p>		
<p>d. Educational Policy Committee (EPC) – Donna Pacheco - <a href="#">EPC Report 9.27.24</a></p>	<p>No updates to the report.</p>		
<p>e. Faculty Policy Committee (FPC) – Vivian Chin</p>	<p>No updates to the report.</p>		

<p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No'el Tagab-Cruz  <a href="#">FYE Report 9.27.24</a></p>	<p>No'el Tagab-Cruz: Asked all Senators to add their mana'o to the High Engagement Practices survey linked at the end of the report so the committee will have everyone's thoughts as they work to revamp and revitalize the FYE program. The committee is working to develop Hawai'i CC's definition of high engagement practices.</p>		
<p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz  <a href="#">GEC Report 9.27.24</a></p>	<p>Kenoalani Dela Cruz: Thanks to all faculty who are working on their proposals. The Sept 30<sup>th</sup> deadline is flexible, so if you need more time, email her to discuss an extension. The committee will work with you.</p> <p>Regarding the GE Redesign initiative, Kenoa discussed the ongoing process. She will bring any news back to the Senate when there are new developments.</p>		
<p>*h. Hawaiian Asian and Pacific Issues (HAP) – Orlo Steele</p>	<p>No updates to the report</p>		
<p>*i. Academic Sustainability Committee (SUST) – Drew Kapp  <a href="#">SUS report 9.27.24</a></p>	<p>Drew Kapp: Mahalo to faculty who've submitted Sustainability designation proposals for their courses.</p>		
<p>* j. Writing Intensive Committee (WI)                  Tanya Dean/Robyn Kalauli (interim chair)  <a href="#">WIC Report 9.27.24</a></p>	<p>Robyn Kalauli: Mahalo for new proposals. Happy to see new disciplines in Writing Intensive.</p>		



<p><b>8. Continuing Business: Discussion/Revision/Vote Approval</b></p>			
<p>a) EPC “N” grade policy review and vote <a href="#">N Grade Policy</a> - update - Donna Pacheco</p>	<p>“N” grade policy was approved in April 2024. Jana will check with EPC Chair Donna Pacheco about putting the Course Review policy on next month’s agenda.</p>		
<p>b) CRC Proposals approval - Carrie Butler</p>	<p>Motion to vote on all CRC proposed course revisions as shown in the committee’s report as a block: Carrie Butler. Second: Kenoa Dela Cruz</p> <p><b>Question</b>, Leanne Urasaki: Does the motion to block-vote all the proposals cover all the items listed in the CRC report, including all the courses to be retired and program changes as well? <b>Response</b>, Carrie Butler: Yes.</p> <p>Yes 24 No 0 Abstain 0</p> <p>Motion to approve all CRC proposals: Carrie Butler Second: Kenoa Dela Cruz</p> <p>Yes 24 No 0 Abstain 1</p> <p>Jana and Carrie clarified the process: Once the Senate approves, Jana as Chair will send the approved CRC proposals to the VCAA, then they go to the Chancellor for final approval.</p> <p>Jana thanked the CRC for their hard work to keep our curriculum</p>		

	updated. This helps our students.		
<b>9. New Business:</b> 1) Chancellor Susan Kazama - Updates	Chancellor Kazama will join the meeting at 1:30; see full report below the “For the Good of the Order” section.		
<b>10. For the Good of the Order:</b>  Request for Leave Donations for Caroline Naguwa (email from Jodi Mine Sept 17) <a href="#">Leave Sharing Form</a>	Jana encouraged members to consider donating leave time to Caroline if they can.  <b>Comment,</b> Leanne Urasaki: Leanne explained how the leave donation works for 9-month and 11-month faculty. Encourages faculty to please consider donating their leave if they can.		
AI updates  <a href="https://docs.google.com/document/d/1ULLogEW8BrbIVir8LPd27u3B_83IFrCa-Utj7Zb6oM/edit#heading=h.fav6scqmwu85">https://docs.google.com/document/d/1ULLogEW8BrbIVir8LPd27u3B_83IFrCa-Utj7Zb6oM/edit#heading=h.fav6scqmwu85</a>  <a href="https://docs.google.com/document/d/1XWGyroCg0BndoJW3MaN8T-Fj_YQBPLYbLPrP8JpGsl/edit">https://docs.google.com/document/d/1XWGyroCg0BndoJW3MaN8T-Fj_YQBPLYbLPrP8JpGsl/edit</a>	Lissandra Baldan Jenkins: The UH System committee is working on an AI policy. There are resources and examples of how to address AI on syllabi.  Lamakū will eventually include an AI function that would be able to generate content-based suggestions for instructors such as ideas for assignments, for example, that were based on the content that the instructor had on Lamakū.  She will be accepting the 2024 WOW (Outstanding Work) Award from WCET on behalf of the UH OER Anatomy & Physiology project team.		

