

## Academic Senate Meeting Minutes 2019-2020

<p><b>Date:</b> January 31, 2020  <b>Time:</b> 12:00pm  <b>Location:</b> 388-103 (Manono),          Koali Bldg-101 (Pāalamanui)</p>	<p><b>Members Present:</b> Lissandra Baldan-Jenkins, Vivian Chin (EC), Gordon Ching, Shae Clark, Sandi Claveria, Toni Cravens-Howell (PAL), Alma Cremer, Erick Cremer, Kenoalani Dela Cruz, Reshela DuPuis, Harold Fujii, Laurel Gregory (PAL) (EC), Drew Kapp, Donala Kawa`auhau (VC), Tamera Loveday, Aimee Maclennan (PAL), Donna Madrid, Josh McDaniel, Lew Nakamura, Ruria Namba (PAL), Jesna Nissam, Cheryl Pavel, Michelle Phillips (EC), Christine Quintana, Nathaniel Roberts (PAL), Noelie Rodriguez, Jennifer Sims, Kathryn Sims (PAL), Janet Smith, Neva Supe-Roque, No`el Tagab-Cruz, David Tsugawa (S), Warren Walker, Claudia Wilcox-Boucher (C)</p>
<p><b>Call to Order:</b> 12:09 pm  <b>By:</b> Claudia Wilcox-Boucher          (Chair)  <b>Mins:</b> David Tsugawa</p>	<p><b>Guests:</b> Lorianne Fukui-Stoos (FA), Naveen Siriah (FA)  <b>Lecturers:</b></p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Claudia Wilcox-Boucher at 12:04pm with 34 senators (including 5 Executive Committee members) present. No roll call was taken due to the sufficient number of members present. Two guests present.		
2. Roll Call and Introductions / Guest	No roll call was taken due to the sufficient number attending. Introductions were made. Two guests from Financial Aid office were present.		

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3. Approval of the November 23, 2019 Meeting Minutes <b>Attachment 1</b>	<p><b>Motion to accept the November 23, 2019 meeting Minutes with corrections. (Fujii/Claveria)</b></p> <p>Attendance list is missing from November meeting. Correction from Chancellor: NHERC trip was paid by Title III funds. Motion carried unanimously by voice vote.</p>	<b>Motion carried.</b>	
4. Senate Chair Report	<p>Chair had invited Board of Regents, but no response. Call for questions or insights.</p> <ul style="list-style-type: none"> <li>• CCCFSC report <ul style="list-style-type: none"> <li>○ Welcome to new UHCC Vice President Erika Lacro</li> <li>○ Open to visiting HawCC again as a follow up of the concerns from the December Faculty Senate meeting.</li> </ul> </li> <li>• ACCCFCS report <ul style="list-style-type: none"> <li>○ Still discussing comfort animal and registration/drop-no drop system policies</li> </ul> </li> </ul>		
5. Old Business – Items for Discussion/ Revision/Approval <b>Attachment 2</b>	<p>a. CRC – (Jana Smith) no written report</p> <ul style="list-style-type: none"> <li>○ No report except that CRC processed several Fast Track proposals. There was one regular proposal (IS 103), but it was tabled for vote as revisions are needed.</li> <li>○ Looking at a boot camp workshop.</li> <li>○ CRC would like to support the EPC with the Course Outline of Record policy.</li> <li>○ May 1: Deadline for proposals to be reviewed in fall 2020, to be implemented in fall 2021.</li> </ul> <p>b. DE – (Carrie Butler) att. 2, no additional report from DE members.</p> <p>c. EPC- (Brenda Watanabe) att. 6</p> <ul style="list-style-type: none"> <li>○ Haw 5.251 COR Policy. Further revisions were made on the policy. Added statement to policy: The Course Outline of File can be used as the Course Outline of</li> </ul>		

