

**Hawaii Community College  
College Council Meeting Minutes  
Conference Room 6A and WH Admin Conference Room (via poly com)  
January 11, 2013  
2:00 to 3:15pm**

**Present:** Noreen Yamane, Joni Onishi, Jim Yoshida, Guy Kimura, Joyce Hamasaki, Monica Burnett, Lou Zitnik (for Marilyn Bader), Shana Kojiro, Tony Kent, Helen Nishimoto, Dorinna Manuel-Cortez, Beth Sanders, Hazel Reece, Wendy Medeiros, Tanya Dean.

**Excused:** Jason Cifra, Debbie Shigehara, Taupouri Tangaro

**Guest:** James Kiley

1. **Call to Order**--Chair Monica Burnett called the meeting to order at 2:07 p.m.
2. **Approve minutes from December 7, 2012**—Minutes were approved as is. Motion to approve by Tony Kent and seconded by Joyce Hamasaki.

**3. Chancellor's update**—*Chancellor Noreen Yamane*

1) Noreen announced at the All-college meeting that Joni Onishi is our VCAA, but clarified that it will be official when it is on the BOR Agenda. If it does not make the January Board agenda, it will definitely make the February 21 agenda, when the BOR meets in Hilo. James Yoshida and Greg Barber will also be honored for their Awards at the February meeting. Committee on Community Colleges will be holding their meeting on our campus the day before the BOR meeting, so we will host them. Regent Barry Mizuno, Chair of the Facilities Committee, will be meeting that day to discuss facilities here and statewide. There is still a plug in there for our facilities at Palamanui as well as Komohana.

2) The Legislature opens next Wednesday. All campuses submitted testimony to be presented to the Senate and House. Noreen submitted a one-page testimony which you can view in her office.

3) There will be a golf tournament fundraiser event at Hokulia for Palamanui campus. Alumni Association is helping at the tournament. We will include bits of information about our campuses and programs in the golfers' goodie bags.

4) Noreen is working with UH Foundation and students who will be calling our community to promote our campus and ask for support. Please do not hang up on them if you receive a call.

5) When Chancellor receives the final word from the ACCJC, she will disseminate the report. Although it is not for public disclosure, we do have hard copies in the Chancellor's office. See Doris if you would like to look through to see the recommendations and commendations.

6) The two Dean (CTE and LA & PS) and two Director (West Hawaii and OCET) positions will be opening this semester. Chancellor will send the Director Position Description to the Council for review. Share with your constituents and provide feedback to Noreen in two weeks. Joni will be handling the Dean positions.

**4. Academic Affairs update/Committee on Committees—Vice Chancellor Joni Onishi**

1) Enrollment

Opening Enrollment (headcount) as of January 11, 2013

3240 compared to Spring 2012 3,555 = 8.9% decrease

Opening Enrollment (SSH) as of January 11, 2013

29,457 compared to 32,317 = 8.8% decrease

Cancelled 12 classes from East Hawai'i and 11 classes from West Hawai'i.

2) Positions in recruitment/filled:

