

**Academic Senate Meeting Minutes 2024 - 2025**

<p><b>Date:</b> November 22, 2024  <b>Time:</b> 12:00 p.m. – 2:00 p.m.  <b>Location:</b> Zoom</p> <p><b>Call to Order:</b> 12:04 p.m.  <b>By:</b> Jana Smith, Chair  <b>Minutes:</b> Reshela DuPuis</p>	<p><b>Executive Committee Members Present:</b> Jana Smith, Chair; Luria Namba, Vice-Chair, Pāalamanui; Reshela DuPuis, Secretary, ASU; Kenoalani Dela Cruz, GSSS; Kapena Landgraf, ENG; Lew Nakamura, ATE; Anjeanette Oberg, SSCI/PS.</p> <p><b>Members Present:</b> Tiffani Amana, Carrie Butler, Vivian Chin, Sharon Dansereau, Renee AK Dela Cruz, Kenoalani Dela Cruz, Kaipo Dye, Harold GWK Fujii, Grace Funai, Meidor Hu, Robyn Kalauli, Ku’ulei Kanahele, Drew Kapp, Ākea Kiyuna, Kanoë Lambert, Larissa Leslie, Tamera Loveday, Basanta Pahari, Michael Skinner, Orlo Steele, Taupōuri Tangarō, Wailani Walker, Brenda Watanabe.</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><b>Comment, Chair Jana Smith:</b> Welcome to our fourth meeting of AY 24-25.</p> <p>If you all want to or feel moved to, you can put something in the chat that you're grateful for, thankful for, happy about. I'm very grateful for such hard-working colleagues.</p> <ul style="list-style-type: none"> <li>➤ Quorum has been met, including at least 3 members of the Executive Committee.</li> <li>➤ Meeting was called to order by Chair at 12:04p.m.</li> <li>➤ This meeting will be recorded. (see <a href="#">AS Virtual Protocols</a>)</li> </ul>		
<p><b>2. Approval of the Minutes</b></p>	<p>❖ Minutes now included in Consent Agenda. <a href="#">Senate Minutes, Oct 25, 2024. DRAFT</a></p>		
<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><b>Motion</b> to approve the consent agenda</p> <ul style="list-style-type: none"> <li>➤ Carrie Butler moved, Anjeanette Oberg seconded</li> <li>➤ <b>Vote:</b> 11 = Yes; 0 = No; 0 = Abstain</li> </ul>		

	<ul style="list-style-type: none"> <li>❖ <b>Vision Statement</b> read by Kenoalani Dela Cruz and Anjeanette Oberg</li> <li>❖ <b>Mission Statement</b> read by Kenoalani Dela Cruz and Luria Namba</li> </ul>		
<p><b>4. Senate Chair Report</b></p> <p>a) Welcome to our fourth meeting of AY 24-25 <b><i>Keep the Gratitude Attitude!</i></b></p>	<p><b>Jana Smith, Chair:</b> Welcome to our fourth meeting of the 24-25 academic year. I put the poster there, <b><i>Keep the Gratitude Attitude!</i></b>, because even though things are always a little wonky at the College level -- it seems there are always new policies, there are always new administrators, there are always new all kinds of things that we have to deal with -- we just need to remember to be grateful that we have jobs and that we're able to serve our community. So, thank you all for being here. I'm very grateful for each and every one of you.</p>		
<p>b) Review of Virtual Protocols <a href="#">AS Virtual Protocols</a> <a href="#">Civility Document</a></p>	<p>Virtual Protocols: see the link, I just keep it there for you to check into in the civility document. But I think this year, I feel really grateful that everybody has kept everything very professional and very civil, so mahalo nui for that.</p>		
<p>c) Senate Webpage <a href="#">AS Website draft</a> - work in progress. Feedback welcome</p>	<p>Website: please, I really want some feedback on it before I make sure that my kuleana is done. So, if you could, please check it out, I'd appreciate it. Mahalo</p>		
<p>d) ACCFSC/CCCFSC updates - <a href="#">ACCFSC-CCCFSC AY24</a>  <a href="#">CCCFSC 11.22.24</a></p>	<p>ACCFSC/CCCFSC: links are in the agenda, they're both happening today, so I have nothing to report because one of them is happening while we're having this meeting. We'll get a report on that at the next meeting.</p>		
<p>Lamakū Resolution</p>	<p>The Lamakū Resolution:</p>		

