

Hawaii Community College
College Council Meeting Minutes
December 10, 2010
12:00 – 1:15 p.m.
Conference Room 6A, West Hawai'i/CISCO Lab (polycom)

Members present:

Noreen Yamane, Joni Onishi, Barbara Arthurs, Debbie Shigehara, Guy Kimura, Dorinna Manuel-Cortez (Chair), Bobby Yamane (polycom), Laura Brezinsky (Liberal Arts), Gwen Kimura, Ellen Okuma (polycom), Monica Burnett (Vice-Chair), Taupouri Tangaro, Beth Sanders

Members Excused: Mike Leialoha, Christine Quintana, Bill Affonso, Wilt Watanabe, Steve Cline

Members Absent: Jim Yoshida, Kanoe Case

Guests: Keith Yamase, Gabe James, Sherri Fujita

1. **Call to Order:** Chair, Dorinna Manuel-Cortez called the meeting to order at 12:04 p.m.
2. **Welcome and Introduction:** Guests- Keith Yamase (OCET/RDP Update); Gabe James (International Education Committee); Sherri Fujita (International Education Committee)
3. **Mahalo e Barbara!** – Dorinna attempted to mahalo Barbara for her service to Hawai'i Community College. Noreen read the mahalo, instead.
4. **Approval of minutes** – Minutes of the November 5, 2010 meeting approved with corrections.
 - Insert “Registrar” #4 first bullet before “wants to know...”
5. **Closing the Loop updates:**

Feedback on Strategic Outcomes Goal A:

- CTE – no feedback
- LBRT – waiting for response from constituency
- Academic Support – had meeting with Joni and rest of the group; A1.3a Hale Kea administers COMPASS, highlights qualifying classes, recommend meet with counselor for advising into classes; Counselors advise which is appropriate developmental classes; A1.3b Mobile COMPASS has been operating out of WH for about two years; A1.3c Task Force, recommend from Academic Senate that task force be college wide; A1.3d,e, A1.4b, A2.3d, A2.3e, A2.4a First Year Experience – Hulu'ena, Hui Makamae, AtD, Title III, Remedial/Developmental; A1.3f, A1.4a, A2.4a, A2.3f, The Learning Center, Hale Kea, I Ola Hāloa, in-class tutoring; A2.5c DE Testing at Hale Kea, 2007-2008 783 DE tests administered, 2008-2009 2,262, 2009-2010 1,353
- OSS – Financial Aid and Admissions tracking NH students; Counseling not looking specifically, but working with Kekuhi and HLS re: shared responsibilities
- OCET – collaborative efforts with KSBE, Alu Like, OHA; KSBE supported summer explorations for 3 summers; Alu Like and OHA sent CAN participants; non-credit to credit Electronics, Subspace and CISCO classes (Debbie to send more info)

- WH – excused
- Academic Senate – the Senate is working with the Chancellor to develop required COMPASS and enrollment of first-year, first-time in at least one developmental class in first semester if so placed
- ASUH - absent
- Ho‘olulu – meeting with other NH councils at other campuses to streamline Hawaiian Language classes from 2- to 4-institutions; NH councils also in conversation with President Greenwood to strategize how to bring more NH to school
- Kauhale – no report

Feedback on 70th Anniversary Celebration/Graduation:

- CTE – one individual expressed that graduation should be kept short, just for graduation and avoid lengthy ceremony
- LBRT – no report
- Academic Support – will do whatever committee does
- OSS – working on re-write the graduation ceremony script to incorporate more Kauhale spirit
- Administrative Affairs – excused
- OCET – no report
- WH – excused
- ASUH – absent
- Ho‘olulu – no report
- Kauhale – use commencement as an opportunity just address the typical, standard, but to address the transformation, and how to graduate requires a large number of people; recognize the opportunity as we don't have time to build another event; make it a small, uplifting event; recognize 70 years of service to our community; might as well concentrate in something we already do. 20 more minutes is not too much more time to recognize the generations that have passed through HawCC; maximize the opportunity; working with professional development committee to provide different kinds of workshops to lead up to largest venue and talk about the script; suggestions for adding things without adding time - getting each unit to be recognized - march them in, too - to thank the people who keep it running for 70 years - everyone to walk in - grounds crew, OSS, business office; retirees and alumni to stand up; kihei to identify them; kihei to be created in workshops; families don't know how many people it takes to get their students graduated; use social networks to invite graduates and alumni
- Joni – if separate can do something with retirees, would be nice to bring back retirees
- Ellen – bring back alumni, too
- Barbara – Helen has volunteered to chair graduation committee

6. **Chancellor’s Update:** Noreen Yamane, Interim Chancellor

- Strategic Outcomes B for next Closing the Loop assignment
- Update on ILOs – were approved, started to do a campaign to get it out to everyone; after Terri Manning’s workshop in which the AC was informed that ILOs are not measurable AC will be looking at more alignment between GeLOs, program outcomes, etc.; announcements and publications have been placed on hold
- Task-Force to look at feasibility of developing campus policy (MAU and HON already implemented) for requiring all placed in 1+ remedial/developmental to take at least once such course in first year; VPCC office looking at it at system level
- As a result of Taste of Hilo \$10,000 donated to HawCC

