COLLEGE COUNCIL Minutes February 14, 2025 Approved by Consensus

College Council Meeting Minutes February 14, 2025 Location: Zoom Meeting Agenda: College Council AGENDA, February 14, 2025	Chair: Brenda Watanabe Vice Chair: Rachel Louis Representatives: Lisa Yamanaka, Sharon Dansereau, Laurel Gregory, Kyen-Hunter Lake, Pele Kaio, Jana Smith, Ākeamakamae Kiyuna, Estee Nathanson, Orlo Steele, Sherise Tiogangco, Emily Zappeto Ex-Officio Members: Susan Kazama, Kimberley Collins, Jodi Mine, Taupouri Tangaro, Kalani Flores Kauhale: Lissandra Baldan Jenkins, Michael Branch, Sharon Dansereau, Kenoalani Dela Cruz, Susie DeSa, Reshela DuPuis, Kaipo Dye, Tim Flynn, Harold Fujii, Grace Funai, Pearla Haalilio, Eri Hall, Sheldon Higa, Sharyl Kasarskis, Kesha Kubo, Nancy Kunishige, Drew Kapp, Samantha Kubota, Kapena Landgraf, Tamera Loveday, Luria Namba, Lew Nakamura, Colleen Ogimoto, Michael Skinner, Nadine Uina, Wailani Walker, Yining You

Topic	Discussion	Action/Person Responsible	Target Date
1. Call to Order: 12:01pm By: Brenda Watanabe Minutes: Emily Zappeto	• Meeting will not be recorded • Keep video and mic off unless speaking • Use chat whenever possible • Called to order: 12:01 pm		
2. Ascertain quorum	Quorum met	Brenda Watanabe	

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3. Approval of Minutes • January 10, 2025	**Motion to Approve** • Motion: Jana Smith • Second: Ākea Kiyuna		
4. Chair's Update	• See "for the good of the order" section for details on the upcoming Board of Regents & President Wendy Hensel campus visits. • Please build and encourage those around you to build an awareness of the evolving current events affecting Higher Ed, especially federal policy changes.		
5. Old Business			
A.Committee Sharing: CISE--Schedule for February Proposed schedule for committees to share updates.	CISE committee sharing Review of current committee chairs CISE (Committee for Institutional Support & Effectiveness) was created by combining CERC and the Assessment committee, as there was some overlap between the two in the Program/Unit Review (PUR) process, and each was incompletely membered. The intent is the same, but the approach has been modified within the new Institutional Effectiveness		

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	Process; operational guidelines are being updated to adjust the timing & method of how the committee works with those who are submitting Comprehensive Reviews. ● Replacing the current process of CERC/Assessment responding to formally submitted reviews (ending with the current year). ● Starting next year, CISE will invite those undertaking Comprehensive Reviews to utilize the guidance of the committee as they complete their review. The committee will assist in coordinating the needs of the reviewers (e.g., data wrangling, budget compiling, or other complex items), and provide support & coaching throughout the preparation process. ● Each review will continue to have one committee member as point-of-contact. Additionally, CISE will submit an annual summary report to the College Council at the conclusion of each year after the Comprehensive Reviews have been submitted & read to highlight trends & items that merit or warrant elevated attention. Question: Will the new process work into the Integrated Planning Timeline (IPT), specifically regarding Program Requests?		

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	• One potential benefit of the Summary Report is to bring elevated attention to program requests, especially those that are common across units.		
B. Integrated Planning Timeline Revisions to be discussed by Admin.	The original intent of the IPT was that it be a dynamic/living work-in-progress document. As we continue in the second year of this pilot version we have come to understand that the model is in need of adjustment. At the bare minimum, the items related to CERC/Assessment will need to be adjusted to account for the transition to CISE. The Admin team will be looking to make changes and move things around as appropriate to improve our ability to perpetually adhere to the timeline. They plan to update the file & bring it back to the College Council for approval. The new version will then be posted to the website. Any suggestions for improvement should be brought to the Admin team. Comment: Mahalo nui to the Admin team for continually championing the spirit of		

