

Hawai'i Community College
College Council Meeting Minutes
Conference Room 6A and WH Admin Conference Room (via poly com)
November 8, 2013

Present: Jackie Alvarez, James Kiley, Shana Kojiro, Helen Nishimoto, Leanne Urasaki, Joni Onishi, Joeanne Losalio-Watson, Tanya Dean, Noreen Yamane, Dwayne Nishimoto, Noe Noe Wong-Wilson, Val Burgess-Mae (recorder)

Excused: Jason Cifra, James Yoshida, Joyce Hamasaki, Debbie Shigehara, Guy Kimura, Manaiakalani Kalua, Jodi Ariyoshi, Taupouri Tangaro, Wendy Medeiros, Hazel Reece

1. **Call to Order** – Vice Chair, Noe Noe Wong-Wilson called the meeting at 12:17 P.M.
 - Distributed handouts: Cover page for the Technology Master Plan, Agenda, and Attachment for the TMP.
2. **Welcome**
3. **Chair's Report** – Noe Noe Wong-Wilson
 - None available
4. **Old Business**
 - a. TMP Approval – (see attached) Academic Senate requesting to edit the TMP by adding attachment to the back of existing TMP and change the cover page. College Council approved cover page and attachment for Technology Master Plan. Helen Nishimoto motioned and James Kiley seconds. Friendly motion amendment by Helen Nishimoto to change cover page to endorsed date by Academic Senate October 10, 2013 and attachment and James Kiley seconds. All in favor – Unanimous. Passed
 - b. RMP Approval – Council needs to endorse the Resource Master Plan and request a motion. Not everyone has read and reviewed the RMP on the website. RMP was endorsed with reservations. This is an evolving document with reviews done annually with updates. Council approved the Resource Master Plan. James Kiley motioned and Jackie Alvarez seconds. College Council endorsing the RMP. (8-yes, 2-ustained by Helen & Duane). Passed
 - c. Other Reports –
 - Facility Use Policy – Discussed: Facility Use Policy which was revised on July 2013 and put on the college website but did not pass thru College Council for review. College Council recommends policy not remain on website till reviewed. Jackie Alvarez motioned to temporarily take down “Facility Use Policy” from the college website until it is routed to each division/department for review of notes, comments, and then brought back to College Council for approval. Helen Nishimoto seconds. Friendly amendment tentative due date by January 17, 2014 after Academic Senate meeting in December. POM to continue and manage operations as usual. Forms, policies and procedures have changed dramatically. The policy was intended to keep the college in compliance with state & county government agencies on regulations & guidelines on liability issues. Separate motion to ask for training

for faculty & staff. Jackie Alvarez restatement motion not to take down policy/form from the college website but have documents sent out to all departments for comments/reviews then brought back to College Council by January 17, 2014 to be approved and/or endorsed. Helen Nishimoto seconds. All in favor – Unanimous.
Passed

- ILO Assessment Plan Draft – James Kiley (see attached)
Discussed: Feedback and surveys which James Kiley will update the draft for review at the December College Council meeting.
- Chancellor's Report – Chancellor Noreen Yamane
 - ❖ John Morton has announced that the ACCJC follow-up team visit will be on our campus on Monday, November 18, 2013. Only the date is known and it will be a 2 member team (Chair Loretta Adrian, plus one new team member). Some people may be called to meet with the team.
 - ❖ Status for the West Hawai'i Director search is still on-going with the interview process currently on round 2. Several applicants have withdrawn from the pool and more names were added to the interview pool list. Coverage for the West Hawaii Director will continue with current administrators taking turns as the West Hawaii director responsibilities from August.
 - ❖ World Indigenous Peoples Conference on Education (WiPCE) will be hosted on Oahu in 2014. This year 30 people from both community/UHH/Hawaii CC will be going and supported by Native Hawaiian Education Council to this week long conference in the 2nd week of May.
- Academic Affairs Report – (see attached)
- OCET Report – (see attached)
- Ho'olulu Council – Noe Noe Wong-Wilson
In the Spring Noreen and Kamaka are working out a schedule of wala'ao sessions on the Hawai'i Papae'o Ke Ao plan indigenizing the institution. You will be invited to participate to particular workshops for the opportunity to provide input.

