

COLLEGE COUNCIL MINUTES - Sept 13, 2024 Approved by consensus

<p>College Council Meeting Minutes September 13, 2024, 12:00pm-2:00pm Location: Zoom</p> <p>Meeting Agenda (link): College Council AGENDA, Septemb...</p>	<p>Chair: Brenda Watanabe Vice Chair: Rachel Louis</p> <p>Representatives: Ākeamakamae Kiyuna, Lisa Yamanaka, Katie Young Yamanaka, Patrick Chong, Ku'ulei Kanahele, Laurel Gregory, Jana Smith, Estee Nathanson, Sherise Tiogangco, Emily Zappeto</p> <p>Ex-Officio Members: Susan Kazama, Kimberley Collins, Christine Quintana, Jodi Mine, Kimberly Griffis, Carrie Mospens, Taupouri Tangaro</p> <p>Kauhale: Tiffani Amana, Channel Babagay, Lissandra Baldan Jenkins, Calvin Black, Carrie Butler, Steve Capeder, Patrick Chong, Anne Chung, Sharon Dansereau, Kenoalani Dela Cruz, Reshela DuPuis, Kaipo Dye, Harold Fujii, Grace Funai, Eri Hall, S. Miyo Hall-Kennedy, Sheldon Higa, Robyn Kalauli, Drew Kapp, Kesha Kubo, Samantha Kubota, Nancy Kunishige, Glenn-Dee Kuwaye, Tamera Loveday, Tiffany Naea, Luria Namba, Rennette Pacheco, Donna Pacheco, Deseree Salvador, Henry Sanborn, Michael Skinner, No'el Tagab-Cruz, Wailani Walker,</p>
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Topic	Discussion	Action/Person Responsible	Target Date
<p>1. Call to Order: 12:02pm</p> <p>By: Brenda Watanabe Minutes: Ākea Kiyuna</p>	<ul style="list-style-type: none"> Meeting will not be recorded Keep video and mic off unless speaking Use chat whenever possible 		
2. Ascertain quorum	<ul style="list-style-type: none"> Chair ascertained quorum 	Brenda Watanabe	

<p>3. Approval of Minutes</p> <ul style="list-style-type: none"> • Meeting minutes for August 23, 2024 	<p>Motion to Approve:</p> <ul style="list-style-type: none"> ○ Motion: Kimberley Collins ○ Second: Esther Nathanson <p>Discussion:</p> <ul style="list-style-type: none"> • Esther Nathanson <ul style="list-style-type: none"> ○ I think the ALO update should say, “Make sure that all program and units web pages are up to date which is part of the ISER standard.” Remove the word “not” <ul style="list-style-type: none"> ■ Brenda removed “not” from the minutes <p>Minutes approved by consensus</p>		
<p>4. Chair’s Update</p>	<ul style="list-style-type: none"> • Thank you to everyone for learning about and sharing about our Kauhale • Discussions with Chancellor about changes in the UH system <ul style="list-style-type: none"> ○ email about the two finalists for UH President <ul style="list-style-type: none"> ■ check emails from September 11, 2024 announcement about public forums ■ Hawai’i Island <ul style="list-style-type: none"> • September 24, 2024 at UH Hilo • October 1, 2024 at UH Hilo ■ Hoping to have a new UH President start on January 1, 2025 ○ Mike Unebasami retiring at the end of November <ul style="list-style-type: none"> ■ Search to fill his position 		

	<ul style="list-style-type: none"> ■ Chancellor Kazama - hoping to get someone in before the end of the year ○ Della Teraoka is the current Interim UH VPCC ■ no news about filling this position 		
5. Old Business			
A. Committee and Task Force	Inform College Council chair of committee and task force chairs.		
B. Committee End of Year Reports <ul style="list-style-type: none"> a. List of Committees and Task Force Reports b. Proposed schedule for committees to share updates 	<ul style="list-style-type: none"> ● Please submit as soon as possible <ul style="list-style-type: none"> ○ Some committees have yet to submit, mahalo to those who have ○ Will help us during the accreditation process <ul style="list-style-type: none"> ■ Reports are an excellent way to show what the committees are doing ● Proposed schedule <ul style="list-style-type: none"> ○ Have the committee chair or a representative share to the college council about current work <ul style="list-style-type: none"> ■ Accreditation Steering Committee to give an update at the October 11, 2024 College Council meeting 		
C. Policy Revision: HAW 1.001 Policy and Procedures Manual	<ul style="list-style-type: none"> ● Links in the agenda are not correct <ul style="list-style-type: none"> ○ Links will be updated ○ Voting on this policy revision will be deferred to the October meeting 		

