

**Academic Senate Meeting Minutes 2024 - 2025**

<p><b>Date:</b> Aug 23, 2024  <b>Time:</b> 12:00 pm – 2:00 pm  <b>Location:</b> Zoom</p>	<p><b>Exec Committee Members Present:</b>                  Chair Jana Smith, Vice-Chair Luria Namba, Lissandra Baldan Jenkins, Kenoalani Dela Cruz, Susie DeSa Dill, Reshela DuPuis, Drew Kapp, Kapena Landgraf, Orlo Steele, No’el Tagab-Cruz</p> <p><b>Members Present:</b>                  Ashlee Kalauli, Harold GKW Fujii, Tiffani Amana, Kristine Kotecki, Lisa Yamanaka, Tamera Loveday, Jennifer Sims, Ākea Kiyuna, Sharon Dansereau, Wailani Walker, Donna Pacheco, Meidor Hu, Leanne Urasaki, Debra Weeks, Kaipo Dye, Lisa Fukumitsu, E. Kalani Flores, Carrie Butler, Brenda Watanabe, Taupōuri Tangarō, Camille Hernandez, Renee AK Dela Cruz, Robyn Kalauli, Donala Kawaaauhau, Anjeanette Nadine Oberg , Precious Atendido, Anne Chung, Ku’ulei Kanahale, Laurel Gregory, Grace Funai</p>
	<p><b>Guests:</b> Erik Beach</p>
<p><b>Call to Order:</b> 12:05pm  <b>By:</b> Jana Smith  <b>Mins:</b> Reshela DuPuis</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>	<ul style="list-style-type: none"> <li>➤ Meeting called to order by Chair at 12:05pm. Quorum has been met, including at least 3 members of the Executive Committee.</li> <li>➤ This meeting will be recorded. (see <a href="#">AS Virtual Protocols</a>)</li> </ul> <p>Oli by No'el Tagab-Cruz                      Vision read by Ākea Kiyuna and Carrie Butler                      Mission read by Kenoalani Dela Cruz and No'el Tagab-Cruz</p>		
<p><b>2. Approval of the Minutes</b></p>	<ul style="list-style-type: none"> <li>❖ Minutes now included in Consent Agenda.  <a href="#">Academic Senate Meeting April 26, 2024</a></li> </ul>		
<p><b>3. Consent Agenda</b></p>	<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>Point of Order, Leanne Urasaki: Requested that her report on the</p>		

	<p>Lamakū LMS be moved on the agenda from the Chair’s Report, Item 4.e, to New Business, Item 9.1. There being no objections from the members present, the Chair revised the agenda per request.</p> <p>Motion to approve Consent Agenda: Kenoalani Dela Cruz Second: Ākea Kiyuna</p> <p>➤ <b>Vote</b> to approve the consent agenda: Yes = 25 No = 0 Abstain = 2</p>		
<p><b>4. Senate Chair Report</b> a) Welcome to our first meeting of AY 24-25</p>			
<p>b) Review of Virtual Protocols <a href="#">AS Virtual Protocols</a></p>	<p>Point of Order, Kenoa Dela Cruz: One guest is present today. Chair went over the Robert’s Rules protocol for guest attendance. No objection to the guest’s presence was raised by any Senate member in attendance. Chair welcomed the guest.</p>		
<p>c) Senate Webpage <a href="#">AS Website draft</a></p>	<p>Chair went over the new layout of the revamped Senate website. It’s still a work in progress. Please familiarize yourself with the website and what’s available there.</p>		
<p>d) ACCFSC/CCCFSC updates - <a href="#">ACCFSC-CCCFSC AY24</a>  <a href="#">ACCFSC Mtg Agenda 8-23-24</a></p>	<p>ACCFSC meeting is taking place at the same time as this Senate meeting. Vice-Chair Luria Namba is attending that meeting and will join this meeting to report back to us as soon as she can. Since the Vice-Chair will be delayed today, the Chair moved the Vice-Chair’s report to later on the agenda when she can join us.</p>		
<p>e) LMS - Leanne Urasaki - Lamakū Rollout-Spring 2025 <a href="#">D2L Brightspace</a>. (for reference only)</p>	<p>At Leanne Urasaki’s request, item moved to New Business, 9.1</p>		



