

# Academic Senate Meeting Minutes 2017-2018

<p><b>Date:</b> August 25, 2017  <b>Time:</b> 12:00pm  <b>Location:</b> 388-103 (Manono), Elama 183 (Palamanui)</p>	<p><b>Members Present:</b> Gayle Cho, Sandra Claveria, Toni Cravens, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, Susie Dill, Camelo Ducasin, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Lisa Fukumitsu, Sam Giordanengo, Josh Harowitz, Meidor Hu, Billie Jones, Akea Kiyanu, Colby Koreyasu, Kristine Kotecki, Bill Laurenz, Chip Michels, Luzviminda Miguel, Darrell Miyashiro, Caroline Naguwa, Michelle Phillips, Kate Sims, Jana Smith, Mitchell Soares, No`el Tagab-Cruz, David Tsugawa, Leanne Urasaki, Darryl Vierra, Brenda Watanabe, Claudia Wilcox-Boucher, Bobby Yamane</p>
<p><b>Call to Order:</b> 12:07pm  <b>By:</b> Sam Giordanengo  <b>Mins:</b> Michelle Phillips</p>	<p><b>Guests:</b> Melanie Dorado Wilson, Dean of Liberal Arts and Public Services</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05p with 27 senators (including 5 Executive Committee members) present.		
2. Approval of the April 28, 2017 Meeting Minutes Attachment 1	<p><b>Motion to accept the April 28, 2017 minutes. (Fujii/Claveria)</b></p> <p>Motion carried unanimously by voice vote.</p>	<b>Motion Carried.</b>	

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3. Melanie Dorado Wilson, Dean of Liberal Arts and Public Services	The new Dean of Liberal Arts introduced herself to the Senate and shared her goals, including Dev Ed and scheduling goals. She encouraged Senators to please feel free to visit her and share any concerns or to say hello. Her office is located Upper Campus Building 346 (BeAT), Rm 108.		
Chairs Report <i>(not on agenda)</i>	<p>Last year the BOR passed a policy that curriculum vitae (CV) of all faculty be uploaded online. This was aimed towards graduate and doctoral students at Manoa for their use in choosing faculty to work with; however, it is being applied to everyone in the system.</p> <p>Concern was voiced about addresses and phone numbers being released from the CVs submitted from job applications, but it is more likely that HR will ask us to submit a newly updated CV. It was suggested that there be a template given to faculty so that information is both standard across all faculty and safe for online release. The Chair will talk to VP John Morton and get back to the faculty.</p>		
4. Standing, Select, and ad hoc Committee Reports  a. Curriculum Review Committee	New CRC Chair Jana Smith reported that CRC will meet for the first time on Monday, August 28. They are still looking for more representatives.		

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b. Faculty Policy Committee	<p>New FPC Chair Karen Crowell reported that the committee has full membership. The main focus of the committee will be the CES; the replacement for eCAFE. They will be meeting on August 30<sup>th</sup> to try to get the new CES to Senate for approval by the September meeting. The committee will be working on the Level 1 (Campus) tier questions only. Level 2 (College and School), Level 3 (Department and Program), and Level 4 (Faculty), tier questions will be done by each tier group respectively, but all questions will go to all students. There may be some flexibility in determining which levels go to which students.</p>		
c. Educational Policy Committee	<p>New EPC Chair Toni Cravens requested former EPC members to please respond to her emails. The committee will start working on the No Show Policy first. This policy includes the ability to drop students if they don't show up the first week of class. <i>I.e.</i> Students can be dropped after the first class if the class meets 1x/week; or dropped by the 2<sup>nd</sup> class if the class meets 2x/week. Senator Claveria reminded faculty to email students and find out their "story" before dropping them because we don't always know what's going on in the student's life.</p> <p>Senator Crowell also reminded them that Starfish will also have Student Success surveys coming out soon.</p>		
d. General Education Committee	<p>Co-Chair Meidor Hu reported that the GEC will be putting together Foundations proposal paperwork which will be important for GEC representatives to give to their departments to review.</p>		

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e. Hawai'i Asian Pacific Course Designation Committee (Select)	<b>A chair is needed for this committee.</b> The Senate Chair reported that he's going to be requesting volunteers from all the departments to form this committee and to watch for that announcement.		
f. Distance Learning Committee (Select)	Former Chair Urasaki reported that representatives are needed so that a new Chair for this committee can be identified. She will convene the first meeting in the meantime. Select committees do not require all departments to be represented, so instead, the committee will consist of volunteers. September 8 <sup>th</sup> is the deadline to volunteer – interested parties should get in contact with either Sam Giordanengo or Leanne Urasaki.		
g. Sustainability Designation Committee (Select)	Co-Chair Wilcox-Boucher reported that February 8-11 is the 6 <sup>th</sup> annual Sustainability Summit, and HawCC is scheduled to host. The agenda consists of Thursday (February 8) to meet in Kona and visit Palamanui; Friday (February 9) will be at HawCC. Saturday/Sunday (February 10-11) will be the student-centered portion of the summit at KMC in Volcano National Park. HawCC is a leader in the system for S-designation. We are still waiting to hear about Certificate of Achievement from System, and there is currently no direction in terms of leadership for the Sustainability movement. UHH is looking for us to take the lead, so if anyone has questions or wants to be involved, please let Senator Wilcox-Boucher know.		

