

Academic Senate Meeting Minutes 2024 - 2025

<p><b>Date:</b> December 13, 2024  <b>Time:</b> 2:30 – 4:00 p.m.  <b>Location:</b> Zoom</p>	<p><b>Executive Committee Members Present:</b> Jana Smith, Chair; Luria Namba, Vice-Chair &amp; Pāalamanui Campus At Large; Reshela DuPuis, Secretary &amp; ASU; Lissandra Baldan-Jenkins, MNS; Alma Cremer, NURS; Kenoalani Dela Cruz, GSSS; Kapena Landgraf, ENG; Lew Nakamura, ATE; Anjeanette Oberg, SocSci; No’el Tagab-Cruz, HUM.</p> <p><b>Members Present:</b> Carrie Butler, Sharon Dansereau, Renee AK Dela Cruz, Kaipō Dye, Harold GKW Fujii, Grace Funai, Laurel Gregory, Ashlee Kalauli, Drew Kapp, Donala Kawa’ahau, Ākea Kiyuna, Kristine Kotecki, Tamera Loveday, Jack Minassian, Lew Nakamura, Anjeanette Oberg, Michael Skinner, Wailani Walker, Brenda Watanabe.</p>
<p><b>Call to Order:</b>  <b>By:</b> Jana Smith  <b>Mins:</b> Reshela DuPuis</p>	<p><b>Guests:</b> none</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>

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<p><b>KE ALA NU'UKIA:</b> 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.</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>➤ The meeting was called to order by the Chair at 2:33 p.m. 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>Vision read by Kenoalani Dela Cruz and Alma Cremer Mission read by Kenoalani Dela Cruz and Jana Smith</p>		
<p><b>2. Approval of the Minutes</b></p>	<p>Minutes are now included in the Consent Agenda. <a href="#">Academic SENATE MINUTES. Nov 22, 2024 2. DRAFT</a></p>		
<p><b>3. Consent Agenda</b></p>	<p>The minutes Draft has 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 the Consent Agenda to be discussed in Continuing Business; If there are only minor revisions or none, the Minutes are approved.</p>		

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	<p><b>Motion</b> to adopt the consent agenda</p> <ul style="list-style-type: none"> <li>➤ Kenoalani Dela Cruz moved, Carrie Butler seconded</li> </ul> <p><b>Vote</b> to adopt the consent agenda</p> <ul style="list-style-type: none"> <li>➤ 17 = Yes; 0 = No; 1 = Abstain</li> </ul> <p><b>Motion</b> to approve the consent agenda</p> <ul style="list-style-type: none"> <li>➤ Kenoalani Dela Cruz moved, Grace Funai seconded</li> </ul> <p><b>Vote</b> to approve the consent agenda</p> <ul style="list-style-type: none"> <li>➤ 17 = Yes; 0 = No; 1 = Abstain</li> </ul>		
<p><b>4. Senate Chair Report</b></p> <p>a) Welcome to our fifth and final 2024 meeting.</p> <p><i>Keep the Gratitude Attitude!</i></p>	<p>Jana Smith, Chair:</p> <p>Hoping for a peaceful transition here as we go forward into our new learning management system and our new year with a new president and cabinet. So, we've got to keep ourselves buoyant and keep ourselves moving forward. Our students rely on us.</p>		
<p>b) Review of Virtual Protocols</p> <p><a href="#">AS Virtual Protocols</a></p> <p><a href="#">Civility Document</a></p>			
<p>c) Senate Webpage - Check it out <a href="#">AS Website</a></p> <p>Feedback welcome</p>	<p>Jana Smith, Chair:</p> <p>I keep putting the website up here because I would really like you to check it out and any feedback is welcome. Positive, negative, neutral, don't care. I just want feedback. The email address, if you see this in the new year, I believe last meeting I said I would be using this to send out the agenda.</p>		

