Academic Senate Meeting Minutes 2017-2018

Date : April 27, 2018	Members Present: Gordon Ching, Sandra Claveria, Toni Cravens, Erick Cremer, Tanya Dean,
Time: 12:00pm	Susie Dill, Sam Giordanengo, Meidor Hu, Drew Kapp, Darrell Miyahsiro, Carrie Mospens,
Location: 388-103 (Manono),	Caroline Naguwa, Luria Namba, Helen Nishimoto, Cheryl Pavel, Michelle Phillips, Tagi
Kaoli Bldg-106 (Palamanui)	Qolouvaki, Elizabeth Shaver, Kate Sims, No'el Tagab-Cruz, David Tsugawa, Leanne Urasaki,
	Claudia Wilcox-Boucher
G N (O) 12.00	
Call to Order: 12:00 pm	Guests: None.
By: Sam Giordanengo (Chair)	
Mins: Michelle Phillips	

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	Motion to accept the March 23, 2018 meeting minutes. (Nishimoto/Claveria) Motion carried unanimously by voice vote.	Motion carried.	

3. Consent Agenda Approval Attachments 2 - 8	* 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. 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. Motion to accept the Consent Agenda. (Cremer/Tagab-Cruz) Motion carried unanimously by voice vote.	Motion carried.	
4. Old Business			
a. Bullying Survey for Hawai`i CC Report	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. 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).		
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b. Senate Resolution 2018-1 Attachment 9	there be an <i>ad hoc</i> committee created (minimum 4 people) to review the data and report back to Senate how these results compare with the previous survey. Once the survey is available to everyone, the Chair will also share the results from the last survey with administrators. A resolution could also be created by Senate to help create and encourage action by the administration. It was also suggested that the results also be shared with UHPA. No objections were made, so with the consensus, it will be forwarded on. The Chair will put the call out for <i>ad hoc</i> committee members (minimum of 4 members to be modeled after the previous survey), with at least one APT, lecturer, faculty, and administrator. Motion to form an <i>ad hoc</i> committee to address both the 2014 and current Bullying Survey results (Nishimoto/Cremer). Motion carried unanimously by voice vote. The resolution was created due to a session at Achieving the Dream about how student success suffers when committee work is higher. Additionally, the last resolution for tenure documentation requirements was passed by the Senate in 2005 or 2006 and needed updating. The revised edition of the resolution includes changes to reflect the primary duties of all faculty, including counseling and non-teaching faculty, and to provide faculty the ability to pursue opportunities for leadership, if desired.	Motion carried.
	Motion to accept Resolution 2018-1. (Nishimoto/Wilcox-Boucher) Motion carried unanimously by voice vote.	Motion carried.

5. New Business			
a. EPC - HAW 7.505: Class Attendance, Disappearer and No Show Policies Attachment 10	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.		
	Motion to approve the revision of HAW 7.505: Class Attendance, Disappearer, and No Show Policy (Cremer/Nishimoto).	Motion carried.	
	Motion carried unanimously by voice vote.		
b. Diversification Proposal Forms Approval Attachments 11 & 12	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.		
	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		

	accepting Diversifications proposals starting in Fall 2018. AS degree courses will also need to move towards the Foundations/Diversifications process because it will help students to have more choices for coursework. AAS degrees are terminal and have their own general education process and will not follow Foundations/Diversifications - components for general education for these degrees are approved by their Division Chairs.	
	Motion to approve the Diversification designation process and proposal paperwork (Wilcox-Boucher/Nishimoto).	Motion carried.
c. HAP - Organization and proposal forms approval – Attachments 13, 14 & 15	HAP designated courses are courses that must include Hawaiian but also either Asian or Pacific components. Currently on our campus, we have FHAP (where the course must cover Pacific, Hawaiian, and Asian components), which counts only for our campus, but not any other campus. All other campuses require HAP, and therefore the HAP committee has developed a process to move our campus to HAP and for HAP designation of courses, following UHM requirements (Attachments 13-14). We are currently still eligible to join the UH System HAP board, but Fall 2018 will be used to determine process on our campus. Proposals will be accepted during Spring 2019 and reviewed, for Fall 2019 implementation. Attachment 15 shows the alignment with UH system HAP requirements.	
	Motion to approve the Mission and Operating Procedures for the HawCC HAP Committee, and Designation Proposal Procedure. (Wilcox-Boucher/Cremer)	Motion carried.
	Motion carried unanimously by voice vote.	

d. New Academic	Ballots were collected and counted and Vice Chair Claudia	
Senate Chair	Wilcox-Boucher will be the next Senate Chair, starting Fall 2018. Chair	
Senate Chan	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.	
7. For the Good of	a. Final Pau Hana of the Year will be on Thursday, May 3 at the Hilo	
the Order	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.	
	b. The ten passenger van has been reserved for Academic Senate and	
	Student Government members to drive over from Hilo to the Pālamanui	
	Graduation on Saturday, May 12. Meet at flag pole at 1pm on the Manono	
	campus.	
	c. Pau Hana @ Joann's Lounge (88 Kanoelehua Ave, Hilo), 4pm-6pm	
	today!	
	Other Announcements:	
	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 then had the Chair for his	
	also thanked the Chair for his.	

8. Adjourn	Motion to adjourn at 1:32pm. (Wilcox-Boucher/Nishimoto)	Motion Carried.
	Motion approved unanimously by voice vote.	
	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.	