

COLLEGE COUNCIL MINUTES, Dec 3, 2021 _Approved

<p>College Council Meeting Minutes</p> <p>Dec 3, 2021, 2-4 pm</p> <p>Location: Zoom</p> <p>Registration Link:</p> <p>https://hawaii.zoom.us/j/92546123456</p>	<p>Chair: Reshela DuPuis Vice Chair: Christine Quintana Past Chair: Jeff Fujii</p> <p>Representatives: Laurel Gregory, Ākea Kiyuna, Alan Ku, Larissa Leslie, Daniel Loo, Thatcher Moats, Esther Nathanson, Beth Sanders, David Tsugawa, Jeff Yamauchi</p> <p>Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Ken Kaleiwahea, Raynette Haleamau-Kam, Jessica Yamamoto, Kei-Lin Cerf, Taupouri Tangaro, Kalani Flores</p> <p>Guests: Anne Chung, Tanya Dean, Meghann Decker, Grace Funai, Harold Fujii, Sheldon Higa, Ian Hirakawa, Jacque Honda, Toni Cravens Howell, Lissandra Baldan Jenkins, Donala Kawa'auhau, Kesha Kubo, Kristine Kotecki, Kanoe Lambert, Calla Luera, Callie Martin, Sheena Mathews, Aimee MacLennan, Tiffany Naea, Luria Namba, Adam Onishi, Michelle Phillips, Carrie Kuwada Phipps, Kulia Salavea, Kim Stevens-Suguitan, Neva Supe-Roque, No'el Tagab-Cruz, Sherise Tiogangco, Nadine Uina, Debbie Weeks</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: TIME 2:04 p.m.</p> <p>By: Reshela DuPuis</p> <p>Minutes: Thatcher Moats</p>	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible 		
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> Chair ascertained quorum - Yes 	Reshela DuPuis	

<p>3. Approval of Minutes</p> <p>Nov 12, 2021</p> <p>College Council MINUTES - Nov 12th. DRAFT for Review</p>	<p>Discussion: None.</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Representative Tsugawa ○ Second: Representative Kiyuna 	<p>Motion approved by consensus, Nays – 0, Abstentions – 1.</p>	
<p>4. Chair's Update</p>	<p>The College Council website has been updated: College Council website</p>		
<p>5. Reports</p> <p>A. Chancellor's Update - Rachel Solemsaas</p> <p>Chancellor's Update, Dec 3, 2021</p>	<p>See link at left to the Chancellor's written update.</p> <p>Chancellor Solemsaas shared the results of a digital equity assessment hosted by the Department of Labor and Industrial Relations (DLIR) and provided the following insights:</p> <ul style="list-style-type: none"> ● We have a digital divide, so the state wanted to know the digital readiness and literacy of residents, and invested to get a glimpse. ● The report is disaggregated. The whole report is available at the link in Chancellor's Update. ● Solemsaas focused on extracting what's related to Hawai'i CC. She noted that the purpose of this presentation is our commitment to closing the equity gap, and digital literacy is important for this. ● The statewide assessment tries to set a benchmark. ● The report shows who they interviewed, including 200 people from Hawai'i County. 		

	<ul style="list-style-type: none"> ● One of the things the survey did was get an understanding of certain questions and a grounding on how we define digital readiness and literacy. Out of that came a description of the continuum from the unprepared to the digital learners. More description is in the report. ● Solemsaas shared the Hawai'i County breakdown. More than 50% are defined as digitally "unprepared" and "old guard." Solemsaas shared recommendations for Hawai'i County from the report. She called upon the Kauhale to begin to look at this data and consider what kind of action we can take as far as programs and offerings to build the community's digital literacy and readiness. ● Solemsaas shared opportunities at EDvance and a partnership through Vibrant Hawaii that supports readiness and literacy. There is also consideration for student wraparound support. Knowing literacy levels, how do we make sure programs and services are accessible? We might have applicants that are unprepared and old guard. Do we have the resources for them? ● She encouraged all to have these conversations and discussions to see what opportunities and actions we can take. ● There was a question about the meaning of "old guard," which Solemsaas answered from the report, and encouraged people to read the report. 		
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	<p>Solemsaas gave an update on a recent report from President Lassner regarding COVID protocols:</p> <ul style="list-style-type: none"> • Administrators were working with faculty on areas such as enrollment caps, mask requirements and pointed out that we would need to follow County guidelines on sizes of group gatherings. • She discussed vaccine exemptions, the deadline for submitting exemptions and pointed out that there will be weekly testing requirements for those who opt out of vaccination. She said testing is the responsibility of employees. • Students have the same requirements, except the weekly testing for those with approved exceptions only applies to students coming to campus. For students with exemptions, the alternative to weekly COVID testing is to participate online. • Solemsaas was asked whether the mandate will include booster shots? Solemsaas said at this point, a booster is not required. <p>Solemsaas made an announcement about the ClimbHI portal:</p> <ul style="list-style-type: none"> • Permanent faculty have access to ClimbHI, and should be getting an invitation to the portal. • For lecturers, and staff we'd like you to opt in. • A question was raised, as someone pointed out that not all faculty have received the enrollment for ClimbHi. VCAS Kenneth Kaleiwahea said they 		
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	<p>included all permanent faculty, and if you didn't get a link you might want to check spam or junkmail.</p> <p>Solemaas announced a Save the Date:</p> <ul style="list-style-type: none"> • The All College Meeting will be on January 3, 2022, 8:30 a.m. to noon. The agenda is being finalized. The main topic and guest speakers will focus on carbon sequestration and sustainability, and Pāalamanui folks will be doing an activity. <p>Solemsaas shared the DOE Strive Report on Learning:</p> <ul style="list-style-type: none"> • Go to the link to read the report, but as given, this summary that relates to Hawai'i Island is actually very telling. • She encouraged all to read the report and talk story about the impacts to DOE students and particularly seniors, some of whom will be coming to the College. <p>Solemsaas discussed the strategic planning that will be happening in Spring 2022 and the upcoming workforce survey, campus climate survey and community survey.</p> <p>No follow-up questions or discussion from attendees.</p>		
<p>B. VCSA Update - Dorinna Cortez</p>	<p>VCSA Cortez wasn't able to attend the meeting. No update provided.</p>		

