

COLLEGE COUNCIL MINUTES - September 8, 2023. Approved by Consensus. 2023-10-13

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| <p>College Council Meeting Minutes September 8, 2023 12:00 to 2:00 p.m.</p> <p>Location: Zoom Registration: https://hawaii.zoom.us/meeting/register/tJ0lduCvpj4uGNxtlPfn-Bk2nGsXRmtAq9TJ</p> <p><u>Agenda of Sept. 8, 2023</u></p> | <p>Chair: Reshela DuPuis Vice Chair: Brenda Watanabe</p> <p>Constituency Representatives: Kate DeSoto, Lisa Fukumitsu (proxy ASU), Melissa Garcia, Laurel Gregory, Alan Ku, Ākea Kiyuna, Daniel Loo, Thatcher Moats, Estee Nathanson, Jana Smith, Orlo Steele, Lisa Yamanaka</p> <p>Ex-Officio Members: Interim Chancellor Susan Kazama, VCAA Kimberley Collins, VCAS Jodi Mine, Dean Carrie Mospens</p> <p>Guests: Precious Atendido, Lissandra Baldan Jenkins, Jeanne Batallones, Carrie Butler, Patrick Chong, Anne Chung, Shae Clark, Toni Cravens Howell, Tanya Dean, Kenoalani Dela Cruz, Harold GKW Fujii, Grace Funai, Pearla Haalilio, Meidor Hu, Kesha Kubo, Kanoë Lambert, Tamera Loveday, Callie Martin, Luz Miguel, Tiffany Naea, Luria Namba, Adam Onishi, Tomoko Skinner, Sherise Tiogangco, David Tsugawa, Warren Walker, Debbie Weeks</p> |
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| Topic | Discussion | Action/Person Responsible | Target Date |
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| <p>1. Call to Order: 12:04pm</p> <p>By: Reshela DuPuis Minutes: Ākeamakamae Kiyuna</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 | Resh DuPuis | |
| <p>3. Approval of Minutes</p> <ul style="list-style-type: none"> ● <u>Minutes of August 25, 2023</u> | <p>Discussion:</p> <ul style="list-style-type: none"> ● Comment - Kate De Soto <ul style="list-style-type: none"> ○ Did everyone have access? Did not have access, so could not review minutes. | | |

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| | <ul style="list-style-type: none"> ○ Access granted and a few minutes given to review minutes from August 25, 2023 meeting. <p>Motion to Approve as is:</p> <ul style="list-style-type: none"> ○ Motion: Janet Smith ○ Second: Kate De Soto <p>Minutes approved by consensus</p> | <p>Motion approved by consensus</p> | |
| <p>4. Chair's Update</p> | <ul style="list-style-type: none"> ● The Council has 8 standing committees and 1 task force so far this year. ● In the spirit of transparency, all Council committees and task forces are asked to report on a regular basis. ■ Chair is working with committee chairs to develop a rotating schedule for this year. Hoping that everyone can report back to the Council at least once a semester, plus an end of year written summary report in May. ● Nominations for a Vice-Chair <ul style="list-style-type: none"> ● Brenda Watanabe will be Vice-Chair in Fall and will become Chair in January 2024 per the Council's vote last Spring. ● Chair will be calling for nominations for new Vice-Chair for Spring 2024 and AY24-25 at the October meeting. | | |

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| | <ul style="list-style-type: none"> ■ Please reach out and talk to constituents about potential nominations to put forward. ● Protocol & Process <ul style="list-style-type: none"> ● The College Council website link is at the top of the agenda. Items include; <ul style="list-style-type: none"> ■ Form for proposed agenda items ■ Schedule of College Meetings ■ Membership Roster ■ Note-taker Schedule ■ Charter <ul style="list-style-type: none"> ● Gives clear direction as to how proxy works <p>If you have questions, please check the College Council website</p> <ul style="list-style-type: none"> ● Members excused from attendance today: <ul style="list-style-type: none"> ■ Two admins and 1 ex-officio excused for today: Christine Quintana, Kei-Lin Cerf, and Taupouri Tangaro ● Lisa Fukumitsu is acting as proxy for Sandy Kama (ASU) ● Orlo Steele is the Liberal Arts Council Rep for this meeting | | |
| 5. Old Business | <ul style="list-style-type: none"> ● Motion to approve the revision | | |