	<ul style="list-style-type: none"> <li>● We now have to have two classes in Lamakū by the Spring 2025 semester.</li> <li>● UHPA and the Senate Chairs met, and the Union said that they would endorse the [UH System administration} decision that two classes need to be migrated by Spring 2025.</li> <li>● And please reach out to Leanne [Urasaki] if you need to for assistance and help and support.</li> <li>● Don't wait till winter break to migrate. Start doing it as soon as you can, start moving your courses so you can get those questions answered rather than during the break.</li> </ul>		
<p><b>5. Vice Chair Report:</b> Luria Namba Nominations</p>	<p><b>Luria Namba, Vice Chair:</b> Nominations: We are going to be looking for a new Senate Chair for next academic year. Jana will not be returning. Thank you, Jana, for serving for two years.</p> <ul style="list-style-type: none"> <li>● The Senate Chair position is a one-year term, and you have to be a tenured faculty to be able to be a candidate. So please, everybody start considering or thinking about potential candidates.</li> <li>● The Executive Committee will be also nominating somebody after our next meeting. So, we'll be announcing somebody, hopefully, at the December meeting.             <ul style="list-style-type: none"> <li>○ But the election for the Senate Chair would be in the Spring, in February.</li> </ul> </li> </ul> <p><b>Comment, Jana Smith, Chair:</b> Representatives to the Executive Committee: most terms are up at the end of May 2025. So please, all departments, please be thinking of who you want. If the same [current] person wants to stay, totally okay. But if they want to step down, then give someone else a leadership opportunity. Please feel free to encourage those conversations with your department people.</p>		

	<p><b>Luria Namba, Vice Chair:</b> The Executive Committee membership is for two years, and you do not have to be a tenured faculty. Thank you.</p> <p><b>Comment, Jana Smith, Chair:</b> Thank you, Luria, for your service as well. So, we'll need a [new] Vice Chair as well.</p>		
<p><b>6. Campus Updates</b> 1) Pāalamanui - Luria Namba</p>	None.		
<p>2) Kō - Pele Kaio - The survey is open until the end of December 2024. <a href="#">KōEC Community Survey</a></p>	<p><b>Comment, Jana Smith, Chair:</b> Pele [Kaio] isn't here today but we kept the community survey link on the agenda. You have until the end of December. Please give input, even if you don't live up in that area, but maybe you've passed through or maybe you've taught a class there or maybe you go to an event in Honoka'a or somewhere. If you have seen things and gone, "gee, wouldn't it be great if..." please feel free to fill out that survey and send it on, because we want to make it a vibrant campus and we want people to come to it, and we want to be able to have it be solid. So please give us input, that'd be really helpful.</p>		

<p><b>7. Old Business</b></p>	<p><a href="#">AS Committee Reports AY24-25</a> *= Course Designation Committees</p>		
<p>a. Curriculum Review Committee (CRC) – Carrie Butler <a href="#">CRC Report 11.22.24</a></p>			
<p>b. Data Analysis Committee (DAC) - Donala Kawa'auhau</p>			
<p>c. Distance Education Committee (DEC) –</p>			

