

Academic Senate Meeting Minutes 2019-2020

<p>Date: March 27, 2020 Time: 12:00pm Location: 388-103 (Manono), Koali Bldg. 101 (Pāalamanui), via Zoom</p>	<p>Members Present: Lissandra Baldan-Jenkins, Carrie Butler, Vivian Chin (EC), Gordon Ching, Anne Chung, Sandra Claveria, Erick Cremer, Karen Crowell, Sharon Dansereau, Donna De Silva, Kenoalani Dela Cruz, Renee Dela Cruz, Susie M. Desa Dill, Reshela DuPuis, Harold Fujii, Garrett Fujioka, Grace Funai, Samuel Giordanengo (EC), Meidor Hu, Robyn Kalauli, Colby Koreyasu, Glenn-Dee Kuwaye, Kenoa Lambert, Kapena Landgraf, Larissa Leslie, Tamera Loveday, Donna Madrid, Josh McDaniel, Bernard Michels, Luzviminda Miguel (EC), Darrell Miyashiro, Carrie Mospens, Trina Nahm-Mijo, Lew Nakamura (EC), Jesna Nissam, Michelle Phillips (EC), Christine Quintana, Tagi Qolouvaki, Noelie Rodriguez, Deseree Salvador, Jennifer Sims, Jana Smith (EC), Neva Supe-Roque, No’el Tagab-Cruz, David Tsugawa (EC), Brenda Watanabe, Warren Walker, Debbie Weeks, Claudia Wilcox-Boucher (CHAIR) Pāalamanui: Dana Aina, Toni Craverns, Tanya Dean, Laurel Gregory (EC), Lucy Jones (EC), Aimee Maclennan, Ruria Namba, Nate Roberts, Kate Sims</p>
<p>Call to Order: 12:09 pm By: Claudia Wilcox-Boucher (Chair) Mins: David Tsugawa</p>	<p>Guests: Lorianne Fukui-Stoos (FA), Calla Luera (FAO), Sheena Mathews (FA), Naveen Siriah (FA)</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Claudia Wilcox-Boucher at 12:09pm with 53 senators (including 8 Executive Committee members) present.		
2. Roll Call and Introductions / Guest	No roll call was taken due to the sufficient number attending. I Five guests were present. (Four guests from Financial Aid, one guest from student government)		

<p>3. Approval of the February 28, 2020 Meeting Minutes Attachment 1</p>	<p>Motion to accept the February 28, 2020 meeting Minutes with corrections. (Fujii/Nakamura)</p>	<p>Motion carried.</p>	
<p>4. Senate Chair Report Attachment 2</p>	<p>1. Chair thanks faculty and lecturers in helping with moving forward with the current COVID-19 situation. Discussion is ongoing regarding grades and helping students get through the semester. Chair thanks to faculty who have helped making the switch to online teaching, including media and IT, especially Leanne Urasaki who has come back from sabbatical.</p> <p>Student verification policy is important for financial aid purposes.</p> <p>COVID-19 messages: Please stay informed about changes, maintain contact with DCs and Division Chairs.</p> <p>Intellectual Property (IP) Issues: UHPA was consulted; anything posted to Google Drive is protected by the UHPA IP MoU.</p>		
<p>5. Old Business – Items for Discussion/ Revision/Approval Attachment 3 Attachment 4</p>	<p>a. CRC – (Jana Smith)</p> <ul style="list-style-type: none"> • Reviewing Chair appointment, to be announced at next Faculty Senate meeting. • Reviewing several proposals. • Request to get any proposals to DCs as soon as possible and before June 1. • Question: Any proposals for vote? -> No proposals for this meeting; will have for April Faculty Senate meeting. • Two additional proposals for re-approval: TEAM CA and AS. • Motion to approve. (Fujii/Claveria) • Question: Was the “or” statement resolved? -> The “or” statement was taken out of the proposal. • Comment: The change should be reviewed at the next senate meeting to allow for consideration. 	<p>Motion carried.</p>	