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| <p>A. Proposal to revise the AY 2023-2024 Schedule of College Meetings to switch all meetings of March 1, 2024 and March 8, 2024 to accommodate the UHCC System’s change in the date of the HISSI conference.</p> <p>Schedule of College Me...</p> | <ul style="list-style-type: none"> ○ Motion: Kate De Soto ○ Second: Thatcher Moats ○ Discussion <ul style="list-style-type: none"> ■ none ○ Vote <ul style="list-style-type: none"> ■ Approved by consensus | <p>Motion approved by consensus</p> | |
| <p>B. Policy Review, HAW 7.208 and HAW 7.209</p> <p>i. HAW 7.208 Transfer ...</p> <p>ii. HAW 7.209 Transferri...</p> <p>iii. HAW 7.208 Proposed Revisions - red line (full version)</p> <p>iv. HAW 7.208 Proposed Revisions - clean (full version)</p> | <ul style="list-style-type: none"> ● Motion to approve proposal <ul style="list-style-type: none"> ○ Motion: Lisa Yamanaka ○ Second: Kate De Soto ● Discussion <ul style="list-style-type: none"> ○ Comment , Kate DeSoto: <ul style="list-style-type: none"> ■ DSA - please see the two comments on the clean version: <ul style="list-style-type: none"> ■ At the end of the Purpose section, add, “This policy does not apply to prior learning assessment (PLA).” ■ #14: If a course that was already taken at Hawai'i CC is repeated at another UH System campus then the external credit will be transferred in only when needed to fulfill unmet program | | |

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| | <p>requirements. The external grade earned will not be used in the calculation of their Hawai'i CC GPA.</p> <ul style="list-style-type: none">○ Comment, Lisa Fukumitsu<ul style="list-style-type: none">■ ASU - Comment on the Clean Version on #13: Concern is if students are taken courses at another institution, why wouldn't those courses count towards GPA■ Answer, Larissa Leslie, This requirement is part of UHCC policy.○ Comment ,Sherise Tiogangco, Registrar<ul style="list-style-type: none">■ Home campus GPA will only reflect home campus grades.■ When transferring credit, credits will transfer, not the grade.■ This is from a UH System policy, not just a HawCC policy.■ DSA is trying to work within what parameters we have right now while logistics are figured out in the future.○ Comment, Chair DuPuis<ul style="list-style-type: none">■ Since there are a lot of comments to amend the policy, we may want to have an amendment to the original motion to approve it; OR we can have a motion to defer the vote on this policy to the October meeting. | | |
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| | <ul style="list-style-type: none"> ■ Approved by consensus <p>DSA will get a clean and final version with amendments to College Council Chair, who will forward it to the Chancellor for signature and posting.</p> <ul style="list-style-type: none"> ● Point of Order, Kate DeSoto <ul style="list-style-type: none"> ■ Did we vote on it last time to abolish HAW 7.209? ● Chair's Response: The recommendation in the original DSA proposal that we just approved includes abolishing HAW 7.209 since the new HAW 7.208 covers those areas. ● Chair called for a Motion to abolish Haw 7.209 if the members feel we need one. <ul style="list-style-type: none"> ■ No motion was advanced, Chair noted the issue is settled. | | |
| <p>C. Proposal to open a Task force to review the Hawai'i CC Institutional Guiding Statements: <u>Mission, Vision and Institutional Learning Outcomes (ILOs)</u> Governing documents for this review: <u>College Council Charter,</u> <u>HAW 4.202 Assessment Policy.</u> ACCJC Standard 1-A-4, ER6: see <u>HawCC 2018 ISER</u>, p. 60</p> | <ul style="list-style-type: none"> ● The College is required to do at least a review of our Mission statement for ACCJC accreditation <ul style="list-style-type: none"> ○ Needs to be done every five years, should have been done last year. ○ Proposal to open a task force, potentially chaired by Kalani Flores, our ALO. ● Motion to approve the proposal for a task force <ul style="list-style-type: none"> ○ Motion: Janet Smith ○ Second: Ākeamakamae Kiyuna | | |