<p>Ashlee Kalauli <a href="#">DEC Report 11.22.24</a></p>			
<p>d. Educational Policy Committee (EPC) – Donna De Silva <a href="#">EPC Report 11.22.24</a></p>			
<p>e. Faculty Policy Committee (FPC) – Vivian Chin</p>			
<p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz <a href="#">FYE Report 11.22.4</a></p>	<p><b>Comment, Robyn Kalauli:</b> We are revising the designation process and once we have a draft in place, we will share it out with everyone for more feedback.</p>		
<p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz <a href="#">GEC Report 11.22.24</a></p>			
<p>*i. Academic Sustainability Committee (SUST) – Drew Kapp <a href="#">ASC Report 11.22.24</a></p>	<p><b>Comment, Drew Kapp:</b> Just want to remind everyone that next month, in December, I'm going to send out a call for new Sustainability designations, so please be on the lookout for that. Mahalo.</p>		
<p>*j. Writing Intensive Committee (WI) – Tanya Dean/Robyn Kalauli as sub chair</p>	<p><b>Comment, Robyn Kalauli:</b> Probably in December, I'll send out an email about the Spring designation deadlines.</p>		
<p>[out of agenda order] *h. Hawaiian Asian and Pacific Issues (HAP) – Orlo Steele <a href="https://docs.google.com/document/d/1CFG-">https://docs.google.com/document/d/1CFG-</a></p>	<p><b>Comment, Orlo Steele:</b></p> <ul style="list-style-type: none"> <li>● We had a last-minute submission for a Hawai’i-Asia-Pacific designated class that came in just this last week. And luckily our committee was able to approve it. It's for Russell Ili teaching Botany 105 in my place. And he's agreed to teach it in that format.</li> </ul>		

<p><a href="#">0Yt4UES7Ycy3sdPsQI3dS</a>  <a href="#">Mp_8kCFmXlfPcBc8g8/edit?tab=t.0</a></p>	<ul style="list-style-type: none"> <li>● Other classes that will be taught in the spring will be:             <ul style="list-style-type: none"> <li>○ ART 111, Intro to Watercolor with Kaori Lang;</li> <li>○ ENG 102 with Vivian Chin, she's got four sections;</li> <li>○ HIST 154, Hawai'i and World War II with Marcus Wery, two sections;</li> <li>○ HWST 107 with Kalei Nu'uhiwa, two sections, and also we've got Kekai Naone, two sections, and Brooke Hutchins for one section;</li> <li>○ PACS 108, Pacific Island Studies, with Jacqueline Yuw-Miranda for one section; and</li> <li>○ WGSS 151 with Elizabeth Shaver, one section.</li> </ul> </li> </ul> <p><b>Question, Grace Funai:</b> Thanks, Orlo. I was looking at the schedule of classes and did not see that the HIST 154 course was designated as HAP. Did you say it was in effect for spring?</p> <p><b>Response, Orlo Steele:</b> It's on our agenda, but it might not have been put into Banner yet. We'll double-check on that.</p> <p><b>Comment in chat, Robyn Kalauli:</b> I'm also teaching ENG 257A, Literature of Hawai'i.</p> <p><b>Response, Orlo Steele:</b> OK, well, we'll get that one in, too. Sorry about that. This is what I had for the flyer that we had. But that's good. We'll have both of these. But Robyn, has it been already noted in the Schedule of Classes?</p> <p><b>Response, Robyn Kalauli:</b> Yeah, it is. I have 13 people enrolled already. So yeah, I think it's going to definitely be a go.</p> <p><b>Response, Orlo Steele:</b> OK, then we'll make sure it's on the flyer because we're just circulating that next week. Thank you.</p>		
<p><b>8. Continuing Business</b></p>	<p><b>Items for Further Discussion/Revision/Vote Approval</b></p>		
<p>a. CRC Proposals approval - Carrie</p>	<p><b>Comment, Carrie Butler:</b> Of the proposals that we have to vote on today:</p>		