<p>a. HAW 1.001 Current Policy</p> <p>b. HAW 1.001 Red Line Version</p> <p>c. HAW 1.001 Proposed Revision</p> <p>Second Reading, deferred from September meeting. Discussant: Christine Quintana</p>	<ul style="list-style-type: none"> ● VC CHristine Quintana <ul style="list-style-type: none"> ○ on the Red-Line version <ul style="list-style-type: none"> ■ Created a chart form for each policy so that it is clearer to see who is the reviewing authority and the governance ■ Made it clear on who is responsible for updating the website ■ Added language to state that the Administrator in charge will recommend the effective policy date ○ The goal is to provide clarification on the process 		
<p>D. HawCC Strategic Plan, Ka'ao Ka'ika'i: Reshela DuPuis</p>	<ul style="list-style-type: none"> ● Co-Leads: Resh and Tangaro ● Quick background and thank you on how Ka'ao Ka'ika'i came to be ● Program and Unit Review writers will be invited to attend a training and focus group work <ul style="list-style-type: none"> ○ Huis based on divisions, departments, programs ○ small group work ○ Will be working with DCs and Deans ○ Identify how on-going actions and new visions are aligned to 5 Ka'ika'i ○ Trainings to start at the end of September ○ Program and Unit Review process has Ka'ao Ka'ika'i integrated within it ● Informed by Kauhale members and deep discussions 		

	<ul style="list-style-type: none"> ○ Unified, collective, cohesive vision for our future as a college ● Developing foundational principles statements for our college <ul style="list-style-type: none"> ○ UH System has good statements, but not particular to our island ● Conversations on developing metrics for each ka'ika'i (<i>core commitments</i>) <ul style="list-style-type: none"> ○ What does it look like for our island ● Question - Brenda Watanabe <ul style="list-style-type: none"> ○ Looking at feedback from the task group to inform what the metrics will look like? <ul style="list-style-type: none"> ■ Reshela: will have another set of sessions to begin to fine-tune and will continue discussions with other constituents <ul style="list-style-type: none"> ● Will present towards the later part of the Spring 2025 semester so that College Council and Academic Senate have time for discussions and votes ■ Tangarō: metrics first driven by the programs and units <ul style="list-style-type: none"> ● Will come in to compliment, but metrics coming from programs and units 		
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	<ul style="list-style-type: none"> ○ A lot of working within our disciplines outside, so it is exciting to see it happening in different ways 		
6. New Business			
A. Integrated Planning Timeline : Grace Funai	<ul style="list-style-type: none"> ● In the second year of the new Integrated Planning Timeline ● Thank you to Daniel Fernandez for updating all of the information on new website <ul style="list-style-type: none"> ○ able to find all of the information ○ Scroll down to the bottom → tab for Institutional Effectiveness <ul style="list-style-type: none"> ■ will find all of the information that was talked about for the past 5-6 years ○ “Institutional Effectiveness Infographics” <ul style="list-style-type: none"> ■ visuals for institutional effectiveness plan ○ Timeline – a way to see how these different pieces fit together and overlap <ul style="list-style-type: none"> ■ Green section → budgeting ■ Blue section → planning <ul style="list-style-type: none"> ● Programs/Unites Annual or Comprehensive Review (October - December) ● VCs/Directors review with Division members to develop 		

	<p>Implementation Plan (January - February)</p> <ul style="list-style-type: none"> ■ Burnt Orange section → reporting out ■ Looking to administration to firm up final budget <ul style="list-style-type: none"> ● updated based on Tuition & Fee Revenue ■ Still a work in progress <ul style="list-style-type: none"> ● still working on fine-tuning things ■ Notifications on when B-Budget requests from Programs/Units go to respective administrators ○ Resource Requests <ul style="list-style-type: none"> ■ Sheet to show all of the requests, what is the status of the request <ul style="list-style-type: none"> ● Always accessible and transparent ○ Should have the most up-to-date information ● Brenda Watanabe <ul style="list-style-type: none"> ○ Coming up in October are Programs/Units Annual or Comprehensive Review <ul style="list-style-type: none"> ■ This will impact what budget requests are ■ If there are delays, the next action can also be delayed ■ This timeline infographic helps to see how one piece impacts the next ● Grace Funai 		
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	<ul style="list-style-type: none"> ○ Process moves on and we don't want you to be left behind <ul style="list-style-type: none"> ■ If you have any questions, please reach out for help ● Reshela DuPuis <ul style="list-style-type: none"> ○ When all of this was approved by College Council last year, this is a pilot, so we're not sure if this is going to work yet <ul style="list-style-type: none"> ■ We are now in year 2 <ul style="list-style-type: none"> ● The reporting schedule from Administration may need to be adjusted ● May need to have some wiggle room and revisions to the timeline ○ Want these to be living documents and living processes <ul style="list-style-type: none"> ■ We have a good blue print ● Grace Funai <ul style="list-style-type: none"> ○ Some previously existing components have just been moved <ul style="list-style-type: none"> ■ Program/Unit Review ■ Assessment ○ Ka'ao Fact Book <ul style="list-style-type: none"> ■ Updated with a few additional pieces <ul style="list-style-type: none"> ● Additional Data → more definition and information about what the different portals are 		
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	<ul style="list-style-type: none"> ■ If you don't find the data you need, you can submit a data request <ul style="list-style-type: none"> ● Currently going to Kimberley ● Link to Data Request ● Academic Senate has a Data Committee (Donala Kawaauhau Chair) that can also help ○ Surveys and Effectiveness Data <ul style="list-style-type: none"> ■ Any surveys given to Kauhale or to students can be reported here for transparency <ul style="list-style-type: none"> ● see how the college is doing and see the feedback from the Kauhale ○ All compiled into one site to find information on all of the components that went in to the Institutional Effectiveness Plan ● Chancellor Susan Kazam <ul style="list-style-type: none"> ○ Mahalo for the timeline. It keeps everyone accountable 		
B. Title IX: Miyo Hall-Kennedy	<ul style="list-style-type: none"> ● Title IX Overview <ul style="list-style-type: none"> ○ law that we have to abide by, passed in 1972 by Patsy Mink (co-author) ○ Prohibits gender and sex discrimination in education <ul style="list-style-type: none"> ■ Includes transgender students projected in HI as of January 2021 		