<p><b>7. Old Business:</b> <a href="#">Committee Reports AY24-25</a></p>	<p>Chair noted for the members that this new Google folder in the Senate shared drive has all the Senate Committee reports for ease of access.                  *= Course Designation Committees</p>		
<p>a. Curriculum Review Committee (CRC) – Carrie Butler <a href="#">CRC AS Report 8-23-24</a></p>	<p>CRC Chair Carrie Butler noted that, in addition to their written report, the Committee has a proposal for a Charter revision in New Business.</p>		
<p>b. Data Analysis Committee (DAC) - Donala Kawa’auhau</p>	<p>No report.</p>		
<p>c. Distance Education Committee (DEC) – Ashlee Kalauli</p>	<p>No report.</p>		
<p>d. Educational Policy Committee (EPC) – Donna Pacheco - Policy?</p>	<p>No report.</p>		
<p>e. Faculty Policy Committee (FPC) – Vivian Chin <a href="#">FPC End of Year Report 4-24</a></p>	<p>Chair noted that the FPC Chair requested posting on this agenda of their AY24 EOY report.</p>		
<p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz <a href="#">FYE Report 8-23-24</a></p>	<p>FYE co-Chair No’el Tagab-Cruz emphasized information in their written report, and requested that faculty participate in ongoing discussions about (re)defining High Engagement Practices. This is necessary since the College no longer has access to the AVID program. She encouraged everyone to respond to the <a href="#">High Engagement in Practice survey</a>.</p>		
<p>*g. General Education</p>	<p>In addition to their written report, GEC chair Kenoalani Dela Cruz</p>		

<p>Committee (GEC) – Kenoalani Dela Cruz  <a href="#">GEC AS Report 8-23-24</a></p>	<p>reminded members of the GE proposal deadline of Sept 30.</p> <p>Regarding the UH System General Education review process, she reported that we are waiting for UH System VP Deb Halbert to provide updated information on any new iteration of a GE Redesign team or process.</p>		
<p>*h. Hawaiian Asian and Pacific Issues (HAP) – Orlo Steele</p>	<p>No written report, but Chair Orlo Steele reported that the committee is looking for a new representative from the English Dept. Please contact him if interested.</p> <p>The Committee will begin meeting in September and will be sending out information soon about proposing upcoming courses for HAP designation.</p>		
<p>*i. Academic Sustainability Committee (SUST) – Drew Kapp  <a href="#">ASC AS Report 8-23-24</a></p>	<p>ASC Chair Drew Kapp reminded members that the proposal deadline is Sept 16.*                  *date corrected by Drew via chat &amp; announcement</p>		
<p>* j. Writing Intensive Committee (WI) – Robyn Kalauli</p>	<p>Written report linked on agenda during meeting:  <a href="https://docs.google.com/document/d/1VlxxMKJhAQn-P_oY519clAaOmdFW8MZ7JG3CQVFA24o/edit?usp=sharing">https://docs.google.com/document/d/1VlxxMKJhAQn-P_oY519clAaOmdFW8MZ7JG3CQVFA24o/edit?usp=sharing</a></p> <p>Committee Chair Robyn Kalauli reminded members the WI proposal deadline is Sept 16.</p>		
<p>k. GE Inquiry Update – Kenoalani Dela Cruz -</p>	<p>(See 7.g above.)</p>		
<p><b>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</b></p>			
<p>a) Kalani Flores -</p>	<p>ALO Kalani Flores discussed the process of developing the 2025 ISER from</p>		