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	transparency & communication in which this project was initiated.		
C. Institutional Self Evaluation Report (ISER) 2025 update 1. Sharing of next steps with accreditation: Kalani Flores	**UPCOMING: March 14th** "virtual open forum" with our ACCJC Peer Evaluation Review Team, 10:00-11:00 am. (Notice to follow) We've reached the stage in our review in which the review teams are meeting to review our materials (ISER, website, etc.) They will meet with leadership a few times, then debrief at the end of March. This is when we will learn of any particulars for additional focus or evidence required. The Peer Review Team is also reviewing a random 5% of our online courses (both sync and async) from the fall term. Instructors of selected CRNs have been notified. The team has instructor access to (mostly Laulima) sites to validate the fulfillment or meeting of the criteria that define a Distance Education course, especially as pertains to Substantive Interaction. Please review your website pages for information & contact accuracy and to ensure		

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	all links are live & working (including those pages for committees, campus programs, etc). One condition of accreditation is that the information posted is accurate & up to date. It is also important that students and other community members be able to find what they're looking for at all times. Question: What can we expect from this process for the remainder of the spring term (after March) and the summer? ● Hopefully uneventful; if we receive guidance about areas needing additional focus or evidence we'll find out in March, and a site visit will be scheduled for fall. We'll address those items in the time between. Different from previous years, a potential fall site visit would include on the review team's chair, vice chair, and the leaders responsible for the standards identified as needing extra attention at the end-of-March debrief. The final report to ACCJC will be made after the fall site visit, and if there are still outstanding items they will be		

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	brought before the Commission in the following spring.		
D. HAW 7.208: Transfer Credit Evaluation Policy i. Original ii. Redline Version iii. Clean Copy 2nd reading: Grace Funai	Motion: Jana Smith Second: Ākea Kiyuna Discussion: None. Approved unanimously at 12:41pm. Comment: Please ensure that all policies & proposals going forward are ADA Compliant. When reviewing for ISER it was found that we have existing policies that lack proper formatting for titles, heading structure, etc. A standardized template might help with this. See Kuali update.		
E. Kuali Curriculum Management Update: Carrie Butler	Policies are currently being added to Kuali Curriculum Management (KCM). When navigating to the “Policies” tab (new), items are listed by Code (e.g. HAW 2.510), Title, date of creation (i.e., date added to KCM), and active/retired status. Opening a policy will display more, including its effective date & term and the text of the policy, and a summary if applicable. Existing entries into KCM were		

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	made by copy-pasting from those available on the web, and may not adhere to Web Accessibility Guidelines. A review will be made of existing entries, and attention will be given to this matter as new revisions are undertaken. Currently the format of the platform includes a single text box. If a template is agreed upon to include additional sections (e.g., background, purpose, history, etc.) it can be used to standardize the entries. Question: How are proposed changes reflected? ● Policies are built with a workflow for approvals. For example, a student affairs proposal moves from the proposer to the College Council chair to the VCSA to the Chancellor. Kuali will facilitate this flow of approvals. ● It is possible to filter the list to see only those policies that are under review. The URL of the under-review version can be shared in the College Council agenda (etc.)to facilitate easy review of rationale & the redline version, with the “clean” version in the “proposed” section.		

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	● Once a proposal is submitted for approval, the workflow status shows who is responsible for the next step to assist with tracking. The website listing of each policy will pull the most up-to-date version from Kuali. Question: Will the list of policy review dates continue to be publicly available on the college website? ● Kuali dynamic pulls are based on each policy's effective date. A list could be generated based on the logic of the policy regarding policy review time. Comment: Clarity regarding when a policy was last reviewed would be appreciated information to have on its page. ● When reviewing a policy's page the "effective date" serves as a representation of the review date. Past versions are available to view by clicking the effective term listing in the top right. Comment: It would be helpful to list the history of review dates on the policy page for viewing without accessing the "effective term" menu.		

