

**Hawaii Community College
College Council Meeting Minutes
February 10, 2012
12:00pm – 1:15pm
Conference Room 6A and via poly com to WH and Kohala**

Members present: Chancellor Noreen Yamane, Joni Onishi, Jason Cifra (via polycom), Jim Yoshida, Debbie Shigehara, Joyce Hamasaki, Chair Monica Burnett, Lou Zitnik, Steve Schulte, Nozomi Kanoho, Estee Nathanson, Tanya Dean (via polycom), Manai Kalua, David Canning, Dorinna Manuel-Cortez

Members Excused: Beth Sanders, Guy Kimura, Taupouri Tangaro, Orlo Steele

Guest: Wendy Medeiros, Office of Student Services at UH West Hawaii

1. **Call to Order:**
Chair Monica Burnett called the meeting to order at 12:06pm
2. **Approval of minutes:**
Minutes of the January 13, 2012 meeting were approved with the following corrections. Page 4, Assessment Coordinator, added “in offer”. Motion was moved by Dorinna, seconded by Debbie.
3. **Welcome and Introductions:**
Guest Wendy Medeiros (Ofc of Student Services, WH) Noreen reminded all members to be sure to report back to their groups and share pertinent information from the College Council
4. **Chancellor’s Update:** *Chancellor Noreen Yamane*
 - HawCC received \$9.68 million dollars for the Palamanui Development. Rockne Freitas reported there is enough water in the pipes for Phase I & II but may have to tap into the reservoir for Phase III. We will be ready to start Phase I this year and ready to move in 2014. Phase II will allow for the ability to expand. John Busted, WH liaison, would like a consultant to do strategic planning when moving to Palamanui.
 - Working with the UH Foundation to develop fund raising activities for HawCC. We will start with an internal fund raising campaign for 2013. Unfortunately HawCC was not on the 2012 list to send out letters to the community asking for support.
 - There is a huge emphasis on Agricultural/Sustainability activities for our campus. The Rural Development Project is involved with the Sustainability Center and the Center for Agricultural Success. The Dept. of Labor is also involved. There are many workshops and conferences being planned and Chancellor encouraged everyone to be a part of the activities.

5. **Academic Affairs update/Committee on Committees:** *Interim Vice Chancellor Joni Onishi*
 1. Positions in recruitment:
 - MWIM instructor -will readvertise
 - ETRO instructor -Melanie Higa
 - ENG 3 instructors
 - 1 position w/ESL -Carrie Mospens
 - 1 position -Misty Carmichael
 - 1 position -in recruitment
 - NURS EH instructor -Tambra Fry
 - AEC instructor -Donna DeLuz-Marcelino
 - DMA Ed Spec to replace Mililani -in recruitment
 - Hale Kea APT temp to replace Leanne -LoriAnn Flores
 - Media Specialist APT temp -in recruitment
 - IT Specialist to replace Tony Kitchen -in recruitment
 - Assessment Coordinator -James Kiley, will begin March 1st
 - Construction Academy instructor for Hilo High -on hold
 - Office Assistant III -to replace Joni Rapozo -in recruitment
 - Instructional Technology Developer -process started
 2. Met twice. Revised evaluation rubric and will soon begin to evaluate comprehensive unit and program reviews.
 3. Integrated Planning -HawCC Policy 4.201, Integrated Planning for Institutional Effectiveness, has been posted on our website at: <http://hawaii.hawaii.edu/ovcadmin/adminmanual>. Academic Master Plan - seeking input from program faculty and anyone else who would like to comment.
 4. Summer Session - President Greenwood approved charging regular tuition rate for remedial/developmental courses. For other courses, tuition is \$248.
 5. Policies and Procedures Update
 - CCCM 6100 convert to HAW policy New and Modified Courses
 - HAW 2.211 Social Media -with Daniel for review
 - Non Instructional Assigned Time / Overload -pending Teaching Equivalency Report
 - Lecturer Absences -with Mari for review
 - HAW 9.204 Student Evaluation (revised) -Academic Senate amended & approved, 1/27/12
 - HAW 9.205 Peer Evaluation (revised) -Academic Senate amended & approved, 1/27/12
 - Developmental Education (DEEP) -to Academic Senate
 - HAW 5.304, Repeating Courses (revised) -Academic Senate approved, 1/27/12
 6. Teaching Equivalencies -The final Report from Joint Committee on Community College Equivalencies will be shared with all once it's released which should be any day.