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	<p>And we now have the agendas and the minutes up on the website. And we'll try and get the new ones up ahead of time in the future.</p>		
<p>d) Senate email address - <a href="mailto:senhawcc@hawaii.edu">senhawcc@hawaii.edu</a> . To be launched in 1/2025.</p>	<p>Jana Smith, Chair: The email address, if you see this in the new year, I believe last meeting I said I would be using this to send out the agenda. So, it's not spam, but just so you know, that's what it is, senhawcc@hawaii.edu</p>		
<p>d) ACCFSC/CCCFSC updates – <a href="#">ACCFSC-CCCFSC AY24</a> <a href="#">CCCFSC 11.22.24</a> <a href="#">ACCFSC 11.22.24</a></p>	<p>Jana Smith, Chair: ACCFSC is all self-explanatory, so you can read it on your own. There weren't any new updates. They just wanted us to do Lamakū. The peer evaluations are still being discussed.</p>		
<p>e) Lamakū Update - See "Continuing Business" - Item "e"</p>	<p>Jana Smith, Chair: Not going to report on Lamakū, that's down below under continuing business.</p>		
<p>f) Program spotlight begins in the New Year.</p>	<p>Jana Smith, Chair: If you were at the College Council meeting this afternoon, Brenda [Watanabe, Council Chair] alluded to the fact that beginning in the new year, we're going to be spotlighting programs. Brenda and I decided to do ours [Early Childhood Education] first because we just submitted our comprehensive review.</p> <p>In the future, we'll do a program spotlight, for five minutes, at every meeting. So be thinking about that. Let your programs know. It would be lovely for us all to have a little more understanding of each other and what we do here at the College. We all kind of work in our own little silos and sometimes it feels very isolated. I think in order to help us move together as a Kauhale, it's important for us to understand each</p>		

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	<p>other. So, we'll just do a little short program spotlight once a month: here's what we do, here's how we do it. And we're going to do different programs for each meeting.</p> <p>Thank you all for being here at the end of the semester. Much appreciated. Your voice matters.</p>		
<p><b>5. Vice Chair Report:</b> Nominations update - Chair &amp; Executive Committee Member</p>	<p>Luria Namba, Vice-Chair: We are collecting nominations for Academic Senate Chair for the next academic year. The chair position is for tenured faculty. It's a one-year term. So, if you're interested in serving as an Academic Senate Chair, you do get reassigned time for it. Please let us know. We will have a vote for the position in Spring 2025.</p> <p>Jana Smith, Chair: Also, we need to have all of your committees give us the membership by March. That's through your department or unit. If you're going to stay on, that's fine, we just need to know what the membership's going to be and who's going to be the representative for the executive committee. So, when you go back to your constituents, please try and be mindful of that.</p>		
<p><b>6. Campus Updates</b> 1) Pālamanui Luria Namba</p>	<p>Luria Namba, Pālamanui: We have our last monthly community forest work day on our campus, it's this Saturday at 8 am, and it's open for anybody. So, if you're interested in coming and checking us out, come on over.</p>		
<p>2) Kō - Pele Kaio -Survey open till end of 12/2024. <a href="#">KōEC Community Survey</a></p>			

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<p><b>7. Old Business</b>  <a href="#">AS Committee Reports AY24-25</a>          *= Course Designation Committees</p>	<p>Jana Smith, Chair:          All the reports that were turned in are [on the agenda].</p> <p>For the CRC, there are two reports because we were waiting for some more proposals to come through. The original was sent out last Friday, and then we added the revised one [with] the additional Nursing proposals.</p> <p>Also, we have the GEC report and their proposals.</p> <p>And I kept the HAP course list on the agenda, even though it was reported at the last meeting, just so that you have that as a reference.</p> <p>Drew [Kapp] also sent a revised report for Sustainability, so we have two links for that committee.</p>		
<p>a. Curriculum Review Committee (CRC) – Carrie Butler  <a href="#">CRC Report 12.13.24 - rev</a>  <a href="#">CRC Report 12.13.24</a></p>			
<p>b. Data Analysis Committee (DAC) - Donala Kawa’auhau</p>			
<p>c. Distance Education Committee (DEC) – Ashlee Kalauli</p>			