Math Instructor – Wane Sugikawa

ENG - 1 position – Deseree Salvador

DMA Ed Spec (replaced Mililani Hughes) Bert Klunder

DMA Ed Spec (to replace Richard Ehara) – in recruitment, closed 12/24/12

Media Specialist APT temp – in recruitment, closed 1/9/13

Instructional & Student Support (ITSO) - APT – in recruitment, closed 1/9/13

Academic Support (Curriculum Central), Temp – in recruitment

IT Specialist (replaced Tony Kitchen) Jason Santos

IT Specialist, Temp-APT – Tyler Yoshiyama

Construction Academy instructor for Hilo High – abolished and used to establish

1.0 FTE @ Kohala High – in recruitment

Construction Academy instructor for Honokaa High (.5) – in recruitment

Office Assistant III (HLS) – replaced Joni Rapozo – Carla Sibayan

Office Assistant III (Gen Ed) – to replace Tricia Lewis – in recruitment

Secretary II (Dean of LA & PS) – Lori Medeiros

Secretary II (Dean of CTE) – Luane Ishii

Instructor, West HI (Halaulani, Native Hawn Transfer & Career Guidance

Counselor) – Janine Dumaguin

Academic Support (Educ Specialist), Temp-APT (Halaulani) – Rabecca Gabriel

Media Design, Temp-APT (Kulukuluua) – in recruitment

Instructor, HLS (West HI) – in recruitment

Academic Support, Temp -- APT (Halaulani) – in recruitment

Instructor, Temp (Waihonua Media Coordinator) – in recruitment

Academic Support, Temp -- APT Outreach Support (Kulukuluua) – Steven Chin

Academic Support, Temp – APT Program Manager (C3T) – offer made waiting for start date

Academic Support, Temp – Farm Coordinator (C3T) – in recruitment

3) Program Reviews

To access reports, go to <http://www.hawaii.hawaii.edu/program-unit-review/>

CERC will be convened soon.

4) Policies and Procedures

The following Academic Senate Recommendations were approved by the

Academic Senate at its November 30, 2012 meeting and by the Chancellor on

December 3, 2012

Course Outline on Record

EPC had concerns regarding whether the percent review process (HAW 5.250) is being consistently followed across the college. HAW 5.250 will be reviewed and make necessary changes.

Last Date of Attendance for Completely Online Courses

Placement Testing – Exceptions

EPC had concerns regarding support needed for mandatory placement. This will be reviewed and addressed.

Numbering Criteria for New and Modified Courses

Academic Senate Chair – Teaching Equivalency

5) Initiatives

Developmental Education Initiative -- \$400,000; \$200,000 awarded

Misty Carmichael: MacBook Mobile Developmental Classroom

6) Assessment

One of the ACCJC's recommendations is Student Learning Outcomes (which includes Assessment) will need to be at the Proficiency Level by 2013. It is critical that all programs, courses, and units have outcomes and a plan to assess these outcomes. See James Kiley's (Assessment Coordinator) report.

Chancellor advised that Maui is proposing to go year round for CULN and HOST and hope to have their students graduate in 18 months. They will use their existing 11-month CULN faculty. We would have additional salary cost factors but if CTE wants to try something like this, we could do it on an experimental basis. We would have to get approval to offer these summer courses at the regular tuition rate. A portion of the profit will be returned back to the Division for their supply budget.

**5. Administrative Affairs Update—*Vice Chancellor Jim Yoshida***

1) There is a project to replace the ceiling in Bldg. 380 & 381 (termite damage, electrical upgrade), and it is going out to bid next week. There is a separate project to replace windows and ceiling in 381 which is pending.

2) Jim is working on the Beverage Rights Contract and gathering information on what type of consumables (beverage/snacks) people are interested in. He will work on a proposal for Brian Pactol to review and will present more information at the next College Council meeting.

3) All physical checks come out of Manoa and there was a problem with non-issuance. There are about 6400 financial aid checks that were supposed to have gone out on Monday that may go out today. Business Office received calls from irate students.

4) A lot of the information (budget & planning, facilities, etc.) is available on Vice President John Morton's OVPCC Beta website on Strategic Planning and Assessment: [http://uhcc.hawaii.edu/OVPCC/strategic\\_planning/index.php](http://uhcc.hawaii.edu/OVPCC/strategic_planning/index.php).

5) The University recently revised the Tobacco policy and now addresses all tobacco products. You have the right to determine what type of activity you will permit in your classroom (i.e. no eating, no drinking, no cigarettes, etc.). If someone is smoking, you can call Security and have them ask the person to move. The University policy changed from 20 to 25 feet. The State law is 20 feet but this will change also. If the distance is increased to 30 feet, we may get LEED points. Hale Aloha is LEED Silver.

There are a number of renovation projects occurring on the Manono Campus and a few that are scheduled to start shortly. Therefore, in addition to the usual faculty, lecturers, staff and students, a variety and varying number of construction and related workers will be on campus at any given time.

Disruptions and interruptions hopefully will be kept to a minimum, but sometimes things do happen. If there are any concerns or issues with any of the work being done or any activity taking place, please contact Bill Affonso (333-1325) or security (934-2760 office or 845-1420 emergency)...please do not communicate directly with the contractor or workers.