<p>C. VCAS Update - Ken Kaleiwahea</p>	<p>VCAS Ken Kaleiwahea provided an update on HEERF funds and shared the website showing funds received and dispersals to date: https://hawaii.hawaii.edu/covid-19/heerf</p> <ul style="list-style-type: none"> • The good news is we spent down all of our student aid HEERF II, tranche I. • We still have a balance on HEERF I; sometimes the students' checks don't get cashed. He provided more details of HEERF funds. <p>Chancellor Solemsaas stated that if we don't spend down student aid funds, we can't spend down the institutional portion, but that we should be OK since we're expending all our student aid funds.</p> <p>Kaleiwahea stated people who have approved funding requests should work with their area supervisor to get that procurement rolling. We need to complete the allocations as soon as possible.</p> <p>No follow-up questions or discussion from attendees.</p>		
<p>D. VCAA Update Melanie Wilson</p>	<p>Interim VCAA Melanie Wilson said that she has been reading annual and comprehensive program reviews and has noticed a lot of comments about things people could use HEERF funding for. So people should get their HEERF requests in quickly, it's not hard to request HEERF funds.</p>		

	<p>She noted that COVID funding may be able to pay for things that you're struggling with in your department.</p> <p>Wilson reminded faculty that on Dec. 1, five-year self-evaluations were due to your DC.</p> <p>She also cautioned everyone to please follow the rules about having no finals scheduled prior to finals week. All finals need to be scheduled during finals week per the printed schedule. If you have a project that's the final, it needs to be due that week. Wilson shared her screen and showed the academic calendar. The final exam schedule is in the calendar so students are able to know exactly when the exams are going to be. She added that if everyone abides by the calendar, we will have a much more organized week and it will be easier for students.</p> <p>A question about projects came up. Wilson replied that if a project is acting as a final exam, it should also be scheduled to be due on that day, and if there is both a project and an exam, the exam needs to be on the scheduled day and the project can be due earlier. However, if projects are due the week before finals, that might disrupt students' preparation for exam week.</p> <p>There was discussion of synchronous vs. asynchronous vs. in-person final exams. Wilson said asynchronous classes should not finish before finals week.</p>		
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	<p>Wilson discussed plans to use HEERF funding to pre-pay for exams as a testing option for students to take some of the load off of Hale Kea testing center.</p> <p>No additional follow-up questions or discussion from attendees.</p>		
<p>E. Committees & Task Forces Updates</p> <p>a. Faculty and Staff Development Committee (FSDC) - Michelle Phillips Faculty/Staff Development Committee College Council Update - December 2021</p>	<p>Michelle Phillips shared the committee report, including members of the committee, meeting dates, Fall 2021 Convocation week events, and planning for Spring 2022 Convocation. She shared some recent highlights such as contract renewal workshops and fright night trivia game night, and thanked administrators for providing prizes, and thanked event leads.</p> <p>Phillips also discussed collaborations with the professional development consortium across the UH System, including a “campus connections” series, which has included sessions on “what I wish my college knew” and reciprocity. She highlighted an upcoming event on January 26, 2022, about connections through cooking.</p> <p>Work is being done on the new employee orientation programs. There haven’t been a lot of hires lately, so the committee hasn’t done a lot, but updates are still being worked on.</p>		