	<ul style="list-style-type: none"> ● Interim Policy on Sex Discrimination - EP 1.204 <ul style="list-style-type: none"> ○ August 1, 2024 <ul style="list-style-type: none"> ■ Can be viewed on the Title IX website ○ Sex-Based Harassment <ul style="list-style-type: none"> ■ Sexual harassment and other harassment on the basis of sex ○ Retaliation <ul style="list-style-type: none"> ■ AP 1.204 ○ Responsible Employee <ul style="list-style-type: none"> ■ anyone employed within the UH system ■ No time limit on making a report, unless it is an imminent situation ○ Response to Notice of Pregnancy <ul style="list-style-type: none"> ■ employee must provide contact information of the Title IX Coordinator ■ Inform that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school's education program or activity ○ Title IX Situation <ul style="list-style-type: none"> ■ Provide options for continuing the conversation ■ Confidential Advocate for Hawai'i CC is Kate De Soto (concerns re: students) <ul style="list-style-type: none"> ● email: advocate@hawaii.edu (concerns re: employees) 		
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	<ul style="list-style-type: none"> ■ Submit Title IX report through the website <ul style="list-style-type: none"> ● https://hawaii.hawaii.edu/titleix <ul style="list-style-type: none"> ○ select “Report an Incident” ● QR Code <div data-bbox="1129 443 1348 630" data-label="Image"> </div> ■ After Reporting <ul style="list-style-type: none"> ● Refer anything to do with the initial report to the Title IX Coordinator <ul style="list-style-type: none"> ○ Grievance Process AP 1.201 		
87 Administration Updates A. Chancellor Susan Kazama Chancellor College Council Update AY2024-2025	<ul style="list-style-type: none"> ● President Candidates <ul style="list-style-type: none"> ○ Please take time to attend ● Kauhale Day - October 18, 2024 <ul style="list-style-type: none"> ○ morning ○ Campus beautification, food and fun ○ Still working with Steve on what we can do ○ Getting a master list of all the building spaces ○ Coming up with something fun ● Summer Tuition Pilot Proposal <ul style="list-style-type: none"> ○ \$131/credit hour for Summer 2025 		

	<ul style="list-style-type: none"> ○ Link to the proposal on the agenda ○ Listening to student feedback on the high cost of summer tuition ● Committee on Committees <ul style="list-style-type: none"> ○ HAWCC Policy 3.301 ○ 5 serving members ○ Proposals for new committees coming in <ul style="list-style-type: none"> ■ will see it on the October meeting agenda 		
<p>B. VCAA Kimberley Collins</p> <p>VCAA College Council Update AY 2024-2025</p>	<ul style="list-style-type: none"> ● EP 5.231 Micro-Credentials <ul style="list-style-type: none"> ○ UHCC determined that the community colleges should be working on credit rather than non-credit ● ACCJC DE Review pilot <ul style="list-style-type: none"> ○ This review is going to be slightly different ○ Asking for feedback from all interested parties ○ Academic Senate DE Committee will be collecting and presenting that feedback ○ Rubric is changing <ul style="list-style-type: none"> ■ regulations for substantive interaction is becoming more structured ○ More information coming out ● OER Annual Report <ul style="list-style-type: none"> ○ HawCC Leads - Leanne Urasaki and Carrie Mospens ○ Year-end report of UHCC OER in the agenda ● EP 9.214 		

