

**Hawaii Community College  
College Council Meeting Minutes  
May 3, 2012  
12:00 – 1:15 p.m.  
Conference Room 6A**

**Members present:** Noreen Yamane, Joni Onishi, Jim Yoshida, Guy Kimura, Beth Sanders (polycom), Monica Burnett, Lou Zitnik, Estee Nathanson, Manai Kalua, Dorinna Manuel-Cortez, Taupouri Tangaro, Sandra Kama (recorder), Wendy Medeiros (polycom), Tanya Dean (polycom), and Jason Cifra

**Members Excused:** Debbie Shigehara, Joyce Hamasaki, Orlo Steele, David Canning

**Guests:** James Kiley, Kate Sims (polycom)

1. **Call to Order:** Chair, Monica Burnett called the meeting to order at 2:09 p.m.
2. **Welcomed:** James Kiley (Assessment Coordinator)
3. **Approval of April 13, 2012 Minutes:**
  - 8d – change K-6 to K-8
  - 10b – change 2:00 – 1:15
  - Dorinna moved to approve, Manai seconded
  - Minutes Approved
4. **Chancellor's Update:** *Chancellor Yamane*
  - Selected slides to John Morton presentation. Compares our success against system and where we are. Only area below – STEM – otherwise we've met or exceeded our goal 95%.
  - Predicting enrollments leveling off. Interesting is Math, Reading & Writing. Closed cap, more successful than other areas. From Stupool: students entering first time took compass. Of Native Hawaiians 99.3% tested below in Math. Those students who finished Math 100 – very little who start at Math 1ABCD complete to 100. Start at 25/26. Students coming in are not prepared. Take remedial then calculus accelerated.
  - CERC recommendation from last year. Aligned asks with strategic outcome. Monica & Noreen will review the recommendations and include the aligned asks to strategic report update. Depreciation schedule by program listing equipment and cost to replace.
  - How soon Phases I & II will be built. Whole entire project out to bid. Need specifications. One contractor to do both. Architect hasn't submitted plans. Brian Minaai oversees. Ask President for next step. Time span for bids – 5 months.
5. **Academic Affairs Update:** *Interim Vice Chancellor Joni Onishi* (see attached)
6. **Administrative Affairs Update:** *Interim Vice Chancellor Jim Yoshida*

- Tech consultants came last week. Will be back on May 9, 1:00 p.m. in Cafeteria w/vidcon to West Hawaii (B4 R1)
  - Palamanui main road, May 31 final inspection.
  - Hale Aloha – further delay – disagreement about normal work to be done.
  - Kualii – starts July 1 – impacts more staff than faculty.
7. **Students Services Update:** *Vice Chancellor Jason Cifra*
- Mandatory orientation still ongoing. Passport to Education – 1500 applications received.
8. **West Hawaii Update:** *Interim Director Beth Sanders* (see attached)
9. **OCET Update:** *Estee Nathanson for Interim Director Deborah Shigehara* (see attached)
10. **Old Business:**
- Strategic Plan 2011-2012 Report update – add CERC recommendation. Keep on until next year.
  - E ‘Imi Pono Day update – scheduled for Friday, Sept. 21, 2012, 12:30 – 2:00 p.m. James Kiley is heading. The theme of day is to talk about and incorporate the ILOs. James submitted a grant to support the food & stuff.
  - AAS & ACCJC update – mentioned during breakfast. Some faculty asked to help.
11. **New Business:**
- ILO Survey of Graduates – it was done last year. Want to do again this year. Fall 2012 – new ILO’s – possible to conduct survey, not label as assessment. ILO – went back and forth between committee/assessment, make sure we know what purpose this serves.
  - June 1 – assessment reviews. Pull those ILO’s that support college. Tangaro motions to support. Noreen seconds. Ayes – unanimous. Council will work with James. Review Program/Unit assessment (Due Aug. 24<sup>th</sup>). Pull those that are aligned with college ILO’s. James will prepare summary report. Pick 2 or 3 program assessment reports that ILO’s are aligned with college ILO’s.
  - Tangaro motions for Council to discontinue current graduation survey. Estee seconds. Ayes – unanimous.
  - Heads up to Commencement Committee. Add West Hawaii address. Wants College Council endorsement. Estee motions to endorse. Tangaro seconds. 14 ayes – unanimous.
  - Nominations for College Chair. Monica relinquishes to Wendy to call for nominations. Dorinna nominates Monica for Chair 2012-13. Beth seconds. Ayes – unanimous. Nays – none.
  - College Council membership representatives’ deadline is May 31, 2012. Monica & Noreen will work on assignment of recorders. Look at updating the Charter membership to include James Kiley.
12. **Meeting adjourned at 1:34 p.m.**