<p>Butler <a href="#">CRC Report</a> <a href="#">11.22.24</a></p>	<ul style="list-style-type: none"><li>● One is a new program, CO-WTSS, which is the Wastewater Management Certificate for changing all the cesspools to septic tanks. This is Donna's [Pacheco] program. And it's been created along with Maui College. It's a grant-funded certificate, and there are new courses to go along with it.</li><li>● We also have the CO-CULN that is being reactivated. It was retired, but it's being reactivated, and some courses were changed in support of it.</li><li>● We have changes to FIRE courses, adding a new prerequisite to make for better student success and also changing some of the CLOs.</li><li>● We're removing some classes from the CA-IT certificate because it made it so that people sometimes didn't get the CA until their fourth semester along with their AS.</li><li>● And then we have two new Zoology [ZOO} courses, in part to go along with the MOP program.</li><li>● We're retiring some courses; some of them are the old AEC, which got renamed to ENGT and had some significant changes.</li><li>● The Marketing [MKT] program is adding some new courses and changing up their program a little bit.</li></ul> <p><b>Motion</b> to vote on the CRC proposals as a block</p> <ul style="list-style-type: none"><li>➤ Orlo Steele moved, Kenoa Dela Cruz seconded</li><li>➤ <b>Vote:</b> 14 = Yes; 0 = No; 0 = Abstain</li></ul> <p><b>Motion</b> to approve the CRC proposals as a block</p> <ul style="list-style-type: none"><li>➤ Carrie Butler moved, Kenoa Dela Cruz seconded</li><li>➤ <b>Vote:</b> 16 = Yes; 0 = No; 0 = Abstain</li></ul>		
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	<p><b>Comment, Carrie Butler:</b> Thank you, everybody, and thanks to all the CRC members for all your hard work.</p>		
<p>b. GEC Proposal approval - Kenoalani Dela Cruz <a href="#">GEC Report 11.22.24</a></p>	<p><b>Comment, Kenoa Dela Cruz:</b> Just a general announcement, which is on the report, that effective next fall, there will be three courses that will no longer be designated:</p> <ul style="list-style-type: none"> <li>● ASAN 121, DH, Chinese Culture;</li> <li>● PSY 275, DS;</li> <li>● SP 260 [DH].             <ul style="list-style-type: none"> <li>○ These were per the respective department's requests.</li> </ul> </li> </ul> <p>We have all of these proposals [on the report] up for designation today. In general, GE designation is valid for five years, and part of our review process includes the assessment of the course, and so that's why we may have, instead of a course being designated for the entire five-year period, it might be based on when the assessment can be conducted, when the closing of the loop can be conducted. The GEC has wanted to be very supportive of our faculty colleagues while keeping the students in mind, of course, for designations. And just keeping in mind when classes are offered, how COVID impacted classes being offered, et cetera. So, we do not want it to appear that assessment is a roadblock towards designation. Please know that we are here to support each other. So, we have all of these courses up for [renewal] designation today. Some of them are going to be designated for the full five-year recommendation. And, some will be for two years, and some will be for one year, as listed. And this is truly to allow the faculty the time to conduct their assessment or close their assessment loop, whatever it's going to be.</p> <p>We're excited that we have two new classes up for designation:</p> <ul style="list-style-type: none"> <li>● HIST 241</li> <li>● OCN 201</li> </ul>		