**Major Projects Completed in Fall 2012:**

- 1) The WH Nursing Learning Resource Center located on the grounds of the Kona Community Hospital is occupied and operational. There are still a few items pending that need to be resolved, but they do not impact use of the facility.
- 2) Security fence project. In addition to the security fence, a walking path along the fence has been created.
- 3) Dust Collector Replacement for Carpentry Building 390.

**Major Projects Currently in Progress and Estimated Date of Completion:**

- 1) Hale Aloha Renovation – very rough estimate is June/July 2013.
- 2) I Ola Haloa Waihoua Renovation/Addition Buildings 380 and 389 – summer 2013.
- 3) Fire Alarm System Upgrade – summer 2013.
- 4) Komohana LRDP – June/July 2013

**Major Projects Scheduled to Start Shortly:**

- 1) Upgrade Water Distribution Infrastructure – mid-spring 2013
- 2) Replace AC/Ducting in Buildings 378 and 397 – summer/fall 2013
- 3) Replace Art Kiln/Remodel Area – May 2013

**Major Projects Pending:**

- 1) ADA Door Installation in Various Buildings 382 (cafeteria), 387 (Hale Kea) and 388 (SWD entrance)
  - 2) Reroof Building 379A
  - 3) Upgrade Electrical Infrastructure
  - 4) Replace Windows/Ceiling in Building 381
  - 5) Renovate Storage Bay into CTE Dean's Office in Building 392
  - 6) Acquire office trailers to house personnel from 378/397 when AC work is in progress
  - 7) Health/Safety – Asbestos abatement, 391 Electricity/Electronics – 2014/2015
  - 8) Health/Safety – Install parking lot lights by 396B (Nursing Resource Center) – 2014/2015
  - 9) Health/Safety – Replace dust collector in Carpentry building 386B – 2014/2015
  - 10) Health/Safety – Upgrade electrical infrastructure – 2014/2015
  - 11) Komohana Infrastructure design – 2014/2015
- (Items 1-6 are funded; Items 7-11 are pending availability of funds.)

**6. Student Services Update (Reported by Wendy Medeiros via email from Jason Cifra):**

- 1) Student Affairs is working to fill FA Manager, Disability Coordinator, and C3T2 Positions (Career and Transfer Counselors, Data, and Transcript Evaluator). These positions are critical and will help DSA promote HawCC and System initiatives in Retention and Career and Readiness, including work and internship placement.

- 2) Melany Ayudan is back as Secretary to the VCSA. Mahalo Glenn-Dee! She will continue to assist DSA from Joni's office. Grace will continue to work with special projects and initiatives.
- 3) Application was up 8% this semester. Late application appeals were about 20. Half were approved. Faculty and Staff can still use their waiver.
- 4) Reviewing data for enrollment management plan for both East and West Hawaii. Stay tuned.
- 5) Last day for 100% refund is today.
- 6) There was a delay in the system in printing FA checks. Should be going out today.

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

1) Enrollment in West Hawaii is down 15%. People are going back to work. Resorts are busy and there are more jobs listed in the newspaper. There were a considerable amount of students calling because they could not log into Banner. Many withdrew because of financial reasons. There was a lot of frustration due to glitches when registering, closed classes, and slow system.

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

- 1) Rural Development Project preparing to purchase Distance Learning Equipment for 10 room. Rooms include: Bldg 346 rooms 101 and 102, 379A room 6B, Kaneikeao, Bldg 388-101, West Hawaii Conference Room, West Hawaii B-1, West Hawaii Nursing Portable, Computer Room one, Conference Room 2.
- 2) Preparing for short-term international groups coming to Hawaii Community College with first groups coming in February:
  - Iiyamakita Junior High School (super science school) to learn about eco-forestry, oceanography, volcanology, robotics, and astronomy.
  - Group of hula enthusiasts from Japan coming to learn about Hawaiian culture and dance. One Cohort in February and another in April during Merrie Monarch week.
  - Will be hosting two high schools from Okinawa and Hakuoh University. Students will be coming to learn English and Hawaiian culture in August/September.
  - Kapiolani Community College wants to partner with OCET to host California students and faculty in learning about our host culture. (This Summer)