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	Comment: It would be useful to create a process that prompts the appropriate user(s) when a policy is scheduled for review/revision. Question: Recently an event occurred where Kuali CM sent notifications to approvers to address items that were not at the step of the process in which they were available. ● This was erroneous & has been addressed. Question: Why do some policies list a recent date of last review but have no historical versions? ● The policies that exist currently are newly entered. Once the transition process is completed they will contain all of the historical versions. Question: What if a review date comes up but no changes are necessary? ● As with the Course Review process (policy: every 5 years), as each policy comes up for review the initiating user can indicate whether changes are necessary. The “effective date” will still be updated.		

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	If you're updating a policy and want help putting it in KCM please contact Carrie Butler. - The additional program "Kuali Catalog" is now under construction, and we'll be taking the 2025-2026 academic year to clean up the data & work with Kuali to fix some bugs. This will pull information from KCM for the policies, courses, and programs. This year will be used to test functionalities & make adjustments, and it will hopefully be ready to go live for the 2026-2027 academic catalog. Question: Where is the workflow chart of approvers publicly located? ● This document is in search of a public home. It's undetermined where it will be housed in Catalog. The College Council Charter might also get included. There is potential for any course, program, etc. to show or not show in Catalog. ● If there are any other documents that should be entered into KCM or Catalog, contact Carrie Butler for help with entering them or building them a workflow.		

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	Question: Now that public documents will be in KCM, will the restricted access be opened? ● The information will be dynamically pulled to the public-facing website from the restricted-access database of KCM. Public access will still be available via the website. ● For example, lecturers can get course descriptions & CLOs from the website without needing access to KCM. KCM will also undergo an update for the Spring 2026 term (requires empty workflow).		
F. Monthly Program and Unit Spotlight: Agriculture. Lew Nakamura	The mission of the Ag program is to prepare students for employment in gov service, agriculture, livestock, landscape, and the macadamia nut & papaya industries. Entrepreneurship is part of the program, but not measured in most outcomes. The program is running smoothly and is busy with projects from grants, so they're not taking on any more projects at this time. One grant provides for a collaboration with the electronics program to build a container and power it with photovoltaics (including batteries). The goal is		

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	to have the project completed during spring and summer so it can be ready for utilization in fall. A 3 acre demonstration plot in Pepeekeo has been producing as part of a partnership with Honua Ola and The Food Basket. 90% of the produce goes to The Food Basket, and the remaining 10% is contributed to the Hawai'i CC Culinary program. The Culinary program is also participating in a collaborative farm harvest; 90% of the harvest is utilized by Culinary and the remaining 10% is directly received by students. An additional program collaboration has been providing for the building of a home in Keaukaha. They hope to turn it over to a Native Hawaiian occupant soon. There will continue to be monthly harvests to benefit the Hui 'Ohana Food Distributions, and to provide a weekly supply to Kahualoa Basic Needs Center so students can walk in and receive fresh produce. There is an ongoing collaboration with the USDA National Institute of Food and		

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	Agriculture (NIFA), CTAHR, and UH Hilo in an effort to start a small animal cohort & butchery program utilizing our new farm site.We are approximately halfway through a 5 year grant, with Kimberley Collins as the Principal Investigator. We have a new grant this year: Huakaʻi Ike ʻAina, which will support indigenous cropping systems to the agroforestry project. **Panaewa Farm Project** For five years we have had plans for a farm but no land. Thanks to Chancellor Susan Kazama, we're in the process of acquiring 16 acres on the north side of the UH Hilo fame at Panaewa. It is reported that we are "pretty close" to officially getting the land and writing a transition plan for moving to this site from the UHH ag site. ● Panaewa Site Development Plan ● New Ag Farm Drawings (layout) Students will get hands-on experience with this project. Long range support of Food Security, Sustainability and Community Resilience		