	<p>Mahalo to all proposers. Mahalo to all department chairs who are also supporting the various proposers.</p> <p><b>Motion</b> to vote on the GEC proposals as a block</p> <ul style="list-style-type: none"> <li>➤ Kenoa Dela Cruz moved, Carrie Butler seconded</li> <li>➤ <b>Vote:</b> 17 = Yes; 0 = No; 0 = Abstain</li> </ul> <p><b>Motion</b> to approve the GEC proposals as a block</p> <ul style="list-style-type: none"> <li>➤ Kenoa Dela Cruz moved, Anjeanette Oberg seconded</li> <li>➤ <b>Vote:</b> 17 = Yes; 0 = No; 0 = Abstain</li> </ul>		
<p>c. EPC policies- update - Donna Pacheco/Carrie Butler - <a href="#">EPC Report 11.22.24</a></p> <p>1) Vote on Course Review Policy:</p> <p><a href="#">HawCC 5.250 Course Review and Procedure Policy.docx</a></p> <p><a href="#">HAW 5-250 Course Review Policy and Procedure - Redlined version.docx</a></p> <p><a href="#">HawCC 5.250 Course Review Policy and</a></p>	<p><b>Comment, Carrie Butler (on behalf of Donna Pacheco):</b> The Course Review Policy was introduced previously and we'd like to vote on it today. The highlights of it are:</p> <ul style="list-style-type: none"> <li>● The old Course Review Policy only applied to certain courses, so we're trying to formalize that process and make it apply to all courses. So, all courses would be reviewed over a five-year period using Kualii [Curriculum] as the mechanism to keep track of it.</li> <li>● The proposal is that there will be a master list of courses with a schedule of when they would come due for the five-year review. If yours are on that list, then that program coordinator and the division and deans would discuss it to see if any changes were necessary. If not, then they can just say that, and the new review date will be updated on the schedule. If they would like to make changes, those changes would be made by proposal, or they might decide to retire it, if it's a course that hasn't been run and hasn't been used.</li> </ul>		

<p><a href="#">Procedure - Clean draft.docx</a></p>	<ul style="list-style-type: none"><li>● The other section is the syllabi review procedure so that syllabi will be reviewed every semester, by the Wednesday before the first week of instruction by the division to make sure the descriptions, course objectives, and other items are still valid.</li></ul> <p><b>Motion</b> to adopt the Course Review Policy [clean version]</p> <ul style="list-style-type: none"><li>➤ Carrie Butler moved, Grace Funai seconded</li></ul> <p><b>Question, Anjeanette Oberg:</b> Are we able to review them out of cycle? For example, if psychology has them all lumped up at one time, would we be able to review them prior to the five years to kind of spread it out so it's not all at once?</p> <p><b>Response, Carrie Butler:</b> Great question. Yes, you can, and that way, you won't have as many due at once. So, you can review them every year if you would like. That's a good idea, too, especially at the beginning since there might be a lot of older ones, so you can be a couple of years ahead or spread them out over that five years, instead of all at once. And if you want any help trying to determine a schedule, let me know. I can help with that.</p> <p><b>Question, Kenoa Dela Cruz:</b> Friendly amendment, paragraph three to spell out the acronym CRC, it should say the Curriculum Review Committee; and throughout the policy, VCAA should say Vice-Chancellor for Academic Affairs, etc.</p> <p><b>Motion</b> is modified to adopt the Course Review Policy [clean version] with minor grammatical revisions to spell out the acronyms as discussed on the floor:</p> <ul style="list-style-type: none"><li>➤ Carrie Butler moved, Grace Funai seconded</li></ul>		
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	<p>➤ <b>Vote:</b> 16= Yes, No= 0, 1 = Abstain</p>		
[not on agenda]	<p><b>Comment, Jana Smith, Chair:</b> I didn't address the person [attendee] that I didn't know, and I would like to ask if that person would like to introduce themselves. Basanta Pahari, can you introduce yourself?</p> <p><b>Response, Basanta Pahari:</b> Hi, this is my first time. Drew sent me this email a while ago, but I'm a new faculty here, so I wasn't sure if I was supposed to be here, but yeah, I thought maybe I'll start joining. I teach Math.</p> <p><b>Response, Jana Smith, Chair:</b> Welcome! Thank you for coming. Some of this seems kind of dry, but it is a lot of work that has gone behind the scenes, and it's important for every faculty member to know what's going on with all of the policies and procedures that have changed a lot. So, thank you for coming.</p>		
<p>2) Review C/NC Policy, HAW 5.503:</p> <p><a href="#">Original Policy:</a>  <a href="#">Credit/No Credit Policy</a>  <a href="#">Redline Version: HAW 5.503 Credit/No Credit Policy - Redline Version</a>  <a href="#">Clean Version:</a>  <a href="#">HAW5.503 Credit/No Credit Policy-Clean Version</a></p>	<p><b>Comment, Carrie Butler:</b> With the credit/no credit policy, this is for credit classes, so it doesn't apply to non-credit that can convert to credit. This is just for those enrolled in credit classes. If you look at the clean version, you can see it doesn't apply to Program courses, just to electives.</p> <p>So just read through that and then let us know if you have any questions and then we can discuss it again at the next meeting and we can vote on it then.</p>		
d. Peer Evaluations discussion - This may be	<p><b>Comment, Jana Smith, Chair:</b> The peer evaluation document linked on the agenda, Lissandra [Baldan Jenkins] created this for us to look at, and</p>		