<p>Certification of the <a href="#">2025 ISER</a>          Certifying that there was effective participation by the campus community, and that the Institutional Self Evaluation Report accurately reflects the nature and substance of this institution.</p>	<p>Spring 2022 to the present, including the ISER core team, Standards teams and campus groups working on various sections. Several drafts were distributed to the Kauhale to review and make comments over the past year.</p> <p>Thanks to all who participated.</p> <p>ALO Flores reported that the team believes the College meets all ACCJC standards except one that we did not meet. That unmet standard is 3.A.9 regarding having sufficient numbers of staff to accomplish the College’s mission. The ISER includes a QFE (Quality Focused Essay) plan to fully staff the College and fill all remaining staff and faculty positions in a timely manner.</p> <p>Motion to approve certification of the ISER: Kalani Flores          Second: Anjeanette Oberg</p> <p>Yes = 28 No = 0 Abstain = 2</p>		
<p>b) Resh DuPuis and Taupōuri Tangarō - HawCC Strategic Plan update  <a href="#">Ka`ao Ka`ika`i Strategic Plan</a></p>	<p>College Council’s task group Co-leads Resh DuPuis and Taupōuri Tangarō discussed the <a href="#">Ka`ao Ka`ika`i Strategic Plan AY23-AY29</a>, and shared their <a href="#">Ka'ao Ka'ika'i Strategic Plan presentation</a> .</p> <p>The UH System has just put out their Strategic Plan with Foundational Principles and proposed metrics. See the full UH Systems IRAPO presentation:  <a href="https://docs.google.com/presentation/d/19vhcgYk4q3bLa9i5Xp0YL05GluzxyrLtwlcp1LG6cQ/edit?usp=sharing">https://docs.google.com/presentation/d/19vhcgYk4q3bLa9i5Xp0YL05GluzxyrLtwlcp1LG6cQ/edit?usp=sharing</a></p>		

	<p>Next steps: Hawai‘i CC’s task group will be working throughout the Fall and Spring to develop our College’s Foundational Principles and proposed metrics/measures. Broad participation from across our Kauhale is needed to make sure our Strategic Plan reflects our College’s needs, practices, culture and Ka‘ao approach.</p>		
<p>c) EPC “N” grade policy review and vote  <a href="#">N Grade Policy</a> - update - Donna Pacheco</p>	<p>Chair Donna Pacheco reported that the committee has approved the N Grade policy (link at left) and will be bringing it to the Senate at the next meeting.                  She thanked all continuing members. The committee needs new representatives from English and Nursing.</p>		
<p>d) Carrie Butler and Grace Funai - CRC Senate Charter revision proposal  <a href="#">CRC Proposal</a></p>	<p>CRC Chair Carrie Butler discussed the reason for this proposal, which is for a Senate Charter revision to match the CRC’s Operating Guidelines related to reassigned time for the Chair and Curriculum Specialist. She noted that the current VCAA will not honor reassigned time requests based on just the CRC Guidelines, but will honor them if the language is included in the Senate Charter.</p> <p><u>Point of Information</u>, Kenoa Delacruz: Noted that the Haw 5.254 policy posted on the College’s policy webpage is the old version.  <u>Response</u>, CRC Chair Carrie Butler: She is aware and has been working to get the correct version, which was approved by the Senate April 2022, posted to the policy webpage. She will continue the effort to make sure the correct version is published as soon as possible.</p> <p>Motion to accept the CRC proposal to revise the Senate Charter: Carrie</p>		