	<ul style="list-style-type: none"> ○ Faculty TEs <ul style="list-style-type: none"> ■ section in it that requires faculty to have updated CV on the web ■ We are not in compliance ○ Link to the form that Daniel Fernandez created for faculty submissions <ul style="list-style-type: none"> ■ Form will be linked in “Directory Services” on the website soon ■ Put little hints in for what would be submitted ■ Submit form by October 15, 2024 so that Daniel can update the website ○ Can view the Honolulu CC site for ideas ● Lamakū <ul style="list-style-type: none"> ○ keep reading ITSO newsletters ○ In-person options <ul style="list-style-type: none"> ■ Lamakū Support Roadshow <ul style="list-style-type: none"> ● October 17-18, 2024 ● UH Hilo campus ○ In-person at Pālamanui on select Tuesdays and Wednesdays in October and November ● Financial Value Transparency and Gainful Employment <ul style="list-style-type: none"> ○ Letter sent to the USDOE on September 10th, asking to delay implementation until July 2025 ● Media questions <ul style="list-style-type: none"> ○ email Kimberley Collins with MEDIA REQUEST in the subject line ● Technical issues 		
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	<ul style="list-style-type: none"> ○ use the Computing Support requests for that 		
<p>C. VCSA Christine Quintana DSA College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● Upcoming events Calendar <ul style="list-style-type: none"> ○ Top of the document has a link to the announcement submission form ○ Many activities since the beginning of the semester <ul style="list-style-type: none"> ■ Once an event happens, they get grayed out on the document ● Last day to withdraw <ul style="list-style-type: none"> ○ September 17, 2024 ○ 50% refund ○ Last day to withdraw without a W grade ● Care Team <ul style="list-style-type: none"> ○ online reporting form and they have a department email for referrals (care@hawaii.edu) ● Study Spaces <ul style="list-style-type: none"> ○ List of study spaces <ul style="list-style-type: none"> ■ Tomoko Skinner populated the document for students 		
<p>D. VCAS Jodi Mine VCAS College Council Update AY2024-2025</p>	<ul style="list-style-type: none"> ● Business Office <ul style="list-style-type: none"> ○ any questions, please all them ● Safety and Security <ul style="list-style-type: none"> ○ working on directional and parking lot signage ○ maintenance is putting up lot signs 		

	<ul style="list-style-type: none"> ■ help with identifying the spaces for everyone, not just campus population ● Human Resources <ul style="list-style-type: none"> ○ casual hire recruitment is now done through NeoGov ● POM (Auxiliary)/Facilities <ul style="list-style-type: none"> ○ Submit work requests through AIM <ul style="list-style-type: none"> ■ do not email or call POM after you submit ● Budget presentation ready for next month 		
8. For the Good of the Order	<p>Kauhale Day: October 18</p> <ul style="list-style-type: none"> ● more information as we get closer to the date <p>La Honua Earth Day 2025 - Drew Kapp</p> <ul style="list-style-type: none"> ● Co-Coordiators: Drew Kapp and No'el Tagab-Cruz <ul style="list-style-type: none"> ○ April 2025 <ul style="list-style-type: none"> ■ Occurring during Merrie Monarch ■ April 17, 2025 (Thursday) <ul style="list-style-type: none"> ● UH Hilo campus event ● K-12 students participating in Earth Day events ■ April 22, 2025 (Tuesday) <ul style="list-style-type: none"> ● HawCC Campus event <ul style="list-style-type: none"> ○ HLS, Culinary, Ag, AJ, Blue Zones all 		

	<p>collaborating for this event</p> <ul style="list-style-type: none">● Global Earth Day<ul style="list-style-type: none">○ Any questions, reach out to Drew or No‘el● Wahi Pana<ul style="list-style-type: none">○ Definitions<ul style="list-style-type: none">■ huaka‘i - excursions, journeys■ wahi pana<ul style="list-style-type: none">● legendary significance● culturally, historically and environmentally significant places○ October 18, 2024<ul style="list-style-type: none">■ Wahi Pana o Puna<ul style="list-style-type: none">● Waiakahi‘ula○ November 2, 2024<ul style="list-style-type: none">■ Wahi Pana o Kaloko○ November 15, 2024<ul style="list-style-type: none">■ Wahi Pana o Waiuli○ Taupōuri Tangarō<ul style="list-style-type: none">■ encouragement to attend wahi pana■ why are we so connected to the land and the spirit of the space■ What we do in the Kauhale will now be supported by the larger environment■ Talk with Drew and No‘el and see if the experience may be shared with your families		
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	<ul style="list-style-type: none">■ How can the visitation help us as professionals and residents of this island		
9. Adjournment Time: 1:38pm	Next meeting October 11, 2024, 12:00-2:00pm		