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d. Educational Policy Committee (EPC) – Donna De Silva			
e. Faculty Policy Committee (FPC) – Vivian Chin			
*f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz			
*g. General Education Committee (GEC) – Kenoalani Dela Cruz <a href="#">GEC Report 12.13.24</a>			
*h. Hawaiian Asian and Pacific Issues (HAP) – Orlo Steele <a href="#">HAP Course 2025</a>			
*i. Academic Sustainability Committee (SUST) – Drew Kapp <a href="#">ASC Report 12.13.24-rev</a> <a href="#">ASC Report 12.13.24</a>			
<b>8. Continuing Business</b>	<b>Items for Further Discussion/Revision/Vote Approval</b>		
<i>a) CRC Proposals approval</i> Carrie Butler	<p>Carrie Butler, CRC Chair:</p> <p>The CRC has several proposals.</p> <p>The first group of proposals, the AJ [Administration of Justice] and the HSER [Human Services], is to change these courses to make English 102 an “or” [prerequisite]. People from other campuses who want to take</p>		

	<p>our programs need to have both reading [ENG 100] and writing [ENG 102], so they can't always take the classes.</p> <p>We have some ECED [Early Childhood Education] changes. One is a change in contact hours, some courses are changing from requiring only a D to a C in the prereqs.</p> <p>We have some Nursing program changes. The Nursing courses here were being offered by two different instructors because there was a separate lab portion and a separate main portion. So [the Nursing program] requested that [these courses be] split into two. For example, for Nursing 120, the total credits will go down because we're pulling out the lab portion and putting it into Nursing 120L. We're still double-checking all the Nursing course proposals. So, this vote is mostly for the concept [of splitting the courses into separate lecture and lab sections]. There could be a minor change made after [the vote], but hopefully, they're all good.</p> <p>The Nursing programs also are changed to accommodate these new lab courses, also the LPN-to-ASN, which was an existing second pathway to the Nursing degree. If somebody has an LPN already, they can jump into a different pathway to complete it. Both the AS Nursing and the LPN-to-ASN end in the same degree, but we're separating it out in Kuali so that we can show the courses effectively.</p> <p><b>Motion</b> to block-vote on the CRC proposals</p> <ul style="list-style-type: none"><li>➤ Carrie Butler moved, Alma Cremer seconded</li></ul> <p><b>Vote</b> to block-vote on the CRC proposals</p> <ul style="list-style-type: none"><li>➤ 20 = Yes; 0 = No; 0 = Abstain</li></ul>		
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	<p><b>Motion</b> to approve the CRC proposals</p> <ul style="list-style-type: none"> <li>➤ Carrie Butler moved, Lissandra Baldan Jenkins seconded</li> </ul> <p><b>Vote</b> to approve the CRC proposals</p> <ul style="list-style-type: none"> <li>➤ 20 = Yes; 0 = No; 1 = Abstain</li> </ul> <p><b>Comment</b>, Carrie Butler: I'd like to thank all the proposers this year and everybody on the CRC and the TRC committee who helped work on these. I know it's a lot of work and I appreciate your help.</p> <p><b>Comment</b>, Jana Smith: Thank you everybody for giving of your time and making sure that all this is OK. The fine-tooth comb with which these folks view these [proposals] is phenomenal and so I want to mahalo them and to thank you for that, Carrie, because it does make it so much more cohesive.</p> <p><b>Comment in chat</b>: Kenoalani Dela Cruz: Mahalo to you, Carrie!</p> <p><b>Comment in chat</b>: Anjeanette Oberg: Thank you for your leadership, Carrie, and to the entire team.</p>		
<p><i>b) GEC Proposal approval</i> Kenoalani Dela Cruz</p>	<p>Kenoalani Dela Cruz, GEC Chair: We have two courses up for GE designation today, one is a renewal and one is a course newly designated for GE.</p> <p><b>Motion</b> to block-vote on the GEC proposals</p> <ul style="list-style-type: none"> <li>➤ Kenoalani Dela Cruz moved, Sharon Dansereau seconded</li> </ul>		

