

Agenda

Academic Senate of Hawai'i Community College

Third Meeting of the Semester (Amended 3.28.19)
Friday March 29, 2019 12-2pm
388-101 (Manono) & Koali, Rm. 101 (Pāalamanui)

Call to Order: 12:05 PM Claudia Wilcox-Boucher (Chair)
Minutes: Robyn Kalauli (Secretary)

Attendees: Vivian Chin, Gordon Ching, Anne Chung, Sandra Claveria, Toni Cravens, Alma Cremer, Erick Cremer, Karen Crowell, Sharon Dansereau, Tanya Dean, Kenoa Dela Cruz, Susie Dill, Reshela DuPuis, Harold Fujii, Grace Funai, Samuel Giordanengo, Lissandra Jenkins, Lucy Jones, Robyn Kalauli, Drew Kapp, Larissa Leslie, Donna Madrid, Carrie Mospens, Ruria Namba, Lew Nakamura, Jesna Nissam, Kerstin Pfeiffer, Noelie Rodriguez, Beth Sanders, Elizabeth Shaver, Kate Sims, Jana Smith, Neva Supe-Rogue, Brenda Watanabe, Debra Weeks, Claudia Wilcox-Boucher

1. Ascertain quorum (10 senate members including 4 Exec. Comm. members)

- Quorum ascertained

2. Roll Call and Introductions

3. Approval of the February 22, 2019 minutes (Attachment 1)

- Motion to approve minutes (Harold Fujii/Sam Giordanengo)
- Minutes unanimously approved

4. [Senate Chair's Report](#)

5. Old Business – items for discussion/revision/approval

a. CRC – (Jana Smith) att. 2, 3

- Motion to accept CRC proposals as a block (Jana Smith/Reshela DuPuis)
- Motion to move to accept CRC proposals as a block (Harold Fujii/Sandra Claveria)
- Motion unanimously approved; All CRC proposals approved (see CRC Senate Report)

b. DE – (Kate Sims) att. 4

- Please review the [Draft Online Class Evaluation](#) form; we will discuss this form at the April Senate meeting.
- Some departments are not currently being represented on the DE committee.
- Department DE policies should be put into the department's minutes, and departments should follow their DE policies.
- Motion for Senate to send video conference issues of concern to the DE committee (Sandra Claveria/Donna Madrid)
- Motion unanimously approved. The DE committee will discuss support and training for teachers teaching via video conference; guidelines for support and best practices will also be addressed (monitoring quizzes, homework collection, minimum times instructor visits other campus, etc.).
- An AVID training will be given on May 14-15.

General discussion included a recommendation for improved onboarding for new faculty and lecturers and for department chairs.

c. EPC- (Toni Cravens) att. 5, 6, 7

- The EPC reviewed the HAW 5.250 Course Review Policy, which was reviewed previously by the EPC. The policy was edited and revised by the current EPC members to use current general education language.
- The EPC began reviewing HAW 5.251 Course Outline of Record; revisions include COR alignment with current Kualii information.

d. FPC – (Karen Crowell) late report; handout at the meeting/sent via email

- The committee continues to work on a 2019 Resolution to replace the 2005, 2006 and 2007 Academic Senate Resolutions regarding Contract Renewal, Tenure and Promotion.

e. GEC- (James Schumaker and Caroline Naguwa) att. 8

- No discussion

f. HAP- (No'el Tagab-Cruz) no report

g. WI – (Sharon Dansereau) no report

h. Sustainability – (Drew Kapp) att. 9, 10, & 11

- On April 10, 2019, there will be a faculty-focused event on campus from 10 AM - 2 PM to promote S-designation.

General discussion included the timeline for the ASC for Sustainability, which was approved, by Senate at the January 2019 Senate meeting.

i. Bullying Survey for Hawai'i CC Report (AdHoc Committee/task force with College Council and Administration) no update/report

j. Faculty Concerns Taskforce – (Joshua McDaniel) no report

- [Academic Senate Special Task Force on Faculty Concerns](#)
- Discussion of these finding will happen at the April 26, 2019 Senate meeting.

5. New Business

a. 2019-2020 Budget

- Claudia requested that administration share the 2019-2020 budget, but she did not receive a copy.
- Chancellor Solemsaas did, however, send an email to HawCC faculty and staff regarding the 2019-2020 budget.
- A system change regarding tuition payment will be implemented this fall. The "purge" date (when students are dropped due to nonpayment) previously was in August, but students could re-register the following day after being dropped. Beginning this fall, students who do not pay for their tuition or set-up a payment plan and/or do not have a financial aid award in place by September 6, 2019, will be dropped from their fall courses. This means that students cannot simply go online and re-register as they could before. Kenoa is waiting for answers regarding whether students awaiting financial aid awards that have not been awarded by Sept. 6th will be safe or not from being dropped, and she has also asked about an appeal process for students trying to re-register.

Discussion: We should all help make students aware of this significant change to the tuition payment timeline, and we need to share this information with lecturers. Kenoa has a "How to Register" handout that she will share and that can be given to students. Low-income students will be greatly affected by this change. March 1, 2019 was the priority deadline for FAFSA, but students may still submit FAFSA applications for fall 2019.

- College Council- we should all attend College Council to learn about important information regarding the budget and the integrated planning process.

6. For the Good of the Order

- a. UHPA Update (David Tsugawa)
 - [David's Report](#)
- b. Sustainability Focus Day – April 10, 2019 Kaneikeao
 - On April 10, 2019, there will be a faculty-focused event on campus from 10 AM - 2 PM to promote S-designation.
- c. Earth Fair April 26, 2019 – VOLUNTEERS NEEDED!
 - Noelie Rodriguez started the campus Earth Fair thirty-one years ago.
 - Please consider volunteering for this year's Earth Fair.
- d. Announcement: New DPC
 - Academic Support Unit Faculty -- Leanne, Lisa, Kanoe, Reshela, Laurel (Pāalamanui), and Lisa Fukumitsu formed their own DPC.
- e. Retirement Workshop Schedule att.12
- f. End of the Year Faculty Pauhana – May 3, 2019 Yacht Club
- g. May 1st deadline for curriculum proposals (to department chairs)
- h. Pāalamanui needs a mental health counselor on site; a recommendation was made to write a resolution and send it to system.
- i. Career Day is April 22, 2019 from 10 AM - 2 PM at the Manono campus cafeteria.

7. Adjourn

- Motion to adjourn meeting (Harold Fujii/Sandra Claveria)
- Motion approved; meeting adjourned at 1:54 PM.

Next meeting: Friday, April 26, 2019 @ 12pm, Manono – 388-103, Palamanui – Koali, Rm.101