<p>UHPA update - Leanne Urasaki <a href="#">UHPA Contract 1-24</a></p>	<p>Leanne Urasaki: PAUs – Primary Academic Units – are being considered for reorganization for our College. The PAUs are not organized logically or in alignment with our College’s organization of programs and departments. Discussions are ongoing so that the PAU membership is more appropriately distributed, more coherent and makes more sense. That will come back to the UHPA members for review and approval before any final decisions are made.</p> <p>Contract negotiations are ongoing, no updates at this time.</p> <p>Jana noted that the current contract was negotiated before the pandemic and now inflation has risen. She suggests that this be included in negotiations.</p> <p>Leanne noted that the process includes all the other public sector unions, so pay raises based on inflation can be tricky. She will inform the Senate when any updates are available.</p>		
<p>Micro-credentialing Handbook <a href="http://www.hawaii.edu/policy/?action=viewPolicy&amp;policySection=ep&amp;policyChapter=5&amp;policyNumber=231">http://www.hawaii.edu/policy/?action=viewPolicy&amp;policySection=ep&amp;policyChapter=5&amp;policyNumber=231</a></p>	<p>Kaipo Dye, Apprenticeship Coordinator, introduced the Micro-credential Implementation Handbook.</p> <p>Autonomy is given to campus-level for implementation rules and procedures, and how to navigate non-credit to credit. Framework from UH System is clear about procedures at the campus level. Non-credit will be done first.</p> <p>The UH System will be using a national database to determine PLA for students taking clusters of micro-credentials that line up with learning outcomes from credit courses.</p>		

	<p>Jana will move this issue back to the regular agenda for further discussion at the next meeting.</p> <p><b>Question</b>, Resh DuPuis: What Senate committee will micro-credentialing policy be referred to? EPC?</p> <p><b>Response</b>, Grace Funai: CRC has been asking the VCAA about this issue and if that committee needs to start addressing how to create a system on the credit side. Her response was that only the non-credit side is being involved at this time.</p> <p><b>Response</b>, Kaipo Dye: Yes, only the non-credit side is involved now, but in the future the campus will need to address micro-credentialing on the credit side for credit pathways for those students interested in eventually perusing a credit pathway.</p> <p><b>Comment and question</b>, Jana Smith: Early Childhood Ed already has non-credit courses that can convert to credit and become a certificate. They are looking at moving those non-credit courses to micro-credentials that then could be transferred to the credit credential. Does the College need a policy of its own on this?</p> <p><b>Response</b>, Kaipo Dye: The 5.2 series Executive policies at the UH System level are at a high-level and fairly vague in terms of procedures. So, we do need further discussion and development of our own procedures. There are models across the System. Some colleges use Banner for their non-credit. But we should continue to discuss and see if we need a policy and referral to the EPC.</p>		
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	<p><b>Comment and question</b>, Grace Funai: We used to have a faculty position tasked with working on non-credit to credit (Neva Supe-Roque). Has there been any discussion about readvertising and refilling that position?</p> <p><b>Comment</b>, Resh DuPuis: That position was repurposed into a staff position at Kō in 2022. It should have been changed on the Org Chart from a faculty position to a staff position.</p>		
<p>Food Distribution Dates - <a href="#">Food Distribution F24</a></p>	<p>Jana discussed the upcoming Food Distribution dates.</p>		
	<p>Ashlee Kalauli: There’s an initiative across the UH System to help redesign the DOE’s Math education curriculum for high school students. A survey had been sent out last Spring, Hawai’i CC had the highest number of responses. Ashlee thanked all the faculty who participated in the survey. It is still open and the group would love any input or feedback you may have. Survey: <a href="https://forms.gle/C2vh1H4vcbTVxZm99">https://forms.gle/C2vh1H4vcbTVxZm99</a></p>		
<p><b>New Business:</b> Chancellor Susan Kazama - Updates, deferred from #9 above.</p>	<p>Susan Kazama: Most DPC guidelines are up to date, but please complete if your Division has not submitted theirs yet. Please remember your elections are normally held in the Spring, so the DPCs are ready for the Fall. Elections are secret ballot. Ask the VCAA if you don’t know who is on your DPC.</p>		