<p>Attachment 5</p>	<ul style="list-style-type: none"> • Motion withdrawn. (Fuji/Claveria) <p>b. DE – (Carrie Butler) No action or additional report.</p> <p>c. EPC- (Brenda Watanabe) No action or additional report.</p> <p>d. FPC – (Deseree Salvador)</p> <ul style="list-style-type: none"> • Still looking at revising the faculty hiring proposal document • Question: Any further discussion at College Council or by administration? -> College Council was cancelled. -> Chancellor is not waiting for response from FPC/Faculty Senate; her intention was to create an ad hoc committee. FPC is working on behalf of the Faculty Senate, and the chancellor is not waiting for FPC feedback. -> Concern raised after the February College Council meeting, which was why the proposal was brought to the Faculty Senate meeting on February 28, 2020. -> FPC is working on a new proposal, will have for April Faculty Senate meeting. -> Chair requests a report by FPC for the April Faculty Senate meeting. -> FPC is not working on revising existing proposal; they are working on drafting a new proposal. <p>e. GEC- (Grace Funai and Kapena Landgraf)</p> <ul style="list-style-type: none"> • Still have vacancies on committee. April 9 meeting: Three proposals up for approval: ANTH 150, PSY 100, and PSY 170. Chair asked for motion for block vote on approval for all three courses. • Motion to hold a block vote for GEC designation of ANTH 150, PSY 100, and PSY 170. (Funai/Fujii) • Vote to approve block vote. • Two proposals (See attachment) • GEC is also working on a charter revision to be presented to Faculty Senate at April meeting. 	<p>Motion carried.</p> <p>Motion carried.</p>	
<p>Attachments 6-10</p>			

<p>Attachment.</p> <p>SIDE BARS:</p> <p>Attachment 11</p>	<p>f. HAP- (No‘el Tagab-Cruz)</p> <ul style="list-style-type: none"> • Requesting HAP designation approval for HWST 107 for prior catalogue years. It is currently approved by system. • Motion to approve. (Fujii/Nakamura) • Review of Mauna Kea statement. • Move to accept statement. (Smith/Fujii) • Mauna Kea statement will be sent to entire campus and the the chancellor. • Request for approval for application process/forms, revised to two forms so as to make application process more accessible. • Question: Are there any other classes that should be applying for HAP designation? -> Committee is reviewing system-wide HAP designated courses to compare with courses at HawCC. • Motion to approve with revisions. (Fujii/Claveria) • Question: Would the committee consider revising “departments chairs” to “division/department chairs and/or instructors” and “department chairs” to “division/department chairs” in the Required Signatures fields on the HAP Designation Proposal Form and paragraph 3 in the description? -> Revisions will be made. • Reminder: Still accepting applications. More HAP-designated courses will help students to graduate in a timely manner. <p>g. WI – (Sharon Dansereau) No additional report.</p> <ul style="list-style-type: none"> • Seven courses have been approved for WI designation: History course at Palamanui, Film course. Renewals from English. • Question: Is there a list of the new WI courses so that they can be listed in STAR? -> List will be sent. <p style="text-align: center;">*****</p> <p>REMINDER: Registration starts April 6. There is a need to keep in mind looking forward to summer and fall.</p>	<p>Motion carried.</p> <p>Motion carried.</p> <p>Motion carried.</p>	
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	<p>REMINDER: Withdraw deadline has been extended to April 30. *****</p> <p>h. Sustainability – (Drew Kapp and Debbie Weeks)</p> <ul style="list-style-type: none"> • Committee wants to continue adding S-designated courses. • Waste audit and Earth Day have been cancelled. • Question: Is it possible for on-going courses being taught each semester and by the same faculty to have a two-year or four-semester designation? -> As long as assessment is done after each semester, designation will roll over to the next semester. • Question: Is there a rubric for sustainability assessment (not course assessment)? -> Courses have to list outcomes in Quali, and outcomes are assessed through finals or other means to show that the outcomes have been achieved. Instructors will simply report that they included a means to assess the course outcome (for example, a question on the final exam). -> The committee is looking for a confirmation that the materials have been taught and a summative assessment has been given during the semester. Committee may move toward creating hallmarks. • Question: The CRC Proposal is not in the system. -> The proposal is still in draft form. It will hopefully be submitted for approval at the next Faculty Senate meeting. • Question: Can the proposal be sent to DCs? -> Proposal was sent to VCAA. Proposal will made available to all DCs. 		
<p>6. New Business</p>	<p>i. Nomination for Senate Chair. Current Vice Chair withdrew her name for nomination. EC nominated David Tsugawa (Chair) and Toni Cravens (Vice Chair).</p> <ul style="list-style-type: none"> • Sam Giordanengo will be working with Leanne Urasaki to create an online, secure voting system. The issue is that the current Academic Charter does not have provision for online voting. Under the current COVID-19 situation, he is asking for a waiver of the current voting 		

