

COLLEGE COUNCIL MINUTES - October 14, 2022. Approved Nov 4, 2022

<p>College Council Meeting Minutes</p> <p>October 14, 2022, 12:00 to 2:00 p.m</p> <p>Location: Zoom Registration link: https://hawaii.zoom.us/j/92011111111</p> <p>Agenda Oct 14, 2022</p>	<p>Chair: Reshela DuPuis Vice Chair: Neva Supe-Roque (excused)</p> <p>Representatives: Laurel Gregory, Sandra Kama, Ākeamakamae Kiyuna, Alan Ku, GlennDee Kuwaye (proxy), Daniel Loo, Thatcher Moats, Carrie Mospens, Esther Nathanson, Cheryl Pavel</p> <p>Ex-Officio Members: Rachel Solemsaas, Melanie Wilson, Christine Quintana, Kei-Lin Cerf, Taupouri Tangaro</p> <p>Guests: Lissandra Baldan Jenkins, Carrie Butler, Anne Chung, Shae Clark, Toni Cravens-Howell, Kenoalani Dela Cruz, Harold GKW Fujii, Mari Giel, Ian Hirakawa, Tiana Hirota, Meidor Hu, Kesha Kubo, Kanoe Lambert, Tiffany Naea, Luria Namba, Adam Onishi, Michelle Phillips, Tomoko Skinner, Kim Stevens-Suguitan, Noel Tagab-Cruz, Sherise Tiogangco, Nadine Uina, Debbie Weeks, Lisa Yamanaka</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:02 pm</p> <p>By: Reshela DuPuis Minutes: Daniel Loo</p>	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible 	<p>Called to order by Chair</p>	
<p>2. Ascertain quorum</p>	<ul style="list-style-type: none"> Ascertained quorum 	<p>Chair ascertained quorum</p>	
<p>Chair requested a motion to amend the agenda so the</p>	<p>Motion to Approve:</p> <ul style="list-style-type: none"> Motion: Chancellor 	<p>0 Nay 0 Abstentions</p>	

<p>Chancellor could give her update first.</p>	<ul style="list-style-type: none"> ● Second: Ākea Kiyuna <p>Discussion: None</p>	<p>Motion approved by consensus.</p>	
<p>8. Administration Updates A. Chancellor Rachel Solemsaas 1. Chancellor's Update</p>	<p>Given out of order at 12:04 pm:</p> <p>Quite a bit of data is coming from System related to enrollment. Chancellor won't be going through each one, but is providing links to a shared drive.</p> <ul style="list-style-type: none"> ● She does want to mention the analysis of new student enrollments, which was prepared in coordination with P-20 and UH IR folks. The analysis shows characteristics of students, particularly new students. First-time UHCC students coming to us have declined since 2005, from 38%. As part of IPEDS reporting we track first-time cohorts. Looking at first-time Hawaii CC subgroups, we see that Fall 2019 had 698 first-time students, but by 2020 we had lost 24%. Can see by the 3rd year that only 19% were still enrolled with us. 17% of that 698 were able to get a degree awarded, while another 6% transferred. After 3 years about 24% graduated or transferred, we lost 56% of them. Looking at third year outcome trends, as high as 63% of students stopped out. This shows what areas we can focus on to improve our retention rates of our students. ● Highlighted a report from Stupski, which showed great work with the fast application for high school 		

	<p>and early college students. Great progress. There are other opportunities we can improve upon; this is another data set we can talk story about.</p> <ul style="list-style-type: none">● Chancellor wants dedicated time during the November Council meeting to discuss the faculty work-life survey results that were shared with her and the admin team. She appreciates everyone that responded, as it becomes a launch for discussion.<ul style="list-style-type: none">○ There is a link to the analysis that they performed; they tried to do quantitative and qualitative analysis, but weren't provided a lot of qualitative information, so the next step is to open discussion and talk with faculty to learn more. She is also going to try to explore other mechanisms for people to join and talk story. She has seen from faculty about faculty burnout, staffing and backfill, program realignment, retirement/resignations, and here are some ideas on how to support that.○ We do still have to navigate the budget freeze, but the Admin team is working with HR and is committed to hire and proceed with hiring as fast as possible.○ There was also a lot of feedback about campus functionality improvements. What this established is that faculty and staff are eager to step up and do service – come in and paint buildings, etc. Wants to reflect on our facilities, make sure they provide functionality for employees and students.		
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	<ul style="list-style-type: none"> • Lastly, some good news from Sherise, Karla, and Kesha, who are serving as representatives on UHSC (UH Staff Council) as our HawCC representatives. Contact them with questions. 		
<p>3. Approval of Minutes –</p> <p>a) Minutes of August 26, 2022</p> <p>b) Minutes of September 9, 2022</p>	<p>Discussion: None</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> • Motion: Melanie Wilson • Second: Cheryl Pavel <p>Motion to Approve:</p> <ul style="list-style-type: none"> • Motion: Ākea Kiyuna • Second: Estee Nathanson 	<p>0 Nay 0 Abstentions Motion approved by consensus</p> <p>0 Nay 0 Abstentions Motion approved by consensus</p>	
<p>4. Chair's Update</p>	<ul style="list-style-type: none"> • Glenn-Dee Kuwaye is here as proxy for Kate Soto, Rep for Div of Student Affairs. • Neva Supe-Roque (Vice Chair) is unavailable for today's meeting; Carrie Mospens is filling in for her. In case the Chair loses internet access due to the earthquakes, Carrie is authorized to lead the meeting as her proxy. No objections to this. 		