	<p>Mike Unebasami, UHCC VP for Finance, is retiring at the end of November. Sandra Uyeno, UH Systems HR Director, also is retiring at the end of December. New opportunities with new folks coming in. Some transition stress may be happening.</p> <p>New UH President candidates' forums continue this week and next. They're being asked how they're going to support the CCs? The CC Chancellors are really trying to impress on the candidates that we are a 10-campus system and not to forget us.</p> <p>Position postings are going well, lots of new positions being recruited. VCAS Jodi Mine is posting new positions weekly. Please encourage all friends, family, etc., to apply for all positions for which they qualify, we need lots of people.</p> <p>UHCC VP Della Teraoka and Mike Unebasami are coming Oct 17<sup>th</sup> for Fall 2024 Campus Visit and Presentation; these public sessions will be held at Manono at 9:00 am and Pāalamanui at 1:30 pm.</p> <p>Della and Mike also are coming on Oct 11<sup>th</sup> for a Manono campus walk-around to see the facilities and to discuss with the Admin team the items that we are putting forward for the Biennium Budget request to the Legislature, including painting, lighting, cameras, security, etc.</p> <p>Kauhale Day is Oct 18<sup>th</sup> for campus beautification.</p> <p><b>Question</b>, Grace Funai: We know the Senate's rubric for Sabbatical Leave was adopted by you for use this year, but what are the other</p>		
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	<p>considerations for faculty wanting to apply for sabbatical? Is there a limit on the number awarded each year? Is there a limit on only one-year or six-month?</p> <p><b>Response</b>, Susan Kazama: Clarified that faculty can apply for either a one-year sabbatical at ½ pay or a six-month sabbatical at full pay. These rules are in the UHPA contract. She also noted that they cannot award leave to multiple people from the same Department/Program all at the same time. In general, they intend to authorize two sabbaticals per academic year.</p> <p><b>Question</b>, Grace Funai: If someone applies and is not awarded, do they need to re-apply the following year?</p> <p><b>Response</b>, Susan Kazama: If the sabbatical application is deferred, they go on the waitlist. If it's denied, then you have to reapply for a future year.</p> <p><b>Question</b>, Jana Smith: How do you determine who gets them? With only two per year, it will take too many years for everyone to get one.</p> <p><b>Response</b>, Susan Kazama: The rubric will be used. We're still catching up with deferred requests from the past.</p> <p><b>Comment</b>, Grace Funai: Please send an update when you have it.</p> <p><b>Response</b>, Susan Kazama: Will do.</p> <p>Regarding the AI policy and resources, Lissandra and Alma Cremer</p>		
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	<p>are on the UH System committee, along with Christine Quintana. They will bring the policy to the College when it's ready for review. Kapena Landgraf has some good suggestions for your syllabus if you don't want students to use AI in their work.</p> <p><b>Kauhale Day</b>, October 18th: Lots of requests to pressure wash the buildings. Susan is working on that with the union. Pressure washing may have to be done by the POM crews due to safety issues.</p> <p>Kauhale Day will be focused on weeding, plus getting rid of old furniture and other items. Also, Grant Kaaua and his Carpentry students will be leading participants in putting together new picnic benches and tables for the campus. The ones for Pālamānui have been delivered. Admin will serve lunch that day.</p> <p>Admin is hoping to set up a site where new furniture, including desks and chairs for your classrooms, can be stored and faculty can go "shop" for what they need.</p>		
<p><b>11. Adjourn</b></p>	<p>Robert's Rules: No need to motion or vote. Simply adjourn!</p> <p><b>Next meetings:</b> <i>October 25, 2024</i>  <i>November 22, 2024</i>  <i>December 6 or 13th, 2024 - if needed</i></p>	<p><b>Meeting adjourned at 2:01 pm</b></p>	