#### **9. Unfinished Business:**

- 1) Assessment Committee– James Kiley

The Assessment Committee met five times during the Fall 2012 semester. The Fall 2012 semester meeting minutes and Spring semester meeting schedule are posted on the college website. Spring semester meetings noted with a \* on the website are reserved to provide collaborative assessment assistance using the WAG format. WAG meetings will be scheduled for other times for those unable to attend the posted morning sessions.

The Assessment Committee had creative, open discussions about the present state and future direction of college assessment. The issues that emerged included the

committee's role in assessment activities, the reporting structure for the committee, on-going administrative support for assessment, the need to provide a variety of support levels based on program/unit needs. Scheduled activities for the short-term include WAG meetings to provide assistance in the P-WAG and U-WAG format, at least one professional development session, supplemental brown-bag activities with themes that range from embedded assessment, tools to simplify data evaluation, to open-ended sessions.

The committee developed a charge that is in final draft and is attached to this email. A "completing the loop" cycle was discussed and is included in an Assessment Handbook/Guidebook draft (sent previously). This document will provide foundational information and basic procedural guidelines for assessment.

#### Assessment Activities

During the Fall 2012 semester, I had 89 assessment related meetings. All the instructional programs were contacted. All but four instructional units were able to meet face-to-face and I met with most of the support units. A small number of results from the AY 2012-2013 instructional program assessments have been reported since the data from Fall 2012 are gathered but not evaluated. Some assessment plans have activities that are scheduled for the Spring 2013 semester.

To aid programs as they align ILO, PLO and course SLOs I developed a spreadsheet tool that displays the strength of the assessments in a chart, and provides alignment information. Once programs have completed the spreadsheet, the listing can be posted to the website and provide evidence of learning outcome alignment within the instructional programs. A sample listing using the Accounting program's SLOs is attached with this email. The next update to this tool will be a method to link learning activities to the course SLOs that can be used for SLO assessment reporting.

During the semester, it became apparent that a number of programs need specific, focused assistance with assessment activities. These programs committed to regularly scheduled meetings with me during the Spring 2013 semester (and/or as long as it takes.)

#### Integrated Assessment and Planning Database

Jason, Tyler and I applied time to the design and development of prototype applications for the IMP data repository and reporting system. The database serves to support the application development and provides a working copy of the assessment data, which will be verified and used in the production system.

To date the IMP database contains:  
Institutional Learning Outcome information  
Master instructional program information  
Program Learning Outcomes  
Course Master Information for 482 courses  
Links from courses to the programs  
1181 course SLOs  
Reports

## Applications to maintain assessment data

The application development and loading of the course SLOs into the IMP database was halted in early December and the course SLOs not yet loaded into IMP were manually input into Curriculum Central. The SLOs in the IMP database will be uploaded to Curriculum Central when employees return from the holiday break. Once these two activities are completed, the majority of SLOs should be in the Curriculum Central database. Curriculum Central is considered the master copy of the course SLOs and the PLOs (when they are loaded). When updates are made to the Curriculum Central data it will be downloaded to the IMP database in order to keep the local data synchronized.

### **New Business:**

1) Charter: The Charter was last reviewed in 2008. Please review the Preamble, Articles 1, 2, and 3. Monica will collect feedback and discussion will be held at the next College Council meeting.

### **Announcements:**

- 1) Chancellor wants faculty and staff to be aware that there is a College Council. The information discussed at our meetings should be shared with your Division.
- 2) We will try to take a group from HawCC to participate in West Hawaii's graduation.
- 3) Next meeting is scheduled for Friday, February 8, 2013, 2:00 to 3:15pm, Location Hilo Conference Room 6A and West Hawai'i Admin. Conference Room (vidcon).
  - Recorder: Kanani Yamada

**Meeting adjourned** at 3:25 p.m.

Respectfully submitted,  
April Nakagawa