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| | <ul style="list-style-type: none">○ Discussion<ul style="list-style-type: none">■ Question, Jana Smith<ul style="list-style-type: none">● Not clear about what the task force would be doing● Not necessarily looking for changes unless people say we need it■ Response, Chair<ul style="list-style-type: none">● Task force can be open for a year according to the Charter.● Potentially, the Task force would get feedback from the Kauhale and come up with a draft of revisions if needed.● If changes are suggested, the Mission statement would need to go to the Board of Regents for their final approval.● Chair provided some background for discussion:<ul style="list-style-type: none">● The College last voted in 2018; vote included the six Institutional Learning Outcomes (ILOs), as well as some changes to the Mission and Vision statements.● At that time, the one item that got deleted from the earlier Mission was our motto, E 'Imi Pono, | | |
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| | <ul style="list-style-type: none"> ● There has been some discussion over the years that we should have an ILO about leadership. <p>Motion to approve a Task force to review the Mission and other Guiding Statements approved by consensus.</p> | Motion approved by consensus | |
| 6. New Business | | | |
| 7. Administration Updates A. Chancellor Susan Kazama <u>Fall 2023 - College Council Updates</u> | Please see the interim Chancellor’s written report at the link on the agenda. <ul style="list-style-type: none"> ● Going to have an open forum for the CTE Dean <ul style="list-style-type: none"> ○ One candidate, Klaus Tenbergen, will be in person on Thursday and Friday (9/14-15) <ul style="list-style-type: none"> ■ Pāalamanui (9/14, 8:30am - 9:30am), Kō (9/14, 2pm - 3pm) and Manono (9/15, 10:30am - 11:30am) ● President’s Emerging Leadership Program (PELP) is starting up again. <ul style="list-style-type: none"> ○ Building leadership at our college campuses ○ participants go over budgeting, management, leadership, strategic planning, etc ○ Great way to network with people across the system ● UHCC Systemwide Go2Knowledge <ul style="list-style-type: none"> ○ Training and professional development ○ Sign up for free for an account | | |


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| | <ul style="list-style-type: none"> ● Professional Development Fund <ul style="list-style-type: none"> ○ HEERF funds have been used to fund professional development ○ Won't have that kind of funding anymore ○ Smaller pot of funding <ul style="list-style-type: none"> ■ Looking at a process and criteria for vetting requests (probably through a committee) that will be open and transparent ■ Comment, Kate De Soto <ul style="list-style-type: none"> ● There was a process that existed in the past few years under the Faculty/Staff Development Committee. ● That FSDC group would review the applications and send them to the administration for approval. ● UH Foundation <ul style="list-style-type: none"> ○ Mahalo Donor and Student Scholarship recognition breakfast: September 22, 2023, 7:30am, Cafeteria | | |
| <p>B. VC Academic Affairs Kimberley Collins</p> <p> VCAA College Council Up...</p> | <p>Please see the VCAA's written report at the link on the agenda.</p> <ul style="list-style-type: none"> ● Western Interstate Commission on Higher Education (WICHE) has made the decision to sunset Interstate Passport at the end of the 2023 calendar year. | | |