<p>a discussion at the next CCCFSC meeting, 11/22/24; <a href="#">Peer Eval Doc - lbj</a></p>	<p>to possibly have a discussion about. Lissandra is not able to be with us today.</p> <p><b>Comment, Carrie Butler:</b> UHPA doesn't specify what we are supposed to do, like any particular guidelines from the Union contract. And our College doesn't have a specific number either, but they recommend two per semester after tenure. But speaking to other groups, other colleges, a lot of them are one per year.</p> <p><b>Comment, Vivian Chin, Faculty Policy Committee Chair:</b> What's coming up in the Faculty Policy Committee is a review of those peer evaluations. The committee is working on that policy now, discussing how many evaluations post-tenure per year or per semester.</p> <p>[in chat]: Please take a look and email comments to: chinv@hawaii.edu HAW 9.205: Peer Evaluation of Instructors &amp; Lecturers: <a href="https://drive.google.com/file/d/1iuWCELzPDPLbEpWMKr_Ge8v64nW53Rol/view?usp=sharing">https://drive.google.com/file/d/1iuWCELzPDPLbEpWMKr_Ge8v64nW53Rol/view?usp=sharing</a></p>		
<p><b>9. New Business</b> a) Grievance Committee - Senate recommendations for faculty members. Chancellor needs the Senate to recommend four (4) faculty candidates for the Grievance Committee. The functions/purpose</p>	<p><b>Comment, Jana Smith, Chair:</b> The Chancellor would like to have the Senate recommend four faculty members, from which she will choose three to be on the Grievance Committee. [Specifics are on the agenda.] Does anybody want to nominate themselves? Or maybe nominate somebody else? I don't anticipate that it's a lot of meetings, like once a month maybe if there are a lot of grievances. But the Chancellor has asked us to please put some names forward so that she can choose from that list.</p> <p><b>Question, Anjeanette Oberg:</b> Is there a meeting time scheduled or it's to be determined based upon the need?</p>		