<p>5. Committee Updates/Reports</p> <p>A. Environmental Sustainability Committee (ESC) - Debbie Weeks</p> <p>a. Environmental (Kauhale) Sustainability Committee Fall 2022 Report</p>	<p>ESC is currently down three members, Debbie would like someone from Pāalamanui, can be either faculty or staff. If interested, let Debbie know. Next ESC meeting is probably in two weeks, she is waiting to see if she can recruit another committee member or two before scheduling the meeting.</p> <p>Update:</p> <ul style="list-style-type: none"> • The ESC had a tree planting last April and the kukui nut trees are all looking good. • ESC is working with Hui Malama ‘Aina student clubs, trying to direct them toward cardboard shredding on campus. They do need faculty and staff to support students in these efforts. • Debbie is looking at updating the Sustainability web page for all sustainability efforts at Hawaii CC. Other people are welcome to assist in this project. • Lew Nakamura from AGRprogram has been working with HWST program to re-establish a Manono campus garden. • Friday 10/07/2022, there was a huaka’i to the loko i’a in Keaukaha. Some ESC members attended, as well as students from Debbie’s and Orlo Steele’s classes. Another trip is being planned for November, probably in the morning. Debbie will send an invite. 		
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	<ul style="list-style-type: none"> ● People are using the EV chargers on campus and usage is increasing. The average length of time each person uses the charge is 1.5 hours, because there is a financial charge starting after two 2 hours of use. ● ESC was asked to participate in the first annual EV and Sustainability fair at Prince Kuhio Plaza. Lew Nakamura was there with Dustin Chin (AGR APT) giving out plants and swag, and had lots of positive interactions with the community. ● Top goal is to get a food security fair on campus in conjunction with Master Gardeners, Blue Zone Project. ESC will be starting to work on this now to make sure we have everything. 		
<p>B. Accreditation Steering Committee (ASC) - Co-chairs Christine Quintana, Kanoe Lambert</p>	<p>Accreditation Liaison Officer Kalani Flores is off this semester on sabbatical.</p> <p>Christine Quintana: There will be an ISER mingle on 10/21/2022 in Kaneikeao from 10:00 am – 11:00 am. They are going to review the timeline, have some snacks and food, and want to learn from others regarding their experience with the ISER process. There is also a training session on 10/25/2022 with ACCJC officers. The Chancellor sent out an email to campus and may have invited you. The session is scheduled for 12:30 pm – 3:30 pm, looking at holding it at the Manono cafeteria.</p>		

	<p>Chair DuPuis: Reminder - We are about halfway through the accreditation cycle, last spring we submitted our Midterm report to AJCC. The work is really going to start ramping up now. Thanks to Christine and Kanoe for working with Kalani and taking leadership.</p>		
<p>C. COVID Steering Task Force & HEERF Funding - Rachel Solemsaas and iVCAS Jodi Mine</p>	<p>Chair requested a motion to defer this item to the next meeting, November 4th, because neither presenter is in attendance.</p> <p>Discussion: None</p> <p>Motion to Defer:</p> <ul style="list-style-type: none"> ● Motion: Christine Quintana ● Second: Laurel Gregory 	<p>0 Nay 0 Abstentions Motion approved by consensus</p>	
<p>D. QFE - IP Implementation Task Force - Grace Funai</p>	<p>Chair requested a motion to defer this item to the next meeting, November 4th, because the presenter isn't in attendance.</p> <p>Discussion: None</p> <p>Motion to Defer:</p> <ul style="list-style-type: none"> ● Motion: Christine Quintana ● Second: Laurel Gregory 	<p>0 Nay 0 Abstentions Motion approved by consensus</p>	