- 4 \$1000 AY scholarships
 - 2 General
 - 1 HSER
 - 1 CULN
- 25 \$100 Academic Achievement
- 5 \$100 Liberal Arts
- \$3000 Program Improvement and College Wide Benefit
- \$100 'Ohana student fund (emergency)
- \$3000 Faculty/Staff Development
- \$1000 carry-over
- VCSA Screening Committee – limited recruitment to local not national; need to form committee; request feedback as to who should chair and membership so can form committee; someone from students services? How large, how small? Community? UHH? Applications are coming in.
 - Tangaro – Kainoa Ariola from UHH – works on transfer, is a Kukuena student
 - Ellen – Academic Senate
 - Ellen – One from Counseling
 - Guy – ASUH
 - Gwen – 2 from OSS
 - POM
 - 1 WH
 - Keep an eye on representative from WH, APT/Clerical
 - Chair from group
 - 7 total – UHH (Kainoa Ariola), Academic Senate, ASUH, 2 OSS (one counselor, one APT/clerical), POM, WH

7. **Academic Affairs Update:** Joni Onishi, Interim Vice Chancellor for Academic Affairs (excused)

- Deans/VCAA – MQs for Institutional Assessment Coordinator (IAC) and Instructional Technology Developer (ITD) was approved and can move forward
- JCC I money reported at DC meeting and they are very appreciative of the opportunity to recognize more students
- Jim – Dismissal notices will be sent via email and will receive appeals by email, also. Barbara has been making an effort to remind students to check email
- Instruction is hiring faculty, selection is completed FS; AG in progress; science lab APT casual as go through process of hiring for the position; AMT/ABRP/DISL APT is Perkins; 2 IT specialists selection is complete and ready to make offer; casual Media Specialist to help Neal
- Jim is working on curriculum central, hired on casual APT to work on this
- HLS Title III hiring 3 APTs, in progress
- Ellen asked when ads for IAC and ITD can go out. Joni responded can start moving forward because MQs approved, but will happen after two week break
- Assessment 10-11 plans were due December 1, 2010
- ILOs at last AC meeting had discussion, Joni though she heard that charge was given to DCs to look at ILOs (Ellen-charge was also given at Accreditation Steering Committee); Kate and joni worked on something to propose instead of starting from nothing, then gave it to DCs only for consideration and to be discussed in January. Eventually coming to College Council
- CERC representatives – deadline to submit names to Joni December 10. If does not receive names will appoint.

- CERC – OSS, Helen N. and Larissa, Ho‘olulu – Toni Ann, College Council – Dorinna, Academic Senate – Ellen, APT – Jodi, Joni to compile complete list and inform College Council
8. **Administrative Affairs Update:** Mike Leialoha, Vice Chancellor of Administrative Affairs, excused
9. **Student Affairs Update:** Barbara Arthurs, Vice Chancellor of Student Affairs
- Administrators will take on pieces of OSS until VCSA can be hired
 - Guy – Student Government
 - Mike – Financial Aid
 - Jim – Admissions & Records
 - Joni – Counseling; Student Conduct Issues
 - Dismissals – have been sending out emails to students that grades online; if message in red, that student has been dismissed, the student is instructed to check email for options
 - Financial Aid Officer position – offer made to Hettie and she is in the process of completing paperwork
 - Committee is in process of hiring for Karen Leialoha’s position
 - Several casual positions are in the works to convert to temporary, PDs are with HR waiting approval
10. **WH Update:** Interim Director Beth Sanders
- Increase in WH applications
 - Several new classes offered in WH because classes are closing
11. **Kauhale Update:** Taupouri Tangaro
- Been meeting with different groups (Mike’s and Barbara’s) to discuss Kauhale, will meet with WH on Dec 14th, to gather feedback on how to sustain Kauhale; no one is uninterested, each group has different needs and ideas
12. **Staff Development**
- Monica Burnett will be taking over as Staff Development Coordinator while Annie Maeda is on sabbatical
13. **Committee on Committees**
- International Education Committee (IEC) – Sherri Fujita, Gabe James;
 - Compensation for Chair – Group discussed and Sherri surveyed system wide committees, no compensation, seen as service to college, opportunity to build career, no release time
 - Should the IEC report to Senate? Would like to be inclusive of other non-BOR appointed employees, suggest report to College Council or Chancellor. Other campuses report to VCAA, Chancellors; because driving the Strategic Plan, where would it make sense to house?
 - College Council is under Chancellor and is campus wide, makes sense to be under College Council
 - In terms of community members and students, group agrees would be a good idea, will need to work out how to include in membership
 - Motion to approve with above clarification and changes, Barbara/Joni. Unanimously approved.

14. Unfinished business:

- International Education Committee (see above)

15. New Business:

- RDP Update – Keith Yamase, Office of Continuing Education and Training, with sincere apologies, due to lack of time and another meeting scheduled in 6A at 1:15 PM, the Chair requested Keith return for the January 14, 2011 meeting. Keith agreed. This item should be placed at the start of the next agenda, immediately following the approval of the minutes.

14. Closing the Loop relay assignments

- Strategic Outcomes
Members to solicit feedback from dept/units regarding the Hawaii CC Strategic Outcomes 2008-2015 action strategies for Goal B: Learning, Research, and Service Network; Functions as a Seamless State System

15. Future Agenda Items:

- RDP Update – Keith Yamase, Office of Continuing Education and Training

16. Announcements:

- None

17. Next meeting is on Friday, January 14, 2010, 2:00 p.m.-3:15 p.m., CR 6A(vidcon)

Recorder: Doris Chang, Secretary, Chancellor

18. Meeting adjourned at 1:20 pm

Recorded by: Dorinna Manuel-Cortez, College Council, Chair