	<p>Lastly, she shared about the Innovative Educators information that is sent out every month and noted that since August, there have been numerous webinars.</p> <p>She reminded people that the professional development funds request process has changed. Contact her for more information: mp7@hawaii.edu</p> <p>No follow-up questions or discussion from attendees.</p>		
b. Community Participation Committee (CPC) - Chancellor Solemsaas	<p>Chancellor Solemsaas reported that this committee hasn't really convened much because of COVID, but as things are beginning to open up, there may be new opportunities.</p> <p>She reminded the Kauhale that ClimbHI gives a virtual way to connect to other groups.</p> <p>No follow-up questions or discussion from attendees.</p>		
c. Accreditation Steering Committee - Accreditation Liaison Officer Kalani Flores	<p>ALO Kalani Flores reported that the College is working on its midterm report to the ACCJC. The midterm report draft will be out by early Spring 2022 for review by all governing bodies. Most CC campuses are on the same track. The plan is to finalize the mid-term report by the end of Spring and eventually it will go to the Board of Regents (BOR) and then to the ACCJC.</p> <p>Flores highlighted the College website's accreditation page: https://hawaii.hawaii.edu/accreditation. He also brought</p>		

	<p>attention to the ACCJC website and noted there is a transition with the ACCJC president. The former president resigned and there's an interim, but Flores stated he doesn't think it will affect the College much. Things are moving along as usual.</p> <p>Chair DuPuis asked whether the midterm draft will go to the College Council and ALO Flores said yes, that it will be put on the agenda for review.</p> <p>No additional follow-up questions or discussion from attendees.</p>		
<p>d. QFE - Integrated Planning Task Force, Education Hui - Taupouri Tangaro</p> <p>Transforming Committee Service Infographic</p>	<p>Council Member Taupouri Tangaro noted it is an exciting time of year to celebrate our students' success. Tangaro said that he, Jeff Fujii and Michelle Phillips are part of the QFE - Integrated Planning Task Force's Education Hui. The hui is looking for some feedback to guide them as they go forward.</p> <p>Last spring on Kauhale Day, the hui asked a question of Kauhale members: What are the benefits of being in a committee? From the responses, the hui boiled it down to five things: leadership, communication, student success, personal and professional growth, and proficiencies.</p> <p>Tangaro stated that when we look at this, it sounds more like a healthy integrated planning culture. If the Kauhale knows this but their reality is different, what do we do with</p>		

	<p>this information? What we do know is we don't want to recreate the wheel if we only have to repair the spokes again.</p> <p>He shared a slide about "transforming committee service." He discussed the contents of the slide (see link at left).</p> <p>One thing he noted is that the QFE education hui is looking to work with the Professional Development Committee to look at the culture of the committees in our Kauhale.</p> <p>Tangaro noted that in the Spring, they are going to conduct a call out for people to help in specific areas of this project.</p> <p>No follow-up questions or discussion from attendees.</p>		
<p>6. Old Business</p> <p>A. Discussion: Request for College Council meetings to be recorded - *</p> <p>ASU Rep Sandy Kama</p> <p>* second reading</p>	<p>Chair DuPuis provided an update on Item A (second reading). Previously, representatives were asked to take it back to their constituencies.</p> <p>DuPuis called for a motion to open up this request for discussion and voting. Laurel Gregory moved, and Beth Sanders seconded. The motion was to discuss and move toward a vote.</p> <p>DISCUSSION: Representatives sought clarification, and stated that when we addressed this issue last semester, we were advised to not videotape these meetings, so has anything changed since then?</p>	<p>Motion approved by consensus.</p>	