<p>E. QFE - IP Budget Allocation Task Force - Grace Funai and Rachel Solemsaas</p>	<p>Chair requested a motion to defer this item to the next meeting, November 4th, because neither presenter is in attendance.</p> <p>Discussion: None</p> <p>Motion to Defer:</p> <ul style="list-style-type: none"> • Motion: Christine Quintana <p>Second: Laurel Gregory</p>	<p>0 Nay 0 Abstentions Motion approved by consensus</p>	
<p>6. Old Business</p> <p>A. Haw 4.201: Integrated Planning for Institutional Effectiveness, proposed revisions*</p> <p>i. Haw 4.201: Integrated Planning for Institutional Effectiveness. revised May 4, 2018 (current version)</p> <p>ii. Haw 4.201: proposed revisions, red-line</p> <p>iii. Haw 4.201: proposed revisions, clean</p> <p>second reading</p> <p>*proposed revisions align with the QFE-IP plan approved by the Council, April 8, 2022</p>	<p>Chair requested a motion to approve Old Business A.</p> <p>Discussion: None</p> <p>Motion to Approve:</p> <ul style="list-style-type: none"> • Motion: Melanie Wilson • Second: Ākea Kiyuna <p>This is now the approved revision of this policy. Next step is that it goes to the Chancellor for her approval. Once the Chancellor approves, the policy will be posted on the Hawaii CC website in the policy section, with today's date as the revised date.</p>	<p>0 Nay 1 Abstention (Cheryl Pavel) Motion approved by consensus with one abstention</p>	

<p>7. New Business</p> <p>A. Haw 7.521: Academic Renewal Policy</p> <p>i. HAW 7.521 - Academic Renewal Policy - Current</p> <p>ii. HAW 7.521: proposed revisions, redline</p> <p>iii. HAW 7.521: proposed revisions, clean</p> <p>first reading</p>	<p>Christine Quintana: Student Affairs has been reviewing various policies to make sure they are still relevant.</p> <p>Kenoa Dela Cruz: HAW 7.521 is the academic renewal policy, which has been in place since 2009. The subcommittee looked at the current policy and also referred to samples, including similar policies from UH Hilo and UH Maui College (who based their policy off of ours).</p> <ul style="list-style-type: none"> ● We cleaned up the language in referring to Hawaii CC; ● added the purpose of the policy; ● mentioned students who are receiving veteran's benefits, as they'd need to inquire with a veterans-related staff member. ● We also added that academic renewal doesn't repeal or replace the repeating course policy that the College already has, or the exception process. ● We also cleaned up some of the language and made readability changes. <p>For those unfamiliar with the policy: A student has the opportunity to have one Hawaii CC semester excluded, although it still remains on their transcript.</p> <p>Chair DuPuis: Asking RReps to take this out to their constituents; any questions can go to Christine or Kenoa. This will come up for second reading on November 4th; if anyone still has concerns or needs more time for their</p>		
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	<p>constituencies to review, then we can schedule it forward for a third reading in December.</p> <p>Discussion: None</p>		
<p>8. Administration Updates</p> <p>A. Chancellor Rachel Solemsaas</p> <p>1. Chancellor's Update</p>	<p>Given out of order at 12:04 pm, see above.</p>		
<p>B. iVC Academic Affairs Melanie Wilson</p> <p>1. Book Club flyer</p> <p>2. Faculty Writers Retreat flyer</p>	<p>Update on some positions:</p> <ul style="list-style-type: none"> ● Speech and Psych positions (Liberal Arts): Committees are looking to hire for Spring. ● “Critical to Fill” form has been submitted for the CTE Dean position, now waiting on that. <ul style="list-style-type: none"> ○ We now have to fill out a Critical to Fill form for any position. Doesn’t matter what the position is – old, new – we have to fill out that form to get permission, so need to take that into account. <p>VCAA advisory group: Met for the first time this week, will meet again in Spring. In the meantime, will send out a survey, also invited people who came and inviting everyone to reach out to her with questions about anything, big or</p>		

small, to open up the lines of communication. One message that has come through is we are either not listening to each other or we don't have ways that we are comfortable communicating with each other. Everyone is encouraged to join the group if they want to, it only meets once a semester.