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h. Writing Intensive Committee (Select)	Chair Sharon Dansereau reported that they would really like to see more programs involved in writing intensive options. New courses for Spring please submit proposals, due in 2 weeks for WI designation, or if the course hasn't been done in 5 years or more. There are newly updated requirements, so make sure that the courses meet these requirements prior to applying. Look for an email to be forthcoming, which will also include the application. The WI application is also online. 23 courses are being offered this term (the number was slightly higher last year).		
5. Old Business a. CES Questions (Update)	Discussed during FPC committee report.		
6. New Business a. Academic Grievance Committee approval of volunteers  b. Student Conduct Committee approval of volunteers	Volunteers were solicited by the Chair for this committee. Senators Chip Michels, Billie Jones, and Claudia Wilcox-Boucher volunteered.  Members were unanimously approved by voice vote.  Volunteers were solicited by the Chair for this committee. Senators Sandi Claveria, Claudia Wilcox-Boucher, and Luz Miguel volunteered.  Members were unanimously approved by voice vote.		

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<p>c. Hawai`i Asian Pacific (HAP) Course Designation Committee formation</p> <p>d. Mentoring new faculty – <i>ad hoc</i> Committee needed?</p>	<p>Discussed earlier during committee reports. Certain hallmarks must be met to graduate (1 HAP course must be taken). It was asked if this was only for Liberal Arts students, and it is not; however, it is only for transfer degrees. HAP courses focus on issues in Native Hawaiian and Asian or Pacific cultures and history. This is a Select Committee of the Senate.</p> <p>In an effort to produce a supportive learning environment, the Chair would like to begin a new <i>ad hoc</i> Committee for mentoring new employees (both faculty and staff).</p> <p>Faculty Staff Development (FSD) Committee Chair Urasaki reported that there is room for the Senate to do this. FSD is charged with orienting new employees to the college. However, there was a void in working with faculty beyond day one so FSD started to develop a program to guide new employees beyond that, but it would be good for Departments and/or Senate members to mentor faculty through their first contract renewal.</p>		
<p>7. For the Good of the Order</p> <p>a. Announcements</p>	<p>UHPA update: Senator Tsugawa identified that he is on the UHPA board of directors. Renee Dela Cruz, Donala Kawaauhau (currently on sabbatical), Helen Nishimoto, Deseree Salvador, and David Tsugawa (Palamanui) are all faculty representatives. Please go register on the website if you haven't already to receive updated news from UHPA.</p>		

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	<p>Senator DuPuis reported that new posters containing the Mission, Vision and ILOs for HawCC are ready and will be forthcoming.</p> <p>Senator Guy Kahele will be doing a state-wide “Higher Ed tour.” Faculty will get a special session with him on October 11, 9:30AM in Papa`a Hale on Manono Campus. He will also be going to Palamanui, but the date and time is to be announced. Students and administration will also have a specific time to meet with him. The Chair will send out a finalized announcement and schedule as he gets confirmation.</p> <p>The FSD committee just sent out an email regarding the date and time for Contract Renewal and Tenure and Promotion workshops, but if you are unable to go, please feel free to email Senator Urasaki to set up an appointment and/or get questions answered.</p> <p>There will also be a HawCC logo t-shirt order coming soon. At Palamanui, only the 75<sup>th</sup> anniversary shirt style will be available. However, Hilo will have that style plus 100% cotton in regular polo style. Note that purchase can be by cash only and locations will be announced via email.</p> <p>Senator Naguwa reported that the Mookini library is hiring a new director and to please see your email for details on how to attend the interviews.</p> <p>Student government is hosting a dance 70s and 80s dance tonight, which is free and open to everyone. Food and other refreshments are available; 5-8pm in the cafeteria.</p>		

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	<p>Ohia Love Fest will be at Imiloa on Sunday. The goal is to inform the public to learn more about ohia rapid death syndrome. The event starts at 9am.</p> <p>Food distribution for students will be on Monday from 12-pau, in front of cafeteria. Palamanui boxes are being shipped over after that. Please have students bring their own box or bags. Senator Wilcox-Boucher is in charge at the Manono campus or Toni Cravens at Palamanui if there are any questions. Donations can be accepted if you would like to donate, but needs to be equitable between the number of boxes planned on release, which is approximately 70 in Hilo and 24 in Palamanui. If you have a smaller amount, this can be saved. Student government is working on an emergency food pantry for space and donations. WCC currently has one. One way of doing this is to have admission to events free but requesting donations of food or shampoo, etc. Also if you have students that need emergency needs, please contact Donna Madrid or Claudia Wilcox-Boucher.</p>		
8. Adjourn	<p><b>Motion to adjourn at 2:04pm. (Claveria/Fujii)</b></p> <p>Motion approved unanimously by voice vote.</p> <p><b>Next Meeting:</b> Friday, September 22, 2017 12:00-2:00p. Location: HawCC 388-103 (Manono), Elama 183 (Palamanui).</p>	<b>Motion Carried.</b>	