

**Hawaii Community College  
College Council Meeting Minutes  
December 7, 2012  
2:00 to 3:15pm**

**Conference Room 6A and via poly com to WH Admin Conference Room**

**Present:** Jim Yoshida, Guy Kimura, Joyce Hamasaki, Monica Burnett, Lou Zitnik, Shana Kojiro, Tony Kent, Helen Nishimoto and Taupouri Tangaro. In West Hawai'i via poly com: Hazel Reece, Tanya Dean and Wendy Medeiros.

**Excused:** Noreen Yamane, Joni Onishi, Jason Cifra, Debbie Shigehara, Beth Sanders and Dorinna Manuel-Cortez.

**Call to Order:** Meeting was called to order @ 2:00pm by College Council Chair, Monica Burnett.

**Final Technology Plan presentation by Willie Pritchard, Technology Consultant:** Jim Yoshida introduced technology consultant, Willie Pritchard. He did a final wrap up on his presentation on the HawCC "Information Technology Strategic Plan 2013-2015" (an attachment was included to all CC members).

**Approve minutes of November 9, 2012 meeting.** Minutes were approved as is. A motion was made by Joyce Hamasaki and seconded by Guy Kimura.

**Chancellor's Update** - Unavailable due to urgent accreditation meeting.

**Academic Affairs Update/Committee on Committee (Reported Monica Burnett):**

1. Positions in recruitment in Instruction and Academic Support:
  - Media Specialist APT temp – PD changed – Advertised; Close 12/24
  - Ed Spec for Curriculum Central (temp APT) – Advertised; Close 12/24
  - Ed Spec for ITSO – to be advertised
  - Office Asst. for LBRT/PS – in committee
  - Office Asst. for I Ola Haloa – Karla Sibayan
  - Secretary for CTE Dean – closed 11/5/2012, in committee
  - Secretary for LA & PS Dean – closed 11/5/2012, in committee
  - APT Temp for AMT/DISL – pending redescription of PD
  - Instructor Math – in committee
  - Instructor (LBRT) Philosophy – to be advertised
  - Instructor HLS Mahiai – to be advertised
  - Title III APT-A Academic Support, Ed Specialist, Kulukuluua – pending selection
  - Title III APT Media Design & Production (Media Specialist) – in committee
  - Title III Instructor HLS West Hawai'i – readvertised, committee convened

Title III Instructor/Coordinator Waihonua Media – committee convened  
Title III APT-B Academic Support, Ed Spec, Haakumalae – pending selection  
Title III APT-A Academic Support, Ed Spec, Halaulani – in committee  
Title III Instructor NH Transfer & Career Guidance Counselor WH – in committee

2. UHCCP #5. Notation of Academic Credentials (attachment)
3. Transfer Data – Are we transferring enough students from the CCs to the four years?  
See [https://www.hawaii.edu/institutionalresearch/transferReport.action?reportId=MAPS\\_TRANSFER\\_NARRATIVE](https://www.hawaii.edu/institutionalresearch/transferReport.action?reportId=MAPS_TRANSFER_NARRATIVE)
4. UHCC DevEd Call for Proposals (attachments)
5. Policies and Procedures Update  
The following were passed at the Academic Senate  
Course Outline of Record  
Placement Testing  
Last Date of Attendance for Online courses  
Course Numbering
6. GE Certification  
The process of GE Certification Implementation no longer resides with the Academic Senate and is with Liberal Arts.
7. C3T Grants  
Meetings December 11, 12, 13 with Department of Labor.
8. Summer 2013 DE Classes (HITS, VidCon, Internet)  
Information due before the campus closure. Deadline: Information to Sherrie Ann by December 7<sup>th</sup>.  
  
Only three (3) main Part-of-Term sessions:  
May 28 to July 6 (6 weeks)  
July 8 to August 15 (6 weeks)  
May 28 to August 2 (10 weeks)

**Administrative Affairs Update (Reported by Jim Yoshida):**

1. Palamanui bids: Many people picked up pre-bid documents; bids are due by 2:30pm, Dec. 12<sup>th</sup>; bids will be opened at 2:30pm, Dec. 14<sup>th</sup>; and when an award will be made is not known.