	<p>Butler                  Second: Kenoa DelaCruz</p> <p>Yes = 23 No = 2 Abstain = 3</p>		
<p><b>9. New Business</b>                  1) LMS - Leanne Urasaki - Lamakū Rollout-Spring 2025  <a href="#">D2L Brightspace</a>. (for reference only)</p>	<p>Leanne Urasaki shared a comprehensive update about the new LMS Lamakū and provided the informational links below:</p> <p>Presentation Slide deck: <a href="https://go.hawaii.edu/WXa">https://go.hawaii.edu/WXa</a>                  LMS Review Report: <a href="https://go.hawaii.edu/a2r">https://go.hawaii.edu/a2r</a>                  RFP Process: <a href="https://go.hawaii.edu/m2a">https://go.hawaii.edu/m2a</a></p> <p>ITSO Newsletter: <a href="https://smore.com/n/me9s5">https://smore.com/n/me9s5</a>                  HawCC Lamakū Google Group:</p> <ul style="list-style-type: none"> <li>• <a href="https://go.hawaii.edu/aXL">go.hawaii.edu/aXL</a></li> <li>• <a href="https://groups.google.com/a/hawaii.edu/g/hawcc-lamaku-grp?pli=1">https://groups.google.com/a/hawaii.edu/g/hawcc-lamaku-grp?pli=1</a></li> </ul> <p>Important dates:</p> <ul style="list-style-type: none"> <li>• Fall 2024, faculty will be provided training and support to migrate and create their courses in Lamakū for Spring 25; see links above.</li> <li>• Spring 2025, all courses will be in Lamakū.</li> </ul> <p><u>Question</u>, Kalani Flores: Once we transition to Lamakū in the Spring, will Laulima still be available? When will it be shut down?  <u>Response</u>, Leanne Urasaki: Laulima will still be available for the time being and you will have access to your course sites there for now. No CRN sites will be provided in Laulima beginning in Spring 2025, but your existing sites in Laulima will be available to you through at least Spring 25, and possibly through Fall 25. However, at some point Laulima will be transitioned to</p>		

	<p>“read only” status, and then later all Laulima sites will be archived. Faculty will still be able to request access to their course sites but everything will be archived.</p> <p><u>Comment</u>, Chair Jana Smith: Expressed concern about how she can make sure that several courses she’s not currently teaching will still be available to her the next time she teaches them even in AY25-26.</p> <p><u>Response</u>, Leanne Urasaki: Archiving won’t happen right away, and there will be ample notice given to faculty well before that happens. She will be our faculty’s “eyes and ears” during this process, she will always keep us all informed of everything going along.</p>		
<p>2) Chancellor Susan Kazama - Welcome and updates</p>	<p>Chancellor was unable to attend. No report.</p>		
<p><b>Vice Chair Report:</b> Luria Namba (delayed from Item 5, above)</p>	<p>Vice-Chair Luria Namba updated Senate members on the ACCFSC meeting she had attended earlier.</p> <p>She provided Senate members with the Policy Briefing (draft) for review: <a href="#">Academic and Student Affairs Policy Briefing Draft 2024-2025</a></p> <p>From the document above, she highlighted several items, including:</p> <ul style="list-style-type: none"> <li>● the C3S course sharing program;</li> <li>● AI policy is being worked on;</li> <li>● a new website is being developed that will list all internships for students across the UH System;</li> <li>● cross-campus work is ramping up to address the State’s K-12 teacher shortage; and</li> </ul>		

	<ul style="list-style-type: none"> <li>the Gen Ed review System-wide committee is still in discussion.</li> </ul>		
<b>10. For the Good of the Order</b>	Chair Jana Smith reminded everyone to be mindful about the approaching storm, Hone, and to unplug all electronics and stay safe and dry.		
a. UHPA update - Leanne Urasaki, UHPA Board member for HawCC	<p>Chair Jana Smith reminded everyone to review our UHPA contract regularly.</p> <p><a href="https://www.uhpa.org/">https://www.uhpa.org/</a></p> <p>Leanne Urasaki reminded everyone to sign up to be a member and participate.</p> <p>Our contract is up for renewal, negotiations are ongoing with the University.</p>		
b. To be proactive, review your UHPA Contract periodically. <a href="#">UHPA Contract 1-24</a>			
c. Food Distribution Dates - <a href="#">Food Distribution F24</a>			

<p>d. College Council Mtg                  2 pm today. <a href="#">CoCo Mtg 8-23-24</a>  <a href="#">CoCo Mtg agenda 8-23-24</a></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>September 27, 2024</i>  <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 1:48 p.m.</b></p>	