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	The following elements of the Drawings were described: ● Hydroponics in the greenhouses ● Classrooms on-site ○ These buildings are discussed as the “front” of the site. ● The Shade House marked on the “back” side will be used for horticulture, including orchids, anthuriums, and palms. ● Soil will be imported for 1 acre alongside the equipment storage to run tractors and tillers for crop systems. ● The work area will be expanded to include community space, a Containerized processing area, and a sustainable kitchen. ● The storage buildings for equipment will be approx. 3 times longer than shown in the Drawings ● Rainwater catchment and photovoltaics (atop the storage buildings) will be used throughout to help the farm be as sustainable as possible. A Small Animal program cohort has been started, with one class running in fall term,		

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	which saw all 16 students pass. Curriculum will need to be written to expand this program. It would be ideal to have 3 additional faculty to support the following programs: ● Crop Production ● Horticulture ● Small Animal Comment: More on Lew's program will be discussed at the Senate meeting on February 28th.		
G. Amendments to College Council Charter. Bring amendment request to College Council. To propose items for the agenda, use Agenda Request on College Council website.	CISE amendment approved in December 2024 by College Council. Minor revisions shared and will bring to March meeting for revised charter update and vote.		
H. Nominations open for College Council Chair and Vice Chair	Nominations to be brought to March meeting for review. Nominations still open.		
I. Pālamanui Update. Laurel Gregory	New UH President Wendy Hensel will visit Pālamanui (and Kō) on February 25th.		

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	Classrooms were painted over winter break in conjunction with Media Support. Mahalo to Kimberley for coordinating from Oʻahu. The multi-year Pālamanui construction project is awaiting one final inspection (date TBD) before finally wrapping up. Once opened it will provide an outdoor space for students and has been set up to support the culinary program in providing outdoor dining. We are looking forward to having graduation in this space. Mahalo to Patrick Chong et al for holding the first Fire Drill since COVID, and providing new guidelines & continually improving the process. Next Monday the fire alarms will be inspected.		
J. Kō Education Center update: Pele Kaio	Chat message from Pele Kaio: New Wing: Nearing completion with final punch list items underway. Butchery Program: halfway through! Daniel Akaka blessed the program last week. Their last day is March 7 and instructor Billy Wong		

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	hopes to have state officials join the completion celebration. ● Comment: There is a waitlist for the second cohort of the Butchery Program. Student Learning: a few students are taking classes via VidCon. Mahalo to our accommodation instructors and student assistants for ensuring smooth Zoom setups. Upcoming Event: once the new wing is finished, we'll hold a **moku ka piko** (opening ceremony). Details to come – hope to see our **kauhale** there! Mahalo for your support as we continue growing Kō!		
6. New Business			
7. Administration Updates A. Chancellor Susan Kazama Chancellor College Council Update AY2024-2025	Kō is in search of a permanent director. Pele will be stepping down due to an impending addition to his family. Including this position, there will be four Admin positions undergoing recruitment.		

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	Information coming from the US Administration has been overwhelming. Unfortunately official notices have been restricted to President Hensel and the Board of Regents, limiting Chancellor Kazama's ability to respond to various emerging situations. A firm on the mainland has put together a Summary of Executive Orders (as of February 14th) that provides a sense of the type of orders being made. President Hensel has been addressing the many rumors during her tour of campus visits. At this time we are not changing direction and nothing has closed; there are no general stop-work orders and all grants remain open. A schedule of President Hensel's campus visits on the 24th/25th has been distributed via email. Division Chairs are invited to participate in the Kīpaepae (walking with her across the lawn; not required to participate in oli or hula). There will be open forum meetings during these visits that everyone is invited to attend, and some specific meetings that will be closed to only those constituent groups (e.g., staff, students, academic senate) without Admin presence.		

