

## Academic Senate Meeting Minutes 2016-2017

<b>Date:</b> August 26, 2016 <b>Time:</b> 2:00pm <b>Location:</b> 388-103 (Manono), D-183 ACR (West Hawaii)	<b>Members Present:</b> Roberta Brashear-Kaulfers, <b>Annie Brown</b> , Sandra Claveria, Toni Cravens, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, <b>Kenoa Dela Cruz</b> , Kate DeSoto, Reshela DuPuis, Grace Funai, Mari Giel, <b>Sam Giordanengo</b> , <b>Meidor Hu</b> , Pele Kaio, Lisa Kaluna, Kuulei Kanahela, Jessica Lerma, Larissa Leslie, <b>Carrie Mospens</b> , Caroline Naguwa, <b>Michelle Phillips</b> , <b>Petri (Pate) Pieron</b> , Deseree Salvador, Kate Sims, <b>Jana Smith</b> , Leanne Urasaki, Brenda Watanabe, Bobby Yamane
<b>Call to Order:</b> 2:02pm <b>By:</b> Sam Giordanengo <b>Mins:</b> Michelle Phillips	<b>Guests:</b> Chancellor Solemsaas

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 2:02p with 32 senators (including 8 Executive Committee members) present.		
2. Approval of May 5, 2016 Meeting Minutes <b>Attachment 1</b>	<b>Motion to accept the May 5, 2016 minutes (Claveria/Smith)</b>  Motion carried unanimously by voice vote.	<b>Motion Carried</b>	

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<p>3. Report from Administration</p>	<p>Report from Chancellor Solemsaas.</p> <p>At the recent CC Chancellor’s retreat, VP Morton shared about the Hawaii Promise Program, and that a bill is being proposed towards providing funding for “unmet” needs of students. The bill would target historically underserved, first generation students and will be voted on at their next meeting.</p> <p>Other ongoing initiatives include getting a consultant to look at three previous studies about where the Manono Campus could be and inform the campus on available data. Administrators continue to work on strategic planning and determining institutional priorities for this year. One focus is on diversifying resources including creation of an “Invest in the Future Fund.” Priorities include: 1) solidify the international program, 2) obtain a grant writer or coordinator that could work with the college to help build capacity, 3) community partnerships and fundraising (we have the lowest contribution of all the campuses); Andrea Christensen was hired as a UH Foundation employee for fundraising and admin is working with her to build momentum and partnerships, 4) focus on fostering relationships within our kauhale.</p> <p>Senators were asked to share what they want from Administration reports. It was asked that Andrea Christensen be brought to the Senate floor for an official introduction. Chancellor Solemsaas agreed. Email the Chancellor with any further suggestions.</p>		

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4. Chair's Report	<p>Chair Giordanengo reported:</p> <ol style="list-style-type: none"> <li>1) Manoa is having discussions in their Senate to completely remove course student evaluations (currently eCAFE; slated to become CSE). They did not say if they would have a replacement. It's unclear what UH System thinks about this. Our FPC committee should keep working on it but be aware that this is happening.</li> <li>2) Manoa proposing to split the BOR. Three separate scenarios have been proposed: 1) split into three separate BOR (one for CC, one for Manoa, one for West Oahu/UHH). Question: What about Maui? They would likely be with the CC BOR; 2) one BOR, with a return to having Provosts. In this scenario there would be three Provosts - one for Manoa and West Oahu; one for CCs on Oahu, Maui, and Kauai; and one for UHH/HawCC. This would require a statewide vote to amend the constitution; 3) No changes.</li> <li>3) Chairs of committees were asked to please ensure that members of committees take information back to departments prior to bringing to Senate and make any necessary changes before then, so that only major amendments should be brought to Senate. Concerns can be emailed to the Chair. <ol style="list-style-type: none"> <li>a. Discussion ensued. If items are brought to Senate and major discussion takes place, items can be tabled, sent back to committee, or time limits through Robert's Rules can be set for debate. In committees where not all departments are represented, major items should be sent to Department Chairs so that the departments can inform their constituents. The Chair will also send out an FYI to the broader community in the latter case.</li> </ol> </li> </ol>		

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5. Standing and ad hoc Committee Reports a. Curriculum Committee  b. Faculty Policy Committee  c. Educational Policy Committee  d. ad hoc Writing Intensive Committee <b>Attachment 2</b>  e. ad hoc General Education Committee  f. ad hoc Distance Learning Committee  g. ad hoc Sustainability Committee	No report  No report.  No report.  See Attachment 2.  No report.  Still looking for members; the committee is short on volunteers from Humanities. Email Senator Urasaki if you would like to join.  Prior to the next Senate meeting, the Sustainability Committee will be asking for courses interested in "S" designation to be submitted.		

