

Academic Senate Meeting Minutes 2017-2018

<p>Date: April 27, 2018 Time: 12:00pm Location: 388-103 (Manono), Kaoli Bldg-106 (Palamanui)</p>	<p>Members Present: Gordon Ching, Sandra Claveria, Toni Cravens, Erick Cremer, Tanya Dean, Susie Dill, Sam Giordanengo, Meidor Hu, Drew Kapp, Darrell Miyahsiro, Carrie Mospens, Caroline Naguwa, Luria Namba, Helen Nishimoto, Cheryl Pavel, Michelle Phillips, Tagi Qolouvaki, Elizabeth Shaver, Kate Sims, No`el Tagab-Cruz, David Tsugawa, Leanne Urasaki, Claudia Wilcox-Boucher</p>
<p>Call to Order: 12:00 pm By: Sam Giordanengo (Chair) Mins: Michelle Phillips</p>	<p>Guests: None.</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Giordanengo at 12:05pm with 13 senators (including 6 Executive Committee members) present.		
2. Approval of the March 23, 2018 Meeting Minutes Attachment 1	<p>Motion to accept the March 23, 2018 meeting minutes. (Nishimoto/Claveria)</p> <p>Motion carried unanimously by voice vote.</p>	Motion carried.	

<p>3. Consent Agenda Approval Attachments 2 - 8</p>	<p><i>* Reminder: Any item on the Consent Agenda can be moved to New Business by any Senator. No second, no debate, and no vote is required to move and item. If there is nothing to be moved, then the Consent Agenda is voted on as a whole and approved in one voice vote.</i></p> <p>The current consent agenda includes end-of-the-year (annual) reports for the following committees: Educational Policy Committee, General Education Committee, Distance Education Committee, Writing Intensive Committee, Curriculum Review Committee, and Faculty Policy Committee. It also included a monthly report for Faculty Policy Committee regarding the Bullying survey.</p> <p>Motion to accept the Consent Agenda. (Cremer/Tagab-Cruz)</p> <p>Motion carried unanimously by voice vote.</p>	<p>Motion carried.</p>	
<p>4. Old Business</p> <p>a. Bullying Survey for Hawai'i CC Report</p>	<p>There were a total of 84 responses to the Bullying survey sent out to faculty and staff the end of March. The results were reviewed briefly by Senator Erick Cremer, a member of the FPC.</p> <p>One concern was voiced about the validity of some of the results, and/or how the survey was set up for certain questions - specifically those questions regarding the experiences of bullying on campus. Faculty and staff that answered that they had <i>not</i> been bullied may have still answered "yes" so some specific types of bullying (<i>i.e.</i> the number responding to specific types of bullying was higher than those that responded "yes" to having been bullied at all).</p> <p>The Chair will release the final results after the FPC finishes with the data and readies it for distribution. It was suggested that first thing in the fall</p>		

<p>5. New Business</p> <p>a. EPC - HAW 7.505: Class Attendance, Disappearer and No Show Policies Attachment 10</p> <p>b. Diversification Proposal Forms Approval Attachments 11 & 12</p>	<p>The current policy has been reviewed and revised over the past several years. Once-a-week courses were not eligible to implement the policy as it was originally written because the instructor didn't have time to submit the required drop form. The current policy still only refers to the first week of classes, but extends the date to submit the form. The form was also removed from being attached to the policy (the form will still be used, but it will not remain as part of the policy). The form is currently the only method for dropping students administratively but the committee would like to see it become electronic. Under the policy, the instructor must notify the student that they are being dropped. The policy also allows for the financial aid deadline at the end of the third week – students have time to re-register for the course (with instructor proposal) if they still want to take it. Best practice is to notify the student by the first week that they are being dropped, but this is not restricted by the policy. The drop policy could also be covered during student orientation.</p> <p>Motion to approve the revision of HAW 7.505: Class Attendance, Disappearer, and No Show Policy (Cremer/Nishimoto).</p> <p>Motion carried unanimously by voice vote.</p> <p>The General Education Committee (GEC) submitted their proposal paperwork for Diversifications – which are very similar to the Foundations process. This process is only for the Diversifications (non-core) courses.</p> <p>It is important for faculty to understand that if a course is not run through the process, the course will be considered an elective. GEC will be</p>	<p>Motion carried.</p>	

<p>d. New Academic Senate Chair</p>	<p>Ballots were collected and counted and Vice Chair Claudia Wilcox-Boucher will be the next Senate Chair, starting Fall 2018. Chair Giordanengo will stay on the Executive Committee (EC) and help to mentor. Additionally, there was an amendment made to the Senate Charter for an UHPA member on the EC. Elections for that position will be done this week and the person will be notified. Seats on the EC are typically for two years.</p>		
<p>7. For the Good of the Order</p>	<p>a. Final Pau Hana of the Year will be on Thursday, May 3 at the Hilo Yacht Club. It will be a full buffet – \$25 per person, which also includes one free bar drink. Please pay in cash. Script will be available for purchasing additional alcohol. Spouses are welcome to attend, and retirees and lecturers will also be invited.</p> <p>b. The ten passenger van has been reserved for Academic Senate and Student Government members to drive over from Hilo to the Pāalamanui Graduation on Saturday, May 12. Meet at flag pole at 1pm on the Manono campus.</p> <p>c. Pau Hana @ Joann's Lounge (88 Kanoelehua Ave, Hilo), 4pm-6pm today!</p> <p>Other Announcements:</p> <ul style="list-style-type: none"> ● Thank you for Earth Day participation! 1800 students from pre-K to high school attended, as well as 300 volunteers, and 70+ community vendors. There was also a proclamation from the mayor that 4/20 is Noelie Rodriguez day in honor of her retirement. Drew Kapp has agreed to be co-Chair next year. ● The last food pantry delivery will be on Monday, April 30, 12-1pm. Encourage students or faculty/staff - whomever needs food to come. This will be the last one for this academic year. ● The Chair thanked the Senate for their hard work, and the Senate also thanked the Chair for his. 		

8. Adjourn	<p>Motion to adjourn at 1:32pm. (Wilcox-Boucher/Nishimoto)</p> <p>Motion approved unanimously by voice vote.</p> <p>Next Meeting: Most likely it will not be needed – but please watch your email. Friday, May 4, 2018 @ 2pm-4pm, HawCC 388-103 (Manono), Koali Bldg, Rm. 106 (Pālamanui). Meeting would be for Curriculum approvals only.</p>	Motion Carried.	