<p>of the committee are:</p> <ul style="list-style-type: none"> <li>-Receive written academic complaints filed by students that are unresolved at the Div Chair or Dean’s level.</li> <li>-Make a determination as to cause and recommend remedy to the Chancellor in accordance with procedures outlined in <a href="#">HAW 5.101</a></li> <li>-The Chancellor appoints three faculty members from a list of faculty members nominated by the Academic Senate.</li> <li>-The chair will be a non-voting chairperson appointed by the Chancellor.</li> </ul>	<p><b>Response, Jana Smith:</b> Yes, and based upon if she gets a committee together. So, yes, and it wouldn't be a lot, it would be [about] once a month.</p> <p><b>Response, Anjeanette Oberg:</b> Happy to help how I can.</p> <p><b>Response, Jana Smith:</b> Thank you, Anjeanette.</p> <p><b>Comment, Reshela DuPuis:</b> May I just clarify that the Grievance Committee is about student grievances? It’s not about faculty-to-faculty grievances, it's just for students who are grieving a grade or grieving something that happened in the classroom, or grieving a faculty issue.</p> <p><b>Response, Jana Smith:</b> Yes, it's really about an instructional grievance, not College academic complaints filed by students.</p> <p><b>Comment, Jana Smith:</b> So, we have one name [Anjeanette Oberg] and I will put out an email to the entire faculty again with this information to ask for more names.</p> <p><b>Comment, Grace Funai:</b> Regarding the Academic Grievance Committee, you all should have received an email recently on behalf of the Educational Policy Committee. We are reviewing the Student Academic Grievance Policy. That's where this Academic Grievance Committee comes from. If a student does have a concern that escalates to the level where it needs to go to the committee, then the committee is convened to address it, to hear the student's concern, and then to put forward a decision.</p> <p>But there is a survey that the Educational Policy Committee has put out recently. Please provide your feedback, review through the policy, and if you have suggestions or concerns regarding the policy, let us know.</p> <p>The main things we're looking at right now are:</p> <ul style="list-style-type: none"> <li>● The composition of the Academic Grievance Committee.</li> </ul>		
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	<ul style="list-style-type: none"> <li>● If you have concerns about how committee members are selected, you can mention your thoughts about that.</li> <li>● Then also, who should be the highest authority to adjudicate on these concerns that come through? Right now, it's the Chancellor as it's written in the policy, but if you support that, please indicate so. But if you believe it should be someone else along the line of reviewers, including the Vice-Chancellor for Academic Affairs and/or the Academic Grievance Committee itself, please input that information as well into the survey.</li> <li>● The survey is available until December 6th. Please share with us your input.</li> <li>● [in chat]: Your input on the current Academic Grievance Policy, HAW 5.101 is appreciated! Please click on the link below to fill out the survey: <a href="https://forms.gle/9yPqXe3RYTxAGG7z8">https://forms.gle/9yPqXe3RYTxAGG7z8</a></li> </ul>		
<p><b>10. For the Good of the Order</b>  a. <a href="#">AI Resources</a>  <a href="#">AI Resource 2</a>  <a href="#">AI Resource 3</a></p>	<p><b>Comment, Jana Smith, Chair:</b> Thank you to Lissandra and everyone who submitted the AI Resources [links in the agenda].</p>		
<p>b. C3S - Cross Campus Course sharing - Check it out - <a href="#">C3S link</a></p>	<p><b>Comment, Jana Smith, Chair:</b> Link for C3S is in the agenda. This is the cross-campus course sharing. If you have a PCC, which we do in Early Childhood, we automatically do that. But this is a whole different thing than just deciding who's going to teach what, when. This is also about sharing your actual course with other faculty members.</p>		
<p>c. Food Distribution Dates - <b>November 21, 2024 and December 19, 2024,</b></p>	<p><b>Comment, Jana Smith, Chair:</b> Food distribution was yesterday, and it looked like a wonderful, very, very successful event. Cars were lined up. Let's remember that other people might need a little more help for food security, especially through the holidays. It will be again on December</p>		

<p>11:30 students &amp; 12:00 noon for the general public by Hale Aloha</p>	<p>19th, 11:30am for students and 12 noon for the general public.</p>		
<p>d. Sabbatical leave requests due date = <b>February 1st</b>. Please use the Senate-approved rubric as a guide for justification.</p> <p><a href="#">UHPA ARTICLE VI.A. SABBATICAL LEAVES</a></p> <p><a href="#">UHPA Sabbatical Leave Form</a></p> <p><a href="#">Sabbatical Leave Rubric</a></p>	<p><b>Comment, Jana Smith, Chair:</b> Sabbatical Leave requests are due by February 1st. Please use the Senate-approved rubric and the application form, and read your UHPA article about sabbatical leave. All links are in the agenda.</p>		
	<p><b>Comment, Drew Kapp:</b> I just added one more event. There's so much going on, but a lot of us would encourage everyone to attend this event tomorrow at the Kō Education Center in Honoka‘a. It’s one of our campus spaces, but it also includes some pretty amazing people who are associated with us, with our College and some alumni too. The event is Lā Kū‘oko‘a Hawaiian Independence Day, which the date actually is November 28th, same as Thanksgiving this year. But this event is taking place tomorrow in Honoka‘a.</p> <p>[in chat]:</p> <p><a href="https://drive.google.com/file/d/1oWwRUIUxIXUpNbGgm1Le26dVOj_CfZ1b/view?usp=sharing">https://drive.google.com/file/d/1oWwRUIUxIXUpNbGgm1Le26dVOj_CfZ1b/view?usp=sharing</a></p>		