7. General Education

- Academic-Senate-approved GRfast-track review and approval of course outlines.
- Academic Senate approved clarification of GELO #1 - Communication (divided descriptors into Writing and Speech)
- Many of the course outlines that are currently in the official file in the Dean of Liberal Arts office are inadequate and need to be more fully developed. "More fully developed" means more detail is needed for GE review under #8, "Topics to be Covered," on the CRC Course Outline (see p.[3]
[http://www.hawcc.hawaii.edu/curricula/forms/proposal to initiate a new course.doc](http://www.hawcc.hawaii.edu/curricula/forms/proposal%20to%20initiate%20a%20new%20course.doc)). "More fully developed" does NOT include modifications to course content or the course description.
- The goal is to provide students with a reasonable list of GE offerings by Fall 2013 and the Academic Senate's support of this measure will assist the College in achieving this goal.

8. AS Natural Science Authorization to Plan AA Hawaiian Studies

9. Approval of Sabbatical Requests

- Violet Murakami -Fall 2012. Research and develop the ART 269 Study Abroad to Japan course in order to offer the class in the summer 2013 semester.
- Caroline Naguwa -Fall 2012/Spring 2013. Design an online training program for Learning Center Writing Desk tutors to instruct them in fundamental writing tutoring philosophies, processes, skills, and practice.
- Karen Kane -Fall 2012. Meet with each campus Disability Service Office (DSO) Coordinator to gain better awareness to various issues.
- Ellen Okuma -Fall 2012. Develop an annual report to succinctly communicate, on an annual basis, highlights to the campus community, Hawai'i Island community and targeted constituents.
- Pamela Scheffler -Fall 2012/Spring 2013. To learn more about tropical agroforestry and agriculture in developing nations facing similar challenges to the preservation of biodiversity that Hawai'i does. Will be spending sabbatical in India.

10. Upcoming Events

- February 16 -West Hawai'i -Laulima Faculty Workshop for those faculty interested in teaching online
- February 17 -East Hawai'i --Laulima Faculty Workshop for those faculty interested in teaching online
- **March 2, 2012 -WILD Day -Save the date -Some planning for accreditation will be done on that day. Please enthusiastically support the activities for this day and encourage all of your faculty, lecturers, and staff to attend.**

