

Academic Senate Meeting Minutes 2019-2020

<p>Date: April 24, 2020 Time: 12:00pm Location: 388-103 (Manono), Koali Bldg. 101 (Pāalamanui), via Zoom</p>	<p>Members Present: Lissandra Baldan-Jenkins, Jean Batallones, Carrie Butler, Vivian Chin (EC), Gordon Ching, Anne Chung, Sandra Claveria, Alma Cremer, Erick Cremer, Karen Crowell, Sharon Dansereau, Kenoalani Dela Cruz, Renee Dela Cruz, Susie M. Desa Dill (EC), Reshela DuPuis, E. Kalani Flores, Harold Fujii, Lisa Fukumitsu, Grace Funai, Mari Giel, Samuel Giordanengo (EC), Paul Heerlein, Laura Hill, Meidor Hu, Grant Kaaua, Drew Kapp, Robyn Kalauli, Kristine Kotecki, Glenn-Dee Kuwaye, Kenoa Lambert, Kapena Landgraf, Donna Madrid, Josh McDaniel, Bernard Michels, Luzviminda Miguel (EC), Carrie Mospens, Trina Nahm-Mijo, Lew Nakamura (EC), Jesna Nissam, Michelle Phillips (EC), Christine Quintana, Kaleopono Quintana, Deseree Salvador, Pamela Scheffler, Jana Smith (EC), Leilani Schabell, Kate Soto, Neva Supe-Roque, No’el Tagab-Cruz, David Tsugawa (EC), Leanne Urasaki, Darryl Vierra, Brenda Watanabe, Warren Walker, Debbie Weeks, Claudia Wilcox-Boucher (CHAIR), Pāalamanui: 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), Naveen Siriah (FA), Kim Stevens-Sugitan (ASUH), Jessica Yamamoto (CTE Dean), Tiana Hirota (CTE Staff)</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair Claudia Wilcox-Boucher at 12:09pm with 65 senators (including 11 Executive Committee members) present.		
2. Roll Call and Introductions / Guest	No roll call was taken due to the sufficient number attending. Four guests were present. (Two guests from Financial Aid, one guest from student government, two guests – CTE Dean, staff)		

<p>3. Approval of the March 27, 2020 Meeting Minutes Attachment 1</p>	<p>Motion to accept the March 27, 2020 meeting Minutes with correction to add Laurel Gregory to Attendance. (Fujii/Smith)</p>	<p>Motion carried.</p>	
<p>4. Senate Chair Report Attachment 2</p>	<p>1. Goals of 2020-21: Shared Governance -increase faculty visibility and communication with administration to allow faculty to be involved in decision making.</p> <ul style="list-style-type: none"> • COVID19 (Online learning – flexibility to meet learning outcomes & EAP with WorkLife Hawaii & Grading Memo) • Shared Governance – Academic Senate is the collective voice of the Faculty. We strive for effective consultation, and improved communication with administration for student success. Faculty should be strategically involved in decisions. Please stay engaged and support the new leadership team. Shared Governance needs active faculty in Academic Senate, ASUH-HawCC and College Council. • Academic Senate Leadership AY 19-20 Mahalo and Chart (att. 11) <p>CALL FOR NEW ASUH ADVISORS</p>		
<p>5. Old Business – Items for Discussion/ Revision/Approval Attachment 12</p>	<p>a. CRC – (Jana Smith) (Att. #12)</p> <p>Summary of year’s work:</p> <ol style="list-style-type: none"> 1) Totals Proposals reviewed by CRC for the AY 19-20 : <ul style="list-style-type: none"> <i>Fast Track</i> – 46 submitted/ 35 approved <i>Regular Curriculum</i> – 82 submitted/75 approved 55 Courses – 7 New/43 Modified/5 Retired 27 Degrees/Certificates – 3 New/19 Modified/5 Retired <i>Learning Outcomes Alignment</i> – 9 submitted 2) <u>PROPOSAL DEADLINE</u> for FALL 2020 CRC review is May, so that the DCs can get it by June 1st For Kualu – Hold cursor over the address below and press “Control” while clicking your mouse 		