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| | <ul style="list-style-type: none">○ It was a way to articulate GenEd courses across the nation○ Comment, Kanoe Lambert: The memo that is attached in the report has campus timeline and commitment.○ Institutions involved are committed to the essence of what the passport provided● Classrooms<ul style="list-style-type: none">○ Email Joe Zappala (jzappala@hawaii.edu) with concerns about sound in classrooms that are being used to connect by video.○ Working to upgrade the sound and microphone needs during the Fall 2023 term.<ul style="list-style-type: none">■ We want to ensure that we really have engagement when using technology for instruction.● Network Disruption<ul style="list-style-type: none">○ The computer services assistance request system is not working properly.<ul style="list-style-type: none">■ Please email requests to hawcchd@hawaii.edu○ Please do not email/phone ACU staff<ul style="list-style-type: none">■ Work with your supervisor and send an email to the address above if your issue still cannot be resolved○ We are about 85% done with what needs to be addressed. | | |
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| | <ul style="list-style-type: none"> ■ Some issues are going to take all the way through December to work through. ○ Thank You Week next week to thank the ACU staff <ul style="list-style-type: none"> ■ Bring Food/Refreshments donations to the business conference room at upper campus. ■ Thank you notes will be available to write out and will be given to them. ■ If you would like to participate, you can speak with VCAA Kimberley Collins. ● Question, Tanya Dean: Is someone already coordinating sending over a signed card or something from PAL? <ul style="list-style-type: none"> ○ Response, VCAA Collins <ul style="list-style-type: none"> ■ Kalei is the coordinator for this but VCAA will be at Pāalamanui on Friday and can collect anything from there and will bring it back to the ACU team. | | |
| <p>C. VC Student Affairs Christine Quintana</p> <p><u>Fall 2023 - DSA Running Update</u></p> | <p>Please see the VCSA's written report at the link on the agenda.</p> <ul style="list-style-type: none"> ● VCSA Christine Quintana is off-island ● If you have questions, please email them to her: cdamate@hawaii.edu | | |

D. VC Administrative Services

Jodi Mine

 College Council 2023-...

Please see the VCAS's written report at the link on the agenda.

- Jodi Mine shared photos of the renovations progress on campus
 - Physics Lab
 - Biology Prep room
 - Flooring not done yet because still waiting for a hood to come in
 - Restroom in 379
 - Laying down tile today
 - Should be returned to us sometime this Fall
 - Opened up 394 restrooms in the Art Building
 - Comment, Jana Smith: Are these gender neutral bathrooms?
 - Response, VCAS Mine: The restrooms in Building 379 will be gender neutral
- Hawai'i CC Polo Shirts
 - Working with Colby Koreyasu to coordinate an embroidered logo wear order
 - Looking to open up an online store
 - Still in the planning stage
 - Hoping to start ordering sometime in the next few weeks
- Trying to include a list of personnel positions in VCAS report
 - Filled, not filled, identified to post

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| | <ul style="list-style-type: none"> ○ More staffing info will be coming during the November Council meeting. | | |
| <p>8. For the Good of the Order</p> | <ul style="list-style-type: none"> ● Debbie Weeks <ul style="list-style-type: none"> ○ Service Learning sessions at the Loko I'a <ul style="list-style-type: none"> ■ Friday, October 6, 9am - 12pm and 12:30pm - 3:30pm ■ Link to sign up on a <u>Google Form</u> <ul style="list-style-type: none"> ● Open to all faculty, staff and students at Hawai'i CC ● Ākeamakamae Kiyuna <ul style="list-style-type: none"> ○ Mahalo to all who came out for Māla Day ○ We have some huli in the HLS office if anyone would like to take some to plant at your homes ○ Māla Days are the 2nd Friday of every month <ul style="list-style-type: none"> ■ 10am - 11:30am ■ HLS Māla Area (between Bldg 382 and 380) ● Interim Chancellor <ul style="list-style-type: none"> ○ Kauhale Day is September 29, 2023 ● Jana Smith <ul style="list-style-type: none"> ○ Academic Senate meeting in two weeks ● Tanya Dean <ul style="list-style-type: none"> ○ AVID training ○ https://www.smores.com/nqm6g-high-engagement-strategies?ref=email | | |

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| 9. Adjournment Time: 1:16pm | | | |
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