2. Hale Aloha renovation: Still in progress and other projects on campus will be starting soon which includes, but not limited to upgrading of the fire alarm system.

**Student Services Update (Reported by Monica Burnett via email from Jason Cifra):**

1. Karen K's retirement and the scholarship funds. The email was sent out today.
2. Info Center will be open during the break, but Student Affairs will be closed. Jason will be in during the break.

**West Hawai'i Update (Submitted by Beth Sanders):**

The annual unit review for the University Center West Hawaii has been submitted. It reports that FTE of community college students taking classes through the University Center has doubled in the last five years, moving from 230 FTE in 2006 to 472 in 2011-12. The unduplicated number of students enrolled in upper division courses increased similarly. During this same five year period the number of classes available to West Hawaii students as well as the average class size also increased, indicating efficiency in course offerings.

A survey of upper division students identified as taking distance learning programs from UH Manoa, UH West Oahu or UH Hilo is nearing completion. It seeks to identify student perception of their educational experience, satisfaction level and motivation for enrolling in their program of study. Results will be available early next year.

The Center held its 11th annual End of Semester Pot Luck today at noon. Steve Cline was acknowledged for his service to the college, with everyone expressing aloha to him as he leaves the college, retiring so he can pursue other interests.

The advertising for an APT Band A Academic Support person to work in the Library Learning Center in West Hawaii will be posted in the next few weeks. Please let anyone you know who might be interested; they can check the workatuh website. The ad will appear in West Hawaii Today.

The library learning center and administration office will be open most days during the winter break. All other offices will be closed.

We wish everyone a happy and safe holiday, filled with special memories; and express our gratitude for the benefits we enjoy as residents of Hawaii Island and employees of the college.

### **OCET Update (Reported by Tony Kent):**

- First quarter (Jan-March) non-credit Schedule of Courses ready for view-online and hard copies will be available next week
- Working with Department of Labor's Workforce Development Division to provide training in beekeeping for the island community. Employment and Training funds will be available for tuition subsidy.
- Graceson Ghen and Bill Affonso are part of President Greenwood's initiative to establish a policy on sustainability to provide some guidance and framework in which to pursue sustainability in different facets of the UH system. They are also part of the planning committee for a spring workshop to draft a UH System Sustainability Policy.
- OCET is looking at piloting a MyFoundations Lab with Pearson Vue as a preparation for high school students to prepare to take the Compass test. Our goal is to help them transition into college by eliminating some remedial courses.
- TAACCCT (C3T) grantees to meet with US DOL on Oahu Dec. 11, 12, 13, 2012. Re: program rollout, outcomes, collaboration.
- Graceson Ghen is flying to UHMC on Monday, Dec. 10 to meet with Maui and Kauai's Sustainability Directors to discuss projects for C3T1 and C3T2.

### **Unfinished Business:**

- a. Continue Discussions:
  - Assessment Coordinator as a Council member.  
All in favor to invite James Kiley, Assessment Coordinator, as a guest for the next 5 CC meetings. Then revisit question in April's meeting to "add" him as a CC member. The Council will also review the Charter membership.
  - How meaningful is the reporting structure of the Council agenda?  
All in favor of keeping the format as is.

### **New Business:**

- a. None

### **Future Agenda Items:**

- a. *Please submit a Proposed Agenda Items Form to the Chair at least two weeks prior to the date of the College Council meeting at which you would like the item discussed.*

**Announcements:** Happy Holidays!

Next meeting is scheduled for Friday, January 11, 2013, 2:00 to 3:15pm, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Rm (vidcon).

- Recorder: April Nakagawa

**Meeting adjourned** at 3:15pm.

*Recorded by Joanne K. Losalio-Watson, Secretary in the Administration Office @ the UH Center, West Hawaii.*