<p>Attachment 13</p>	<p>New Business:</p> <ol style="list-style-type: none"> 1) CA-TEAM, AS-TEAM and FIRE 250 need approval by the Senate. Motion to vote as block (Fuji/Claveria) 2) Ku`ulei Kanahale and Grace Funai have agreed to be co-chairs for AY20-21. <p>b. DE – (Carrie Butler) (Att. #13)</p> <ul style="list-style-type: none"> • Elizabeth Shaver will co-chair with Carrie Butler • Summary of last meeting detailed in Att. #13 <p>Sam - UHPA Updates - System-level discussion of online teaching - may continue to spring 2021; If fall has F2F classes, social distancing must be done - > class size is a problem; weekend/night college; volunteers for 100% online; trades - online + lab in person;</p> <p>CHAT Q: Is there any conversation about how transparent to be with students about the possibility of their courses not being face-to-face? Is the college communicating that well? -> Currently, no.</p> <p>CHAT Q: Is there at conversation at system level about how those trades programs (ex. Culinary) that have "teamwork" as a primary learning practice are going to keep students 6 feet apart? -> Yes, but just brainstorming right now.</p>	<p>Motion carried.</p>	
<p>Attachment 2</p>	<p>c. EPC- (Brenda Watanabe) (Att. #2)</p> <p>Three policies are under review: HAW 5.304, HAW 5.602, and HAW 5.601 (See Attachment 2)</p> <p>From Pamela Scheffler to Everyone: (12:33) -> BRENDA: we have raised GEOG 292 to 12 credits for the students studying abroad. Possibly goes into effect Fall '20 (12 credits max per semester. It is variable (e.g., GEOG 292V) and can be less than 12)</p> <p>Brenda continuing as EPC Chair next year</p>		

<p>Attachments 3</p> <p>Attachment 4</p>	<p>Next EPC meeting is on May 8</p> <p>d. FPC – (Deseree Salvador) (Atts. #3, #4)</p> <ul style="list-style-type: none"> - Reviewing proposed hiring policy from chancellor; Concern about the language in the policy. - FPC thought not revise but rather re-write or re-conceive the proposed hiring policy (in red); Wrote additions expressing the concerns; Hiring should be learning focused and hiring should focus on excellent personnel <p>FPC wrote a Resolution expressing these concerns about the purpose of hiring at a community college.</p> <p>Request for clarification: There are two documents. One is a policy proposal, the second is a resolution. May need to pass them separately.</p> <p>Chair: Resolution 2020-1 communicates faculty desire for administration not to implement any policy during the summer that affects faculty and staff. If resolution is approved, then she will pass along to the chancellor. Will add a request for a response in two weeks.</p> <p>Comment: Can a comment be added that the current process be less antiquated which causes the loss of talent. -> May be necessary for another resolution for HR practices, could be taken up by FPC.</p> <p>Move to accept Resolution 2020-1 (Fujii/Cremer)</p> <p>Proposed hiring policy: Recommendation from floor to move proposal to College Council at May 1 meeting to carry on discussion.</p> <p>Move to forward proposed FPC revision to chair/vice chair of College Council for discussion on May 1 (Fujii/Claveria)</p> <p>Recommendation to copy College Council on Resolution 2020-1 as well as policy draft.</p> <p>CHAT: For Hiring Policy, hope something added in about timeliness of hiring. Can bring up to College Council.</p>	<p>Motion carried.</p> <p>Motion carried.</p> <p>Motion carried.</p>	
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<p>Attachment 5</p>	<p>New Chair for AY 2020-2021: Alma Cremer</p> <p>e. GEC- (Grace Funai and Kapena Landgraf) (Atts. #5, #6)</p> <p>Reminder: Applications for new GEC designation = September 30</p> <p>Math 241 (new) Motion to approve Math 241 - (Fujii/Claveria)</p> <p>Psych 275 (renewal) Move to approve Psych 275 - (Fujii/Claveria)</p>	<p>Motion carried.</p> <p>Motion carried.</p>	
<p>Attachment 6</p>	<p>New Charter needs approval</p> <ul style="list-style-type: none"> - Note the membership mirrors Senate Charter representation; added institutional assessment coordinator as ex-officio member - Wanted to have co-chairs, but Senate Charter does not allow for co-chairs; recommend this be reviewed in the future for possibly charter revisions to allow - Comment: Some committees have co-chairs even though it is not in the charter <p>Motion to approve (Fujii/Claveria)</p> <p>Leilani Schabell will be the Nursing rep on GEC</p> <p>CHAT Q: What about Re-Designation deadline--same on Sept. 30? -> Yes Two deadlines: One in fall, one in spring, Grace will re-send if needed</p> <p>Recommending Kenoa Dela Cruz for 2020-2021 chair - Kapena staying on for co-chair even though not official</p>	<p>Motion carried.</p>	
<p>Attachment 7</p> <p>Attachment 8</p>	<p>f. HAP- (No'el Tagab-Cruz) (Atts. #7, #8)</p> <p>No'el will return as chair</p> <p>Request chancellor to send memo on anti-Asian discrimination due to the COVID-19 pandemic; HAP will draft memo</p> <p>Updating website; making forms as user-friendly as possible</p>		