	<p>mandates in the charter to allow for online voting for this year.</p> <ul style="list-style-type: none"> • Motion for the Senate allow a waiver of the charter rules for the election of the Executive Committee membership and to allow Sam Giordanengo, Leanne Urasaki, and others to create a fair and anonymous online voting tool. (DuPuis/Fujii) • Question: Will other nominations be allowed? -> Per the charter, the EC first puts forth a nomination, and then a call for other nominations is made open. On Monday, a general call for nominations will be sent out. Anyone who has tenure can be nominated for Faculty Senate Chair. • Question: Can anyone be nomination for Vice Chair? -> The EC elects the Vice Chair. • Comment: Past chairs will be there to support the new chair. • Question: Are 20 signatures necessary for nomination? -> This will be verified in the charter. At least, any nominated person should agree. <p>j. Administrative Assistance Task Force.</p> <ul style="list-style-type: none"> • The proposed system by Donala Kawa'auhau was not received well by the department chairs. There is a possible need to explore an alternative method to assist department chairs. Chair is asking for suggestions for how to move forward with this. <p>Comment: Considering that the Faculty Senate Chair may be from the Pālanui campus, the current online format for conducting Academic Senate meetings might be worthwhile. -> This might require a charter amendment.</p>	<p>Motion carried.</p>	
<p>7. For the Good of the Order</p>	<p>k. UHPA Update</p> <ul style="list-style-type: none"> • UHPA has been working with Vice President for Academic Planning and Policy Don Straney during the spring break. System was making decisions without consulting UHPA; UHPA Executive Director Christian Fern has been meeting with VCAPP Straney. UHPA BOD Giordanengo has been forwarding 		

	<p>information to the HawCC administration team. Although working under current conditions is difficult, work duties under the UHPA-BOR contract will be honored as much as possible.</p> <ul style="list-style-type: none"> • Concern about contract renewal and tenure/promotion documents. Please send your concerns to your PAU Faculty Representative or our UHPA BOD Sam Giordanengo. Chair requests any important information be sent so that it can be sent out on the list-serve. <p>l. Palamanui</p> <ul style="list-style-type: none"> • Report from Laurel Gregory. The learning center is open; however, there is concern about personal safety. Many sections of the libraries across the system are closed. At Pālamanui, the library has the only computer lab which remains open despite objections from staff. • Please be considerate of limited space at the testing center at Pālamanui. Think about alternatives for giving final exams. • Comment: Please consider for both Pālamanui and Hilo. • Pālamanui Campus: There is a limited number of food bags for students. -> Student Services are closed; they are only accepting email and phone calls. -> Please direct requests for food assistance to Toni Cravens – tacraven@hawaii.edu • Comment: Very little information is being sent from student services about what is happening. -> Nate Roberts will send more information about services at Pālamanui. Most services are being done remotely; however, at least one person is on campus in the office. • Comment: If we could get one email at the end of each day so that we are current about changes at student services. • Question: Is Kate DeSoto accepting referrals? -> She is seeing students by telehelp; students must call to make an appointment. • Question: Is the disabilities office reaching out to students? -> Request will be made. <p>m. NHERC - No report.</p>		
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	<p>n. From the floor.</p> <ul style="list-style-type: none"> • From the Assessment Coordinator: CLO Assessment Proposal to suspend all assessments for the Spring 2020 semester until the next time the course is taught has been approved. • Payment Installments: Final payments are due on August 20 by 4pm. • If students need assistance, please refer to the March 25 email from the VCAA Dorinna Cortez for information. -> No email has been sent to faculty. • The TLC is open but will probably be closed next week. Tutors and coaches will be using Zoom for appointments. Question: Will the Hale Kea also be closed? -> Information about closures to the various centers will be sent once it has been clarified and verified. • Comment: Need for clarity. -> Chair will send email to administration to send emails to all faculty so that we are current. 		
8. Adjourn	<p>Next meeting: Friday, April 24, 2020 @ 2pm, Manono – 388-101, Palamanui – Koali, Rm.107, via Zoom Motion to adjourn: 2:10pm (Claveria/Ching)</p>	Motion Carried.	