- Laulima Workshops -first Fridays of the month
6. **Administrative Affairs update:** *Interim Vice Chancellor Jim Yoshida*
- Hale Aloha-Two office trailers are on campus. There are no County permits yet, but the contractor is okay with that. Although there is no official start date, they have already started some work inside the building. Traffic will be modified and the staging area is behind the nursing building.
 - There are many projects in various stages. There will be a security fence all around HawCC campus, fire alarms need upgrading, buildings need ADA doors and new windows, the front of the Admin building needs a new look, etc. Many of the projects will be funded by the system.
7. **Student Services update:** *Vice Chancellor Jason Cifra*
- Thanked the Admin Team and OSS staff with his transition.
 - OSS to expand to more members. It is critical to fill the Financial Aid officer position. Posting for this recruitment is on Feb. 14, 2012. Will not assign an interim for this position.
 - Student Government and Student Life revising the Charter to focus on student development, participation, and expectations. Once complete, will solicit feedback on the Charter.
8. **West Hawai`i Update:** *Interim Director Beth Sanders*
- An APT Band B student support position for West Hawai`i is currently listed on workatuh.hawaii.edu. It will be advertised Sunday, Feb. 12 in West Hawaii Today.
 - Sunday, Feb. 12 is also the Quisine of Hearts at the Hilton Waikoloa. This is an annual fundraising event for the Chef and Child nutrition program. West Hawai`i students operate the omelette and bruschetta stations. Tickets are \$45 for adults/ \$20 for children. Tickets can be ordered by phone via Kailua Candy Company. Event runs from 11:30am – 2:30pm and there will be a silent auction and a variety of food and drink stations to sample.
 - The University Center will host a College for Adults/Adults in Transition event in Waimea on March 24 at Halau Ho`olako, a facility of Kanu o ka Aina Public Charter School. The goal is to identify 20 adults age 25 or older who are interested in starting college or continuing their degree. Face to face classes will be held in Summer 2012 with an option of online classes and another in Fall 2012. Event and summer class is funded by the College Access grant.
 - West Hawai`i's graduation will be on Saturday, May 12, 2012 at the Hilton Waikoloa. The Hilton was the only venue to submit a bid. The Sheraton Keauhou is being renovated and King Kam cannot accommodate the number of projected guests.
 - Noreen added: There is a Local First campaign going on in West Hawai`i. It involves buying local ingredients. Unfortunately the newspaper made the event look like it was a UH event.

9. **OCET update:** *Interim Director Deborah Shigehara*
 - OCET has a new clerk, Winter Takiue. She transferred from Manoa
 - There will be an Ag Skills Panel Summit in West Hawaii on March 6, 2012. Beth Sanders is on the planning committee.
 - Jim Cain, Ctr for Ag Success coordinator went to CA to learn what farmers on the mainland are doing for agricultural success. Local farmers will be invited to our campus to discuss what Jim learned and experienced at the conference.
 - Graceson Ghen, Sustainability coordinator is working with Allan Okuda and Recycle Hawai`i to introduce compostable containers in the cafeteria.
 - There will be a Kipaepae on Feb. 17 at 9am for the Hakuoh site visit. The program is planned for Fall 2013 between Hakuoh University and Hawai`i Community College.

10. Unfinished Business
 - a. Strategic Outcomes and Performance Measures update
 - Goal A: LBART/Public Services, MATH. ITSO, OCET, Counseling, Financial Aid, Ho`olulu have all turned in their reports
 - Goal B: OCET turned in their report
 - b. College Council Survey Update

A Survey Monkey will be available to all faculty and staff between Feb. 13 – 24, 2012 to evaluate the College Council. This is the same survey that was used in 2009. The response to that survey was small but the evaluations were good. Thank you to Ellen Okuma for putting the survey together and managing it.
 - c. ILO's Assessment Update

A coordinator will be coming soon. HawCC's Misson, Vision, and ILO's are being translated into Hawaiian language to align with the system. This will be added to the catalog. Posters will be ready to post before the Accreditation Team visit in Oct. 2012.

11. New Business
 - a. College Council Vice-Chair Position

The position is vacant since Hettie left. Chair called for nominations. No response. Dorinna moved to table the nominations, Debbie seconded. Vote was unanimous.

12. 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.

13. Announcements: *Hawai`i Papa O Ke Ao*
 - Hawaii Papa O Ke Ao is being developed for this campus by the Hoolulu Council. They will get campus-wide input and feedback before going to the College Council. It will be introduced to the Academic Senate. Then it will be going to the Board of Regents for

approval as a system wide plan for the University to be a leader in indigenizing the College.

- The Kipaepae-Hawai`i Protocols committee has been established. (See attachment) David Canning motioned to approve the committee, Estee Nathanson seconded, vote was unanimous.

14. Next meeting: Friday, March 9, 2012, 2:00pm – 3:15pm, Location Hilo Conference Room 6A and West Hawai`i Admin Conference Room (Vidcon)
Recorder: Sandy Kama

15. Adjourn
Meeting was adjourned at 1:05pm. Monica thanked Cathy for recording

Recorded by Cathy Arita