5. **New Business** – None discussed

6. **Meeting adjourned at 1:18 P.M.**

7. **Next Meeting:** December 6, 12-1:15 p.m., Location-Conference Room 6A & WH B3 Admin. Conference Room

- Recorder for December meeting – April Nakagawa

Respectively submitted,
Val Burgess-Mae
Recorder



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Hawaii Community College Academic Senate Memorandum

Date: October 10, 2013

To: Joni Onishi, VCAA

CC: Manaiakalani Kalua, Chair
 College Council

From: Helen Nishimoto, Chair
 Academic Senate

Subject: Technology Master Plan

The Academic Senate approved (pending edits) the Technology Master Plan on September 27, 2013. The edits were brought to the College Council and we were informed that the edits could not be incorporated into the document because the period for editing on Laulima had ended. We were told that we could put the edits in an addendum.

Based on this information, once Manai incorporates the edits into an addendum, I will send it to the Senate explaining the situation and solicit their final approval for the document.

Below are the recommended edits:

Footer for document should read HawCC Technology Master Plan or Hawaii Community College Technology Master Plan.

Page 11, Goal 4 should read: Provide technology training to faculty, **lecturers**, staff, managers, **and administrators**.

Page 32, add to list of Session Attendees and Discussion Board participants: **Misty Carmichael** and **Ellen Okuma**.

The Senate liked College Council's idea to add a cover page, which will identify the document as the Technology Master Plan.



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TECHNOLOGY MASTER PLAN 2013 – 2015

Endorsed by
Hawai'i Community College's
College Council

On August 30, 2013

endorsed by ^{academic} senate 10/10

Hawai'i Community College Institutional Learning Outcomes Assessment Plan

Institutional Learning Outcomes (ILOs)

- Our graduates will be able to communicate effectively in a variety of situations.
- Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
- Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

Purpose

revise

The Institutional Learning Outcome assessment process gathers and evaluates data to determine how well the Institutional Learning Outcomes are understood and practiced by the college community.

Data Sources

- Questionnaires and surveys from:
 - administrators
 - faculty
 - staff
 - students
 - alumni
 - advisory committees
 - community members
- Results from instructional programs and support units assessments

Annual Process

- 1) Each academic year the Assessment Committee will distribute a questionnaire to the college stakeholders to obtain their opinions about the effectiveness and extent of the ILOs promotion within instructional programs and the practice of ILOs during student support activities.
- 2) The Assessment Committee will conduct focus groups and/or surveys to determine the extent of students' recognition and understanding of the ILOs.
- 3) The data from activities 1) and 2) will be combined with instructional and unit assessments results and evaluated by the Assessment Committee.
- 4) The Assessment Committee will compile a report and submit it to the College Council.
- 5) After reviewing the report, the College Council may make recommendations to improve student/staff understanding of and engagement with the ILOs and/or recommend revisions to the assessment process.
- 6) The ILO assessment report and recommendations will be distributed to the faculty and staff and published on the college web site.
- 7) Assessment data and recommendations will be retained by the Assessment Committee and used for ILO longitudinal studies.

Hawai'i Community College
Institutional Learning Outcomes
Assessment Plan -- DRAFT

Comment [LU1]: Comments from ASU

Institutional Learning Outcomes (ILOs)

- Our graduates will be able to communicate effectively in a variety of situations.
- Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
- Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

Purpose

The Institutional Learning Outcome assessment process gathers and evaluates data to determine how well the Institutional Learning Outcomes are understood and practiced by the college community.

Comment [2]:
Isn't the Purpose of the ILO Assessment Plan to see if graduates have achieved the 3 ILOs? The Purpose as stated puts the emphasis on HawCC (i.e., "college community"). I don't think this is the real focus or am I missing something? Please consider this Purpose. The ILO assessment process gathers and evaluates data to determine the extent the ILOs have been achieved by graduates of the college.