<p>Attachment 9</p>	<p>Q: Shouldn't Drew's designation for committee membership be SSCI. not GEOG.? -> Yes, will revise</p> <p>g. WI – (Sharon Dansereau) (Att. #9)</p> <p>Sharon will return as chair System-wide WI meeting WI student surveys are out (optional) Will have a share out meeting with teachers for what has gone well for teaching online Chair’s Note: Noelie Rodriguez, founding member, will retire this year</p>		
<p>Attachment 10</p>	<p>h. Sustainability – (Drew Kapp and Debbie Weeks) (Att. #10)</p> <p>Earth Week – converted to a virtual event VISTA volunteer Charlotte Cheek created virtual week packet. Lā Honua video – Please watch</p> <p>Drew and Debbie will continue AY 2020-2021 as co-chairs</p> <p>Comment: Pandemic has created a cleaner Earth.</p> <p>CHAT Q: Will the Sustainability ASC be going forward for Fall 2021? With the application being submitted by next month?</p> <p>Michael Moore posted his new movie on the web for free. "Planet of the Humans"</p> <p>CHAT Comment: The Lib Arts DCs have discussed the Sustainability ASC in regards to letting Debbie/Drew know of any courses in our departments that could have a course S designation. English does not have any at this time; this was discussed in our last English Department meeting. I'm pretty sure the other Lib Arts DCs have discussed this as well. Thank you</p>		

	<p>Question: Will the DCs be included in the process? Yes, please confer with DC for getting sustainability designation for courses.</p>		
6. New Business	<p>i. Senate Leadership AY 2020-21</p> <p>New Chair for AY 2020-2021 - David Tsugawa</p> <p>Review of Chairs for 2020-2021:</p> <p>CRC – Ku’ulei Kanahale and Grace Funai DE – Carrie Butler and Elizabeth Shaver EPC - Brenda Watanabe FPC – Alma Cremer GEC – Kenoa Dela Cruz and Kapena Landgraf HAP – No’el Tagab-Cruz WI – Sharon Dansereau Sustainability Committee – Debbie Weeks and Drew Kapp</p> <p>j. Administrative Assistance Task Force.</p> <p>Call for suggestions or someone to take the lead on moving forward on this topic in the fall, and to bring this to administration, including DCs and Division Chairs.</p>		
7. For the Good of the Order	<p>k. UHPA Update – Sam Giordanengo (UHPA BOD)</p> <p>Pay Reduction, Tenure & Promotion Concern over Gov. Ige’s “proposal” for cuts; Ige is being held to contract and labor laws; UHPA Executive Director Christian Fern is working hard with Gov. Ige, UH president Lassner; UHPA President Maynard is on Emergency Committee; Public sector unions are uniting</p>		