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	<p>Record in certain cases. This addresses concerns raised in the last Faculty Senate meeting. Will propose at February Faculty Senate meeting.</p> <p>d. FPC – (Deseree Salvador) No report, should have policies to vote at next meeting.</p> <p>e. GEC- (Grace Funai and James Schumaker) att. 3,</p> <ul style="list-style-type: none"> <li>• Grace Funai is absent; James Schumaker is on sabbatical</li> <li>• Kapena Landgraf reporting for committee; he has agreed to be nominated for co-chair of committee, to be voted on in current session</li> <li>• Looking for more members for the committee</li> <li>• GEC designation of ASAN 121 up for DH approval <ul style="list-style-type: none"> <li>○ Motion to approve: Fujii/Smith</li> </ul> </li> <li>• Motion to vote for BOT 130 (DB), BIOL 172 (DB), BIOL 172L (DY), BIOC 141 (DP), PHYL 142L (DY), ART 107D (DA) as a block for approval: DuPuis/Dela Cruz)</li> <li>• Motion to approve courses in block vote: Fujii/Claveria</li> <li>• Reminder that PSY 100 (DS) and PSY 170 (DS) are due for GEC renewal in Spring 2020</li> </ul> <p>f. HAP- (No‘el Tagab-Cruz)</p> <ul style="list-style-type: none"> <li>• Report from Drew Kapp <ul style="list-style-type: none"> <li>○ Attempting make process less cumbersome</li> <li>○ Will continue to ask faculty to submit their courses for designation</li> <li>○ Will focus efforts this semester to create a panel of community members to share with HawCC information about culturally significant sites in the Asia Pacific and Hawaii regions at Earth Day Fair</li> <li>○ Statement of Mauna Kea: Sent to HAP system committee, tried to send to faculty and lecturers via list-serve but</li> </ul> </li> </ul>	<p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p> <p><b>Motion carried.</b></p>	

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	<p>denied</p> <ul style="list-style-type: none"> <li>○ List-serve is owned by administration; any attempt to send private emails will be flagged; any list-serve emails must be approved by the Faculty Senate Chair, VCAA Onishi, or Chancellor Solemsaas</li> </ul> <p>g. WI – (Sharon Dansereau)</p> <ul style="list-style-type: none"> <li>• February 3 deadline for proposals for fall 2021</li> </ul> <p>h. Sustainability – (Drew Kapp and Debbie Weeks) att. 4 &amp; 5,</p> <ul style="list-style-type: none"> <li>• Certificate is still being worked on and continues development</li> <li>• Continuing work on S Designation for courses</li> <li>• Earth Day Fair is now a multi-day event - Wednesday April 22 <ul style="list-style-type: none"> <li>○ Now a symposium</li> <li>○ Encouraging faculty to participate</li> <li>○ Friday, April 24 is usual Earth Day Fair on upper campus</li> <li>○ Saturday, April 25 – Series of hands-on activities</li> <li>○ Asking for student volunteers</li> </ul> </li> <li>• Statement in Support of Mauna Kea <ul style="list-style-type: none"> <li>○ Not controversial; different from HAP statement</li> <li>○ Submitted to system Sustainability Committee</li> <li>○ Release time given to Drew Kapp for work on Earth Day Fair</li> </ul> </li> <li>• Sustainability Initiatives Coordinator Charlotte Cheek</li> <li>• Flyer on climate change from Noelie Rodriguez</li> <li>• Vote on Statement in Support of Mauna Kea <ul style="list-style-type: none"> <li>○ Motion to adopt: DuPuis/Claveria</li> </ul> </li> </ul>	<p><b>Motion carried. 1 opposed.</b></p>	
6. New Business	<p>i. GEC – Submitted Kapena Landgraf to be co-chair.</p> <ul style="list-style-type: none"> <li>• Motion to approve: Fujii/DuPuis</li> </ul>	<p><b>Motion carried. 1 abstention.</b></p>	