	<p>Chancellor Solemsaas replied that the UH System Office of General Council (OGC) did not advise whether to do it or not. But they did clarify that if we are to record the meetings, the recording is subject to public disclosure. However, the decision to record is with the College Council.</p> <p>DuPuis noted that there were questions of FERPA regulations because students attend. Chancellor Solemsaas said since any recording is subject to public disclosure, we need to consider how to scrub or regulate discussions that may have FERPA implications. If there is protected data, it will have to be redacted.</p> <p>A guest stated that last year in discussions about the recording, one of the issues was that people wouldn't be as open to share and there was discussion of an anonymous option for people to share.</p> <p>DuPuis responded that we can't change the request but must consider it as written and posted on the agenda.</p> <p>A Council Member stated that he's assuming if meetings are in zoom, the formats are recorded in zoom. He noted that his experience is, if it's recorded on the computer it will be recorded in the cloud. He asked, how long will it be available? Technically if you record through UH cloud zoom format, they hold it for a year. In addition to the written record, there will also be a video file either for a specific time or forever.</p>		
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	<p>Chancellor Solemsaas said if the purpose of the recording is note taking, then it becomes an official record until a written record is available. But if someone makes a request for the recording, then it can't be destroyed.</p> <p>A Member questioned whether the purpose was for those doing notes or for the College members to view in case they missed the meeting. Because regarding FERPA, is it a big deal? The Member noted that it rarely is and mentioned that the Board of Regents (BOR) shares theirs publicly.</p> <p>A Representative asked for clarification on what the language of the motion is.</p> <p>Chair DuPuis re-read the request.</p> <p>A Representative said of the request for recording, that the requesters want the recording to be available for a long period of time. If we're thinking about doing it only for the three to four weeks it takes to get the minutes completed, that would not be serving the purpose behind the request.</p> <p>A guest said that in the Academic Support Unit (ASU) meeting, it was discussed that sometimes there's so much information being disbursed at College Council that the interpretation or the scope can be lost or important information can be overlooked. This can happen when representatives go back and try to relay information before the minutes go out, and people find out later that something that affects them was overlooked. It's not because it's</p>		
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	<p>intentional, but there's so much going on, it makes it hard to interpret.</p> <p>A Member offered two points: One is that nothing stops the notetaker from recording even on their own as a backup. The other thing is, what is it going to take to get this request facilitated? We don't have scrubbing technology. Who's going to be sitting behind this and monitoring it? Where does this need fall? Urgent? From 1-5, with 5 being urgent, is it a 5? 3? 2? There's committee fatigue and this will require someone to do this work. It's a larger discussion. We might need more information. If five people are saying this, how urgent is it relative to all the needs of the Kauhale? We have to factor in, what is the human capital behind it?</p> <p>Chair DuPuis pointed to a comment in the chat about closed captioning to make the recordings ADA compliant. These are all issues people need to think about as they're voting, she noted.</p> <p>There was discussion of potentially tabling the motion and the need for a motion to do that.</p> <p>A Member commented that College Council is widely announced with the agenda and meeting times widely circulated. People are welcome to come to the meeting. We have a process where people can participate. They know what will be on the agenda. The minutes may not capture every point, but they capture the essence, motions, action</p>		
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	<p>items, and the minutes are publicly available on the website.</p> <p>Chair DuPuis confirmed that, once they're approved, then the written minutes go up on the College Council website.</p> <p>A motion to table the proposal was made by Representative Tsugawa.</p> <p>Representative Sanders seconded the motion.</p> <p>There was further discussion about FERPA, and how the voices of student representatives, who participate in College Council, could be interpreted as part of their education record.</p> <p>Chancellor Solemsaas said OGC's comments say it's not clear, and there could be an argument either way, about if it's an education record or not.</p> <p>There was discussion of whether FERPA also applies to written minutes.</p> <p>A vote was held on the motion to table.</p>	<p>Motion to table the proposal passed with 13 yes votes, 5 nay votes, and one abstention.</p>	
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<p>B. Proposed revisions to Haw 5.202 Assessment policy *</p> <ol style="list-style-type: none"> 1. Haw 5.202 Assessment Policy. 2018-05-04 2. Haw 5.202 (4.202) Assmt Policy proposed revisions. mark-up <p>* third reading</p>	<p>Representative Tsugawa made a motion to defer a vote on Old Business items B, C, and D.</p> <p>Representative Leslie seconded the motion.</p> <p>Chair DuPuis floor opened for discussion.</p> <p>No discussion</p>	<p>Motion passed by consensus, no nays, no abstention.</p>	
<p>C. Proposal DISSOLUTION OF KAIAC * - Rachel Solemsaas</p> <p>* third reading</p>	<p>See above.</p>		
<p>D. Proposal 2021 CCSSE Task force Charter * - Rachel Solemsaas</p> <p>* third reading</p>	<p>See above.</p>		
<p>E. Request to revise Schedule for College Meetings TSUGAWA - proposed agenda items form.Rev*</p>	<p>Chancellor Solemsaas moved to approve the request.</p> <p>Motion seconded by Representative Nathanson.</p> <p>Clarification of the request was provided by Tsugawa on the Academic Senate dates being proposed for revision:</p>	<p>Motion passed by consensus</p>	

1. Schedule for College Meetings (current), AY2021-22 2. Academic Senate Schedule Request 2021-2022 * second reading	only change will be the April 22nd date, which is requested to be changed to April 29th.	with 0 Nays and 0 abstentions.	
7. New Business	None.		
8. For the Good of the Order	Chair DuPuis noted it has been a very intense couple of years for a lot of us. For the good of the Kauhale, she wished everyone the best end of this semester and a good holiday season.		
9. Adjournment	Chair DuPuis adjourned the meeting at 4:09 p.m.		