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	<p><b>Vote</b> to block-vote on the GEC proposals</p> <ul style="list-style-type: none"> <li>➤ 18 = Yes; 0 = No; 1 = Abstain</li> </ul> <p><b>Motion</b> to approve the GEC proposals</p> <ul style="list-style-type: none"> <li>➤ Kenoalani Dela Cruz moved, Anjeanette Oberg seconded</li> </ul> <p><b>Vote</b> to approve the GEC proposals</p> <ul style="list-style-type: none"> <li>➤ 21 = Yes; 0 = No; = Abstain</li> </ul> <p><b>Comment</b>, Kenoalani Dela Cruz: Mahalo to all proposers, department and division chairs who supported their proposers, and our GEC members for their review this month.</p> <p><b>Comment in Chat</b>, Drew Kapp: Mahalo to you, Kenoa!</p>		
<p><i>c) Gen Ed Reform Update</i> <a href="#">Gen Ed Memo update</a> <a href="#">GEC Report 12.13.24</a></p>	<p>Kenoalani Dela Cruz, GEC Chair: The UHCC inquiry team continues to have grassroots discussions with colleagues from UH Mānoa. There is no formal charge from UH Administration, so it's really, at this time, faculty-driven and led. We're still having discussions to see where we're at. In the report, there are links to Mānoa's redesign plan that they are circulating at their campus and for feedback from their constituents.</p> <p>There are updates in the report, but nothing formal is coming down [from UH Administration] at this point, it's all informal discussions with colleagues. In the report, there's one section about the Inquiry Team and one about the Foundations Board. So, as in previously reported discussions, everyone agrees at all 10 campuses that we would like to</p>		

	<p>add a Foundations Hawaiian Knowledge category. But how to add a future FH is yet to be determined.</p> <p>One idea is that - currently we require six credits of FG, Foundations Global Multicultural - so, one idea is to not require six credits of FG, but instead to add an FH and remove an FG. We will need to have discussions, especially with our Humanities faculty, about how this could look for our campus and our students' needs.</p> <p>Another idea that has come up [is] - what if FG was no longer Foundations? Currently, every student needs to have six credits of FG, six credits from the arts-humanities-literature area, three credits from biological science, three credits from physical science, [that's] six natural sciences not including the lab. What if students would have a choice to take seven out of the eight and then add in the FH? So, I want to make sure that [this idea] is out there and that the Ho'olulu Council is aware as well about incorporating an FH. But the issue remains, how would that look? Who would be determining Hallmarks for that course?</p> <p><b>Question,</b> Jana Smith: Will any of this be foundational when the transfer of power goes to the new UH President? Will this all just go away and will you have to recreate the wheel, or will this stay solid as a conversation that's ongoing?</p> <p><b>Response,</b> Kenoalani Dela Cruz: This will stay solid because it is faculty driven. UH Hilo and UH West O'ahu representatives were invited to come talk story with the Team, too. But they needed to go back to their</p>		
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	<p>Senates to see who they're going to send as their representative. Mānoa is moving, they want to move, because there's pressure on them as well. So, we'll see how that could impact the rest of us.</p> <p>But, the only major change is adding the FH. Everything else looks okay for us, nothing major has changed at this point. I'm hoping that we can have more discussions in the future, especially with our Humanities Department, and hopefully with [interim LBRT Dean] Carrie Mospens.</p> <p><b>Comment, Jana Smith:</b> If anybody has any questions, now would be a good time, because I know this is a lot to take in. I highly recommend everybody read this report, because it will affect all of us. It's important for us to at least know what's going on. I really appreciate you, Kenoa, for being so very thorough in your reporting to us.</p> <p><b>Response, Kenoalani Dela Cruz:</b> I know that we're going to have a lot of questions. I'm in the two groups, the Inquiry Team for Community Colleges, and also, I'm the Foundation's Board chair.</p> <p><b>Comment, Jana Smith:</b> For those who are newer, this conversation has been going on for three years. So, thank you very much, Kenoa, for all that thorough information.</p>		
<p><i>d) Lamakū update</i> ITSO is offering workshops during winter</p>	<p>Jana Smith , Chair: Regarding the Lamakū update and instructor support, the links are [in the agenda], and the link for student support that was sent out to all the</p>		