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	The Board of Regents will be shown our model home (#56) on February 19th, prior to their meeting on the 20th. Mahalo to Harold Fujii and the students from Carpentry, Agriculture, and HLS! Special mahalo to faculty Grant Kaaua, Hanalei Sanborn, Renee dela Cruz, No‘el Tagab Cruz and Lew Nakamura! Save the Date of May 8th for our end-of-year celebration, where we will celebrate faculty & staff anniversaries.		
B. VC Academic Affairs Kimberley Collins VCAA College Council Update AY 2024-2025	The Lamakū Feedback and Recommendations form is now on the Discover Lamakū website and the Lamakū login page to collect feedback and feature/function suggestions throughout the year. Submissions are directed to Gloria Niles & the UH System folks. The February ITSO Newsletter included the release of a Hawai‘i CC themed General Modules package (Welcome, Getting Started, Syllabus, Course Resources, Student Support & Technology Resources) for adoption into Lamakū course sites. Fill out this form if you would like to add this package of modules to your course site. These are great if you haven’t		

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	transitioned your content yet, or to support a Face to Face class. Catalog changes were due at the end of January, and are no under Administrative review. Next year this process will be done in the Kuali Catalog system. Thanks to Carrie Butler and Sherrie-Ann Straslicka-Walker for their work, both so far and to come. It will be nice to have the whole system aligned – courses in Curriculum Mgmt will fit right into Catalog without having to transition. If you are having issues with your printer, please work with Clerical staff to print. Help Desk requests that regard printing are unable to be addressed at this time unless straightforward. The Butchery Program was launched January 24th and runs for six weeks in the new culinary kitchen at Kō. There are two more cohorts planned for the summer which anyone can attend. Complete this interest form if you'd like to attend. After the summer cohorts will work on adding weekend workshops to the program. Thank you to the members of our Kauhale who serve on the planning team- Lew Nakamura,		

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	Tiana Hirota, Pele Kaio, Paul Agamata, Bill Wong, Wade Cypriano, Katy Waters, and Kanoe Lambert. Happy Valentine's Day.		
C. VC Student Affairs Christine Quintana DSA College Council Update Spring 2025	Christine was unavailable for this meeting. Please bring forward any questions regarding her update.		
D. VC Administrative Services Jodi Mine CAS College Council Update AY2024-2025	Recruitment for a Fiscal Manager is starting very soon. Kuali Fiscal Services (KFS) made changes to purchasing & disbursement effective January 1st, 2025. Please review as applicable. Get ready to put on your committee hats for the positions of Director for Ko, CTE Dean, Liberal Arts Dean, and the Director for EdVance, all of which are (or will soon be) in recruitment. The Facilities Use Request (FUR) form is undergoing revision. For requests involving internal campus activities please use the old		

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	form (which is still online). The new form is currently for non-UH use purposes. The RAVE alert system has been active for one month, and has been used a few times. If you have comments or feedback please send it to Jodi Mine or Patrick Chong. If we don't hear from you, we don't know how the messages are being received. Fire Drills were conducted at Manono campus on January 6th and Pālamanui on January 24th. Kō will be having theirs today. An email regarding the UH Information Security Awareness Training (ISAT) was sent to everyone. This is an annual training that affects your ability to log into restricted-access systems & services, such as Banner, STAR, KFS, PeopleSOft, and MyGrant. If you let this certification expire your access will be revoked. Additional reminders will be sent closer to the expiration dates. Student worker timesheets for this period are due tomorrow (2/15). Due to the holiday (2/17) the approvals from supervisors and the Business Office are both due on 2/18; please		

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	submit your approvals in a timely manner to ensure a smooth process.		
8. For the Good of the Order	Good of the Order: ● President Wendy Hensel's visit to HawCC Manono: Feb 24 Kō EC and Palamanui: Feb 25 ● Lā Honua Earth Day April 2025 ● Pu'uhonua Summit Feb 28, 9:00a-2:00p at Manono Cafeteria ● Welcome to Hunter Lake, our new student representative & student body President. ● There is a Senate meeting February 28th from 12-2PM.		
9. Adjournment Time: 1:53 PM	Next meeting: March 14, 2025, 12:00-2:00 p.m.		