**Recorded by: Sandy Kama, Secretary, VC for Academic Affairs**

College Council Meeting  
VCAA Report  
Thursday, May 3, 2012

1. Positions in recruitment:

ENG instructor -- 1 position – in recruitment to begin August 1, 2012  
DMA Ed Spec to replace Mililani – Bert Klunder  
Media Specialist APT temp – applicant declined -- readvertise  
IT Specialist to replace Tony Kitchen – in recruitment  
Office Assistant III – to replace Joni Rapozo – applicant declined  
Instructional Technology Developer – in recruitment  
Office Asst. III, General Education Office (Patricia Lewis's position) – in recruitment  
HLS Title III positions – 6 faculty/5 APT -- in recruitment

*CTE Counselor*

2. Policies and Procedures Update

Developmental Education (DEEP) – Academic Senate, EPC, 3/9/2012  
Course Outline Of Record – Ready for EPC review

3. Curriculum

AA Hawaiian Studies

Joint proposal involving all seven UHCC campuses will go before the BOR on May 17<sup>th</sup>.

AS Fire Science – Currently provisional status and will be applying for established status. Proposal was reviewed by the Deans and VCAAs from other UHCC campuses and edits will be presented to CCAOs at their June meeting.

4. CERC

Members of CERC have been working very hard. CPR/CUR appraisal using an evaluation tool (rubric) is complete. Response memos to the programs/units are almost complete. Recommendations will be made to Chancellor. Suggested improvements to CPR/CUR template as well as CERC process was made to Assessment Committee.

5. AAS Degree Programs NOT accredited by ACCJC - *definition of what is college level?*

6. Prior Learning Assessment System-wide Efforts

Anne Chung, Instructor, Business Technology is HawaiiCC's rep on this task force

7. Curriculum Central - *Men- 57 demonstration*

8. Institutional Effective and Planning Website

9. C3T Grant

Hawai'i Community College was awarded the following for our implementation

Agriculture – Slaughterhouse Project: \$500,332  
Agriculture – Sustainable Agriculture Projects: \$615,253  
Ready Set Grow: \$321,696  
Just In Time: \$130,740  
Wrap Around Services: \$158,999  
Total: \$1,727,021

# West Hawaii Update

Aloha. The College's Construction Academy program will be hosting 30+ students on the Manono Campus this Saturday, May 5 for the fifth annual hand tool & drafting face-off. This event allows students to demonstrate what they have learned in a variety of areas.

Daron Kirchner and Kaya Ryan-Rolon, both Liberal Arts majors attending classes in Kealahou, have completed their Hawaii Space Grant Consortium projects. They are presenting the findings from their project, "measurement of Atmospheric Particulates using a Camera Lidar System" at the Hawaii Space Grant Consortium Symposium held last Saturday, April 28 at University of Hawaii at Manoa.

The College Challenge Access Grant completed its first series of Compass Prep classes being held in Waimea. Seven individuals, 3 males and 4 females, all native Hawaiians took Compass on Tuesday evening at Kanu o ka Aina New Century. Most of them had not taken a test since high school, graduating some 30 plus years ago. 4 placed in Eng 102, 2 in Eng 21 and 1 in Eng 20R. 3 placed in Eng 100, 1 in Eng 22, 2 in Eng 20W and 1 in Eng 19. Most had never touched a computer before starting our workshops so this was a tremendous step for them. One of the gentlemen actually hitchhiked to our Tuesday evening classes from Honokaa until we were able to find him a ride. The cohort meeting from Compass Prep in Kealahou has about 16 regulars. An ad paid for by the UHCC system promoting the summer course the grant is sponsoring is currently on the radio. There seems to be considerable interest in the age 25 and older group, with the emphasis on "older."

West Hawaii faculty, staff and students are grateful that Hilo is providing a bus to transport people from Hilo to the West Hawaii commencement ceremony on Saturday, May 12 at the University of Hawaii at Manoa.

The APT position open in West Hawaii is currently with the screening committee. The .5 media specialist position will be advertised in the next week or so.

## OCET Report

- Last Friday, HawCC CEDS Conference was held on the campus with approximately 114 people in attendance both in East and West Hawaii. Jacqui Hoover from the Hawaii Island Economic Development Board, who will be working on the next CEDS Report, ensures us that HawCC faculty will be invited to participate in developing the next report.
- OCET will be working with Hawaii Beef Producers to develop Slaughterhouse/Meatcutters Training for the Big Island through the C3T Grant. There will be approximately 10-15 people to be hired for their renovated plant to be completed within a year.
- Tomorrow 2 vendors will be interviewed via in person and polycom by the Continuing Education units to select a vendor that can provide non-credit registration for the system. We are hoping that we will be able to accept on-line payments.