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<p>break per email.          Official announcement to students went out Dec 2nd.          i) Instructor support:  <a href="https://secure.support.com/n/g72np-winter-lamak-support?ref=email">https://secure.support.com/n/g72np-winter-lamak-support?ref=email</a>          ii) Student support:  <a href="https://www.uhonline.hawaii.edu/discover-d2l-brightspace/students">https://www.uhonline.hawaii.edu/discover-d2l-brightspace/students</a></p>	<p>students. Please share that link with your students.</p>		
<p>Review Credit/No Credit Policy          Original Policy: <a href="#">Credit/No Credit Policy</a>          Redline Version: <a href="#">HAW 5.503 Credit/No Credit Policy - Redline Version</a>          Clean Version: <a href="#">HAW5.503 Credit/No Credit Policy-Clean Version</a></p>	<p><b>Comment</b>, Carrie Butler:          EPC Chair Donna Pacheco is planning to bring this forward to the Senate at the next meeting.</p>		
<p><b>9. New Business</b></p>			

<p><b>10. For the Good of the Order</b></p>			
<p>a) <a href="#">Ka‘ao Ka‘ika‘i Strategic Plan, proposed Foundational Principles</a></p>	<p>Reshela DuPuis, co-chair of the College Council’s Ka‘ao Ka‘ika‘i Strategic Planning Task force:</p> <p>This proposal for Foundational Principles is [on the agenda] as informational. The proposal is going to be voted on by the College Council, the first reading was earlier this afternoon, second reading and vote are going to be at the January Council meeting. It’s presented here as part of our continuing effort to make sure integrated planning and strategic planning information is disseminated broadly.</p> <p>Our Ka‘ao Ka‘ika‘i Strategic Plan was adopted and approved last Spring and is up on our website. So now, our task force is in the next phase, looking at the Foundational Principles. We have adapted, localized, connected, and aligned the five Principles from the UH Systems. And, just as we added to our Strategic Plan our core commitment to the well-being of our Kauhale members, we also added that to our proposed Foundational Principles. All six are aligned to the Ka‘ao Ka‘ika‘i’s five core commitments.</p> <p>The extraordinary images in this document are pictures from our website. They represent visually what our Kauhale is already doing in support of these values.</p> <p>As well, these Foundational Principles are meant to provide us with aspirational guidance for our future. We know that when we stay true to our foundational principles and our guiding core commitments, our</p>		

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	<p>Ka‘ao Ka‘ika‘i, we will be stronger together. We will be able to move through whatever challenges come to us as a College because we have made these commitments to each other.</p> <p>As Tangarō says, this is about being able to tell our stories, tell our collective narrative of our excellence in all these arenas. When we talk about the narratives of excellence in higher education and building that for each other, we want to be asking these questions: What do we do that is already excellent? What is it that we can let go of that we no longer need? And, what are the resources and support we need to implement our vision of excellence going forward?</p> <p>Any comments, please reach out to me or Tangarō. We want everyone to have a chance to weigh in on these statements.</p> <p>Our Task force’s next phase will begin in the Spring. We're planning to have conversations with programs and units about metrics for the Strategic Plan. We’ll be asking, what measures should the College use to tell us whether or not we're meeting our goals in these five Ka‘ika‘i areas, and also how can our Foundational Principles help us determine what those metrics should be.</p> <p>Thank you for your time today. I appreciate everybody who stayed to listen to this presentation.</p>		
<p>b) <a href="#">AI Resources</a> <a href="#">AI Resource 2</a></p>	<p>Jana Smith, Chair:</p>		