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<p>6. Old Business</p> <p>a. Implementation of Course Evaluation System (FPC)</p> <p>b. Fast-Track Policy Proposal (EPC)</p> <p>c. HawCC Faculty Handbook (updated) (FPC)</p>	<p>Deferred</p> <p>Deferred</p> <p>Deferred</p>		
<p>7. New Business</p> <p>a. Academic Grievance Committee Approval of Volunteers Attachment</p>	<p>The Academic Grievance Committee would be Chancellor’s committee, not a Senate committee and would cover faculty, staff, and students.</p> <p><b>Motion to approve the four volunteers listed Academic Grievance Committee. (Brashear-Kaulfers/DuPuis)</b></p> <p>Question– Chef Okuda is on leave, is he able to still be on the committee? The Chair stated that despite his leave, he agreed to be on the committee.</p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion Carried</b></p>	

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<p>b. Student Conduct Committee Approval of Volunteers <b>Attachment</b></p>	<p>Further volunteers were requested for this committee on an as-needed basis. Senator Claveria agreed.</p> <p><b>Motion to approve volunteers for Student Conduct Committee. (Smith/ Brashear-Kaulfers)</b></p> <p>Motion carried unanimously by voice vote.</p>	<p><b>Motion Carried</b></p>	
<p>c. Proposal for ad hoc committee on Academic Senate Charter <b>Attachment 3</b></p>	<p>Proposal is to form ad hoc committee to amend Academic Senate Charter, specifically to decide if an archivist is necessary, and to move committees listed from ad hoc to standing committees by end of the day on February 24, 2017. The Chair noted that an Executive Committee member would be on this committee.</p> <p><b>Motion to accept ad hoc committee on Academic Senate Charter. (Dela Cruz/DuPuis)</b></p> <p>Discussion ensued. Who would Chair the committee? Members of the committee would decide.</p> <p><b>Motion to amend the proposal so that the Executive Committee member is the chair. (DuPuis/Dela Cruz)</b></p> <p>Motion carried unanimously by voice vote.</p> <p><b>Motion to accept amended proposal. (DuPuis/Dela Cruz)</b></p> <p>Discussion ensued. The Senate Chair will email Department Chairs to request members for this committee. It will be up to the Department to</p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>	

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<p>d. Proposal for ad hoc committee on Campus Expansion – Consensus of the Senate</p>	<p>determine if members should be limited to those with tenure.</p> <p>Discussion ensued regarding if HOST and BEaT or ATE should be split into two representatives. Representation in proposal was based on current committees, and it can be hard to find representatives in these Departments.</p> <p><b>Motion to split BEAT and HOST representative into two representatives (Brashear-Kaulfers/Smith).</b></p> <p>Motion defeated by hand vote. 2 in favor, 27 opposed.</p> <p><b>Motion to model the membership according to the standing membership of the Executive Committee for the ad hoc committee on Academic Senate Charter (Dansereau/Naguwa and Claveria).</b></p> <p>Motion carried unanimously by voice vote.</p> <p>The Chair suggested to the Chancellor we look at properties that are next to us for Campus Expansion. The ad hoc committee would determine needs and desires of faculty and staff and become part of the committee the Chancellor forms later on.</p> <p><b>The Chair asked for Consensus by the Senate about the ad hoc committee.</b></p> <p>Discussion ensued. The Chancellor is open to different plans that have been previously explored. The committee would not include</p>	<p><b>Motion Defeated.</b></p> <p><b>Motion Carried</b></p> <p><b>Consensus: Yes.</b></p>	

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<p>e. Proposal for ad hoc committee on College Budget</p> <p>f. Proposed Changes to RP 9.214: Teaching Assignments for Instructional Faculty <b>Attachment 5</b></p>	<p>representatives from every department, but 5-6 members total.</p> <p>Consensus of “yes” by unanimous voice vote.</p> <p>Deferred</p> <p>Regent policy to make teaching assignments of instructional Faculty available to the public online.</p> <p>Discussion ensued. Unsure if this is a transparency effort, possibly related to reassign time, or could have to do with research activities at four-year colleges more than CCs. Public posting could be discriminatory, and reasonably should be non-instructional faculty too. It was noted that Faculty members are not all instructional faculty. One advantage could be that students might want to see curriculum vitae of faculty members, but this is not necessarily related to TE. It was also suggested to take what was in our catalog in terms of required TE by Department and put this online.</p> <p>The Chair asks that further comments to be emailed or put on paper and placed in his mailbox before September 30 to be shared with the BOR. Comments will be shared anonymously, coming from the Chair and full Academic Senate. BOR will discuss at their next meeting.</p>		



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8. For the Good of the Order	<p>Mission, Vision, and ILO ballot still open on the Faculty/Staff web page, and all faculty and staff can vote. 129 votes were in as of this morning. It was noted that Programs only have to align to a single ILO, not all, and the motto “E Imi Pono” is not in the revised statement, but it is still our motto. Voting closes September 20, and the Chancellor will be notified on the 21<sup>st</sup> of the decision.</p> <p>Introduction of new faculty members: Pele Kaio (HLS), Kuulei Kanehele (HLS), and Kate DeSoto (Mental Health Therapist).</p> <p>Great job to Chair Giordanengo on his first meeting as Academic Senate Chair!</p> <p>End of Summer BBQ starts at 4:30 PM today. All are welcome</p>		
9. Adjourn	<p><b>Motion to adjourn at 3:10pm. (Chair Giordanengo)</b></p> <p><b>Next Meeting:</b> Friday, September 23, 2016 1200-200p. Location HawCC 388-103 (Manono), D-183 ACR (West Hawaii)</p>	<b>Motion Carried</b>	