Revised to this

Data Sources

- Faculty and staff questionnaires
- Student focus groups/surveys
- Results from instructional program and support unit assessments

Comment [3]:
What does "practiced" mean for the college community? Isn't the focus on the graduates of HawCC?

Annual Process

- 1) Each academic year the Assessment Committee will distribute a questionnaire to the faculty and staff to obtain their opinions about the effectiveness and extent of the ILOs promotion within instructional programs and the practice of ILOs during student support activities.
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Comment [4]:
Consider adding alumni/grads as another data source. They are really the focus of the ILOs

Comment [5]:
Consider adding the alumni/grads in the process perhaps as part of #2 or as a new, separate #, after #2 and before #3.

Comment [6]:
Which web page will have the information posted? Consider making it public with a hyperlink from the home page where the ILOs are posted.

College Council Meeting
VCAA Report
Friday, October 11, 2013

1. Positions in Recruitment

- Academic Support – C3T Farm Coordinator, APT #79688T
- Academic Support – DISL/MWIM, APT #777237T, on hold due to budget
- Academic Support – HLS Media, APT #77747T
- Instructor – HLS Mahiai, #87021
- Academic Support – HLS, #78748
- Academic Support – ABRP/AMT, APT #77236T
- Academic Support – Science Lab Coordinator (WH), .5 APT #77365T
- Instructor – ECED, #87101
- Academic Support – West Hawaii, APT #80573
- Office Assistant III – VCAA, #900321
- Academic Support – ACU IT Specialist, #80735T
- Secretary II – Nursing, #26806
- Office Assistant III – West Hawaii, #900443
- Academic Support – WH CULN, .5 APT #77175T
- Secretary I – HOST,
- Dean for Career & Technical Education, #89456
- Dean for Liberal Arts & Public Services, #89453

2. Executive Policy E5.208 Nonresident Enrollment Cap is a new executive policy that implements Board of Regents policy related to campus ceilings for nonresident undergraduate enrollments at the University of Hawai'i campuses. The objective of this policy is to provide for a mix of students while ensuring preference for qualified Hawai'i residents in accordance with Board policy. (www.hawaii.edu/apis/ep/e5/e5208.pdf)

3. Liberal Arts held an All-Liberal Arts meeting on Friday, November 1, to discuss general education learning outcomes and AA-LBRT degree requirements.

4. Program Review

- Programs and units due Comprehensive Reviews: CULN, PN, SUBS, AMT, DISL, MWIM, POM, ASU, Student Life, Info Center.
- All units and programs are required to submit Annual Reviews.

5. Committee on Committees

The Technology Advisory Committee (TAC) was re-activated and met on Monday, November 4, 2013 to discuss composition and function/purpose. The committee decided to operate as an Ad Hoc with composition slightly changed (ITSO added in response to ACCJC Recommendation #3, less administrators). The ad hoc TAC will look at TMP and ACCJC Followup Report, Recommendation #3, and identify what needs to be done, then revise function/purpose of committee. Based on this, the composition of committee will be determined.

OCET
Nov. 8, 2013

- An OCET West Hawaii coordinator has been hired on a casual hire basis. Carrie Kuwada Phipps will be representing OCET beginning in mid-November and will work on assessing the non-credit training needs of the community, establishing community connections, and implementing courses that are scheduled in Kona. Previously Carrie was a health educator with the Department of Health and wrote a weekly column in West Hawaii Today.
- The motorcycle safety range in the back parking lot was certified and blessed at the end of October. Leeward Community College will schedule classes and train rider coaches until they turn it over to HawCC OCET in summer 2014. Until then, all inquiries and payment are accepted at LCC. A part-time coordinator will be hired to manage this weekend training as well as proctor tests.
- On November 25th a soft launch of a non-credit registration system will link all the continuing education units together. This was John Morton's vision to have a unified system. The only courses that will be on the public site initially will be the C3T courses. All other courses will be on the OCET websites. Eventually more classes will be posted on the public website where people can register on-line.