Faculty writers group: Third meeting will be up at the Mauna Kea recreation area featuring Tangaro Taupouri. This is a cost-free event for all faculty and lecturers. Transportation is provided from the Manono campus; leave at 9:00 am, return in the afternoon.

Grading for Equity book club: Meeting this afternoon. It is a continuation of a club started in the summer. We are reading "Year of Grading for Equity", and want to spread the news and encourage everyone to join. The meeting will be held in Kaneikeao and there will be refreshments; they are also meeting by Zoom if you want to attend that way. You don't have to have read the book to attend, it's a discussion book club, sharing ideas that will help students be successful.

Melanie met with a faculty member last week whose class was on the list for having high D's and W's. They took a deep dive into the data and learned that the problem was the W's, not the grading. They came up with some easy ideas that they'll put into place, partly by using support services already in place here at the College. She is hoping this is how it will go, focusing on solutions for student

	<p>success, and not focusing on the instructor – more of a holistic focus on how to help students in the course. Thank you to the Academic Senate for that.</p> <p>Renewal of digital tools, including Kahoot and Edpuzzle: If you are interested in any of those, let Melanie know and she'll connect you to the right person.</p> <p>AAUW (American Association of University Women) will allow students to become members for free. While on an AAUW retreat in Volcano last month, Melanie was inspired to start an internship program here on Manono campus, as other campuses already have them. She made a connection with some students from other campuses and is hoping to start that here. Michelle Phillips, Claudia Wilcox-Boucher, and Jen Sims were all at that retreat, folks can reach out to them if interested.</p>		
<p>C. VC Student Affairs Christine Quintana 1. VCSA Update</p>	<p>Mahalo to Tomoko Skinner, No'el Tagab-Cruz, and Craig Mitchell for coordinating Kauhale day. They were able to bring different resources, we hope everyone was able to enjoy.</p> <p>As we get close to the end of year, it's financial aid and scholarship season. The FAFSA app opened on October 1st for the 23-24 school year. Please encourage all students to fill out FAFSA, the deadline is March 1, 2023.</p>		

	<p>Craig Mitchell will organize a Scholarship Live event, probably in early December. If you're interested in serving with Craig, please reach out to him.</p> <p>Student life: Need help with telling students to get out and vote. We are just shy of the votes needed to ratify the new constitution and bylaws. Christine included a link in her report, please encourage students to vote. Keshia Kubo and Tagi Qolouvaki are co-advisors for Student Publications, please recommend students to serve.</p> <p>Student fees are currently suspended, Christine further has recommended they be suspended for Spring 2023.</p> <p>Emergency relief: Committee has been working hard to get money out to students. Quick recap: about \$383,000 has been awarded to 386 different students; they still have some pending funds for non-credit students and credit students.</p> <p>DSA workshops: Click on the link in her report, there are faculty and staff workshops as well as a list of different workshops that different DSA members are putting on for the campus. Counseling has put together different workshops for students, so please encourage students to participate. There will be different topics throughout the school year, so please help students sign up for workshops.</p>		
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	<p>Early Alert: Mahalo to all instructors who submitted referrals. We miss Starfish because it automated that process, but we are now using Google Forms to identify students who need support. So far, we've received 102 referrals for 97 students. Counselors are now reaching out to those students, and close-the-loop emails will be sent to instructors. Starfish was helpful in the sense that we could refer multiple students more efficiently; now that it's in Google Forms, we're identifying students individually.</p> <p>She wishes everyone happy Friday, have a great weekend, thank you for all the work you do!</p>		
<p>D. iVC Administrative Services Jodi Mine</p>	<p>Chair requested a motion to defer this item to the next meeting, November 4th, because the presenter isn't in attendance.</p> <p>Discussion: None</p> <p>Motion to Defer:</p> <ul style="list-style-type: none"> ● Motion: Melanie Wilson ● Second: Estee Nathanson 	<p>0 Nay 0 Abstentions Motion approved by consensus</p>	
<p>9. For the Good of the Order</p>	<ul style="list-style-type: none"> ● Reminder from Chair DuPuis: All are encouraged to look at Chancellor's update, specifically the surveys. 		

	<ul style="list-style-type: none"> ● The next College Council meeting is only three weeks away, Nov 4th, because of the Thanksgiving holiday. ● Cheryl Pavel: Hawaii CC Nursing program was rated as 3rd overall in the state with very limited staffing, we have been doing that for the past five or six years. 		
10. Adjournment Time: 1:08 pm	<p>Motion to Adjourn:</p> <ul style="list-style-type: none"> ● Motion: Melanie Wilson ● Second: Ākea Kiyuna 		