	<p>UHPA-BOR contract stipulates that any pay cuts must go through a process of negotiation.</p> <p>T/P: F20 applicants will get MoU stating automatic approval for one-year deferral; CES does not have to be included in document; Applicants can still apply if they want</p> <p>Call for unified faculty voice and need to reach out to APT and staff as there is a need for transparency in the coming year(s).</p> <p>CHAT Q: Will the promotions go through this summer for documents that were submitted in the fall of 2019? -> If all local signatures were yes, these will be forwarded to Lassner for final decision. Still unknown.</p> <p>CHAT Q: Does the document address peer evaluation requirements? -> If peer observations were scheduled after spring break, observations are not necessary. This needs only be noted in documents. "Due to the COVID-19 situation, I was unable to be observed."</p> <p>CHAT Q: With the budget concerns, is there a risk of going for tenure at this point? Can that be an influencing factor? -> Should not be an issue if "no" decisions are made because of financial reasons.</p> <p>Suggestion: Faculty should work together to discuss innovative ways to meet students needs.</p> <p>CHAT Q: Can College Council take on the Budget follow-up with Administration? -></p> <p>UHPA must remain united</p> <p>CHAT Comment: UH President should rescind the recent raises he gave</p>		
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	<p>his Vice Presidents and leadership team in December 2019.</p> <p>CHAT COMMENT: True fact - give back anything except COLA given the last couple of years. Not like anyone deserves any performance bonuses with the low enrollment we've had!</p> <p>CHAT SUGGESTION: Suggestion: faculty and lecturers and student services meet to discuss innovative ways to meet student's needs structurally . Ex: new forms of courses, new academic support modes, where our bureaucracy may be tying our hands so we can't pivot creatively. -> Tanya and Toni-- give Luane an email about the empty binders</p> <p>CHAT Q: Random question: Why did several of us at PAL receive empty binders from our previous contract renewal documents from a few years ago-- like our documents had been disappeared/shredded? ?? So weird. Is that normal? -> No, they are put into your file. You should have gotten copies. If not request them. Usually photo copies are given to you in place of the originals</p> <p>CHAT Q: Sorry, Sam, I missed. Is this ability to hold off for a year just for T&P? or is it for faculty who have Contract Renewals due in the fall too? Thanks. -> Includes contract renewal in MoU that is in talks, but still needs final approval. -> MoU will be sent out.</p> <p>I. Palamanui Laurel Gregory (Proctoring @ Palamanui)</p> <p>Open two days a week M/Th Proctoring: Discussing with Hale Kea and Kō; Learning ways to proctor online; Accuplacer is on hold until after finals</p> <p>Question: Any issues with fall registration? -> Talk to dean or DC as soon as you notice any problem.</p>		
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	<p>Question: Did we ever receive a policy regarding how many students needed for a class to run? -> Guideline came out last year mostly for lecturers, based on whether class is needed for sequence or graduation.</p> <p>m. NHERC-KO</p> <p>- ...</p> <p>n. EDVance – Jessica Yamamtot (CTE Dean), Tiana Hirota (Staff)</p> <p>- Call for sharing skills. If any teachers have skills they think they could teach to meet the needs of our community, please contact EDVance. - Getting requests from community. Anyone interested in teaching courses, please take the EDVance survey and volunteer. Feel free to email Jessica.</p> <p>Link to EDvance Survey: https://docs.google.com/forms/d/1uBMK3xo0wPzPDmJ5zFg-BT98Yv_xHCO6iLYE1PtGsWg/viewform?edit_requested=true</p> <p>CHAT Q: Is Jessica doing Director of EDVance and Dean of CTE? -> Yes. CHAT Q: What kinds of requests have been received? -> Parents asking for K-12 help; community health workers/training; P-20 for Puna students</p> <p>o. End of Semester Faculty Pau Hana (Postponed) – Should we have a fall mid-term break at the yacht club? Beginning of the year barbecue at Keokaha?</p> <p>p. Administration did not release a budget. Faculty need to stay on the radar.</p>		
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	May 1 - College Council - please attend.		
8. Adjourn	Next meeting: August 28, 2020 at 12pm locations tba Motion to adjourn: 2:10pm (Fujii/Smith)	Motion Carried.	