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7. For the Good of the Order	<p>j. UHPA Update</p> <ul style="list-style-type: none"> <li>• Faculty Representative (FR) Forum meeting on February 22, 2020</li> <li>• New contract negotiations will start this year</li> <li>• FR Helen Nishimoto has retired, need someone to replace her as PAU 3 FR</li> <li>• Chair Wilcox-Boucher asked if new UHPA Executive Director Christian Fern to visit HawCC; FR will ask</li> </ul> <p>k. Palamanui</p> <ul style="list-style-type: none"> <li>• Would like data on or have administration discuss Elama and Hilo One students' success rates, support services that are currently in place <ul style="list-style-type: none"> <li>○ Chair will add for discussion at next Faculty Senate meeting</li> </ul> </li> <li>• Would like data and success numbers for the Math and English mandated ALP curriculum <ul style="list-style-type: none"> <li>○ Chair will ask chancellor for the data</li> </ul> </li> </ul> <p>l. NHERC</p> <ul style="list-style-type: none"> <li>• Named change: Kō Education Center, to be approved by BOR</li> </ul> <p>m. Textbook Cost Zero Presentation by Leanne Urasaki/ Presented by Michelle Phillips</p> <ul style="list-style-type: none"> <li>• As a reminder, the Textbook Cost: \$0 designation can be requested for classes that do not require students to purchase any course materials out-of-pocket. Course materials include textbooks, readings, online tutorial and quiz platforms, software programs, etc. (In case people ask, supplies, materials, tools do not count toward "course materials.")</li> <li>• We started the designations in Spring 2019, and in the past 3 semesters the number of classes designated has been growing: <ul style="list-style-type: none"> <li>○ Spring 2019 - 31 classes</li> <li>○ Fall 2019 - 59 classes</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Spring 2020 - 75 classes</li> <li>• With more classes designated, the enrollments in Textbook Cost: \$0 designated classes have also grown: <ul style="list-style-type: none"> <li>○ Spring 2019 - 472 enrollments</li> <li>○ Fall 2019 - 936 enrollments</li> <li>○ Spring 2020 - 1111 enrollments (as of Monday)</li> </ul> </li> <li>• Cost savings for our students are significant. The System uses a standardized \$100 per enrollment when calculating cost savings, and based on this, here's how much our students have saved each semester: <ul style="list-style-type: none"> <li>○ Spring 2019 - \$47,200</li> <li>○ Fall 2019 - \$93,600</li> <li>○ Spring 2020 - \$111,100</li> </ul> </li> <li>• In total, our students have saved \$259,800, something to celebrate!</li> <li>• A flyer was sent out via email this past Wednesday that includes this information, as well as links to our Textbook Cost: \$0 classes and to the designation form. If you missed it, you can email Melanie Wilson to get a copy sent to you. The flyer will also be sent out a few more times over the semester.</li> <li>• Classes need to be designated each semester, but the form is short, and online as a Google form. For first time designations, it and only takes a few minutes to complete, and even less if you are renewing a designation. Although there is no hard deadline to submit a designation form, it would be <i>ideal</i> if designations could be applied <i>before</i> students start registering in April.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• If you have any questions about designating your classes Textbook Cost: \$0, you can reach out to Melanie Wilson.</li> <li>n. Noelie Rodriguez: Related to impeachment hearings, February 18 is the closing date to enroll in the Democratic party to vote.</li> <li>o. Kate Sims: Training for DCs. There is a need to train DCs.               <ul style="list-style-type: none"> <li>○ Michelle Phillips: VCAA Onishi is working with Faculty and Staff Development (FSD) Committee for DC training for new DCs or those interested. Deans Wilson and Yamamoto will have training end of spring semester or in early Fall. UHPA contract has list of duties, will be used as a guideline. FSD Committee is also passing along issues that have come up in new employee orientations (NEO) and NEO guide training to be included. Other suggestions can be emailed to Michelle Phillips.</li> <li>○ Donala Kawa’auhau has been creating a “Helpful Hints for Management” – request to share with FSD Committee.</li> <li>○ Request from Senate Chair to keep FS updated on the training.</li> </ul> </li> <li>p. Erick Cremer: UH Hilo – Chris Farmer talk on native birds adapting to climate change 3pm at Wentworth 1.</li> <li>q. Neva Supe-Roque: Wo Learning Champions project “Why?” / Will present at HSSI / Request for faculty participation in project</li> <li>r. HSSI application deadline is February 7</li> </ul>		
8. Adjourn	<p><b>Next meeting:</b> Friday, February 28, 2020 (Curriculum) @ 2pm, Manono – 388-101, Palamanui – Koali, Rm.107  Motion to adjourn: 1:09pm Kawa’auhau/Claveria</p>	<b>Motion Carried.</b>	