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<p><a href="#">AI Resource 3</a></p>	<p>AI resources are linked on the agenda. Lissandra Baldan Jenkins is our wonderful liaison for all of this, she's on the System-wide committee. These links include things you can use as resources, you'll want to put wording about AI into your syllabus.</p>		
<p>c) C3S - Cross Campus Course sharing - Check it out <a href="#">C3S link</a></p>	<p>Jana Smith, Chair: The CS3 link is for the cross-campus courses, and you're welcome to check that out on your own.</p>		
<p>d) Sabbatical leave requests due date = <b>February 1st.</b> Please use the Senate-approved rubric as a guide for justification. <a href="#">UHPA ARTICLE VI.A. SABBATICAL LEAVES</a> <a href="#">UHPA Sabbatical Leave Form</a> <a href="#">Sabbatical Leave Rubric</a></p>	<p>Jana Smith, Chair: Sabbatical leave request due date is February 1st, per Susan [Kazama, Chancellor]. The [application] form, the rubric by which you should measure your answers, and the UHPA article that explains what the sabbatical is about [are linked on the agenda]</p>		
<p>e) Faculty 5-year review Policy - (Ties into Peer Evaluations) Faculty <a href="#">5-year review items</a></p>	<p>Jana Smith, Chair: Susan [Kazama, Chancellor] also wanted to remind us that we are going to be reviewing the five-year [faculty] review policy that ties into the peer evaluation. There's a whole folder of five-year review items [linked on the agenda], and you can view that. We'll probably discuss that more in the new year.</p>		
<p>f) Reminder from administration to complete your CV online.</p>	<p>Jana Smith, Chair: The Chancellor's final reminder to us was to complete your CV online.</p>		



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	<p><b>[late addition to the agenda]:</b></p> <p>“Aloha Clayton Kua, beloved teacher, colleague, community member, and friend.”</p> <p>Services for HawCC’s beloved Kumu, Clayton Kua, <a href="#">December 14th at Kamehameha Schools.</a></p> <p>You are welcome to honor his memory at Papa‘ā Hale (389A) at the Manono campus from 3:30pm-5:00pm. To participate or contribute foliage for lei-making.</p> <p>Jana Smith, Chair:</p> <p>A reminder that tomorrow is the service for Clayton Kua at Kamehameha Schools at the Lunalilo Hale. There also is a lei-making activity at two different places, Papa‘ā Hale is one.</p> <p><b>Comment in Chat</b>, Drew Kapp:</p> <p>Ho‘olulu, Building 381, Makai end [a second site for lei making for Clayton’s service.]</p>		
	<p>Jana Smith, Chair:</p> <p>Well, it's been an amazing year, and we've had so many different kinds of things thrown at us, but we're still standing, and that's the main thing. I wish you all a very safe and peaceful holiday season. Hopefully, you get some break. Have a lovely winter break and we'll see you next year.</p> <p>Aloha nō and Happy Holidays.</p> <p><b>Comment in Chat:</b> Drew Kapp</p> <p>Mahalo, Jana!</p>		

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	<p><b>Comment in Chat:</b> Ashlee Kalauli Happy Holidays!</p> 		
<p><b>11. Adjourn</b></p>	<p>Robert's Rules: No need to motion or vote. Simply adjourn! Next meeting: <i>January 24, 2025, 12:00 - 2:00 pm</i></p>	<p><b>Meeting adjourned at 3:24 p.m.</b></p>	