	<p>Also, regarding Lā Honua, just want to remind you folks that please, please integrate into your programming and into your classes, Lā Honua Earth Day. We actually have eight different days of events planned this year, and they include keynotes on Zoom, keynotes in person, Kīpaepae on both campuses in Hilo, a K-to-12 extravaganza, and a big event on our Manono campus that includes hands-on workshops, and there's mala day activities. So, there's something for everyone in every modality and every place. And then we also have community engagement opportunities. We have Pāalamanui Mālama ʻĀina activities planned. The dates all begin on April 11th. We're going to share flyers with you guys next month, but it's April 11th to April 22nd. So, there are all of these different things going on.</p> <p><b>Comment, Jana Smith:</b> Thank you for your dedication to Earth Day, Drew! And we're working on how we can have our campus be more sustainable. Everybody needs to put that in the forefront.</p> <p><b>Question, Grace Funai:</b> Going back to the February 1st date for the sabbatical leave requests, is that for Spring only, or is that also for Fall 2025?</p> <p><b>Response, Jana Smith:</b> Not sure. Do you know, Resh?</p> <p><b>Response, Reshela DuPuis:</b> I think it's for the Fall. Depends on when your project happens. The Chancellor would be accepting the applications by then, but I think it could go through for the Fall, or if you're applying for the whole year, it'd be Fall 25 - Spring 26. But that would be up to the Chancellor and her team.</p> <p><b>Comment, Robyn Kalauli:</b> I just wanted to acknowledge all of the contributions that Clayton [Kua] made, and just take maybe a minute to honor his memory. He made a lot of positive impacts on students and faculty as well. So that's all I wanted to say. Mahalo.</p>		
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	<p><b>Response, Jana Smith:</b> Thank you, Robyn. And for those of you who don't know, Clayton Kua was a very long-time member on our campuses and a huge part of the community. So very giving, very loving. I do believe the administration wants to contact the family and find out what's appropriate to share as a larger message before sending anything out. He'll be missed.</p> <p><b>Response, Basanta Pahari:</b> I also want to comment. Yeah, I feel pretty sad. I did take his class when I was actually at the Community College, the speech class. He was a great instructor.</p> <p><b>Response, Jana Smith:</b> I'm sure when we find out how we can help our students, how we can publicly express ourselves, I'm sure the Chancellor will let us know and we can share in that as well.</p> <p><b>Response, Drew Kapp:</b> I'm quite sure that there's going to be the opportunity pretty soon that folks are going to let us know how exactly we can do that.</p> <p><b>Response, Jana Smith:</b> Especially this time of year, it's a little bit rugged for the family, I would imagine. So, mahalo everybody for your thoughts and prayers for them.</p> <p><b>Comment, Jana Smith:</b> Please remember we have a meeting on December 13th and it'll be at 2.30 p.m., because it's also the day of the College Council meeting.</p> <p>I hope you have a peaceful and wonderful, grateful, grateful-filled Thanksgiving. And remember to love your 'ohana and friends. Thank you for all your contributions. Have a lovely, lovely holiday.</p>		
<p><b>11. Adjourn</b></p>	<p>Robert's Rules: No need to motion or vote. Simply adjourn!</p> <p><b>Next meeting: <i>December 13th, 2024, 2:30 pm</i></b></p>	<p><b>Meeting adjourned at 1:05 pm</b></p>	

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