

Academic Senate Meeting Minutes 2020 - 2021

<p><b>Date:</b> Friday, January 29, 2021 <b>Time:</b> 12:00 pm <b>Location:</b> Zoom</p>	<p><b>Members Present:</b> Aimee Maclennan, Alma Cremer, Anne Chung, Brenda Watanabe, Caroline Naguwa, Carrie Butler, Carrie Mospens, Cheryl Pavel, Chip Michels, Christine Quintana, Claudia Wilcox-Boucher, David Tsugawa, Debbie Weeks, Donna De Silva, Donna Madrid, Drew Kapp, Glenn-Dee Kuwaye, Grace Funai, Grant Kaaua, Harold Fujii, Janet Smith, Jeanne Batallones, Jennifer Sims, Jesna Nissam, Josh McDaniel, Kaleopono Quintana, Kapena Landgraf, Karen Crowell, Kate Sims, Kenoalani Dela Cruz, Kristine Kotecki, Kuulei Kanahale, Larissa Leslie, Laurel Gregory, Leanne Urasaki, Lew Nakamura, Lisa Fukumitsu, Luria Namba, Luzviminda Miguel, Mari Giel, Meidor Hu, Michelle Phillips, Nate Roberts, Neva Supe-Roque, Noel Tagab-Cruz, Pamela Scheffler, Reshela DuPuis, Robyn Kalauli, Sam Giordanengo, Sandra Claveria, Sharon Dansereau, Tagi Qolouvaki, Tamera Loveday, Tanya Dean, Toni Cravens, Ūókeamakamae Kiyuna, Vivian Chin, Wailani Walker</p>
<p><b>Call to Order:</b> 12:05 <b>By:</b> David Tsugawa <b>Mins:</b> Aimee Maclennan</p>	<p><b>Guests:</b> none</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair David Tsugawa at 12:05 pm with 35 senators and at least 3 Executive Committee members in attendance.		
2. Roll Call and Introductions / Guest	No roll call was taken due to sufficient number of members in attendance. Attendance was self-reported in the shared attendance spreadsheet.		
Announcements	<p>1) Hawaii Community College (HawCC) Catalog is out!</p> <ul style="list-style-type: none"> <li>• There is a digital copy posted on the website.</li> <li>• Paper copies can be requested.</li> </ul> <p>2) HawCC Food Distribution Spring 2021 (Claudia Wilcox-Boucher)</p> <ul style="list-style-type: none"> <li>• Provided by the HawCC Hui Ohana</li> <li>• Providing food for our kauhale on a monthly basis.</li> <li>• Food Distribution is not supported by student government this semester,</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>but students are encouraged to volunteer.</p> <ul style="list-style-type: none"> <li>If you want to contribute, please contact Claudia.</li> </ul> <p>3) “To Be A Teacher” College of Education event Jan 30<sup>th</sup> (Att 4)</p> <ul style="list-style-type: none"> <li>Please consider attending. The more we can do to address the teacher shortage in the state, the better off our education system will be in the future.</li> </ul> <p>4) Issues with the participation and verification system</p> <ul style="list-style-type: none"> <li>Please provide feedback on the participation and verification system to your executive committee (EC) members.</li> <li>EC members will compile the comments and Chair Tsugawa will send them to VPCC Lacro</li> </ul>		
<p>3. Approval of the November and December 2020 minutes (Attachments 1 and 2)</p>	<ul style="list-style-type: none"> <li><b>Motion to approve the November 2020 minutes as circulated. (Walker/Giordanengo)</b></li> <li><b>Discussion:</b> <ul style="list-style-type: none"> <li>None</li> </ul> </li> <li><b>Vote:</b> <ul style="list-style-type: none"> <li><i>0 nays, 0 abstentions, unanimous yay</i></li> </ul> </li> <li><b>Motion to approve the December 2020 minutes as circulated (Giordanengo/Walker)</b></li> <li><b>Discussion:</b> <ul style="list-style-type: none"> <li>None</li> </ul> </li> <li><b>Vote:</b> <ul style="list-style-type: none"> <li><i>0 nays, 0 abstentions, unanimous yay</i></li> </ul> </li> </ul>	<p><b>Motion to approve November 2020 minutes carried/ minutes approved.</b></p> <p><b>Motion to approve December 2020 minutes carried/ minutes approved.</b></p>	
<p>4. Senate Chair Report (Attachments 5-10)</p>	<p><b>1) CCCFSC report:</b></p> <p>a) UHCC organizational and resource planning “step 3” and planning for summer and fall 2021.</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<ul style="list-style-type: none"> <li>• Plan 3 has been released. Today's (Jan 29, 2021) wala'au served as a great Q and A session regarding the implementation of plan 3.</li> </ul> <p>b) UHCC faculty MQ equivalence pilot</p> <ul style="list-style-type: none"> <li>• UHCC did a pilot regarding MQ equivalence in regards to hiring lecturers and faculty.</li> <li>• This seems to be a good system, particularly when we are able to start filling positions in the future</li> <li>• Comment – commentor was a participant involved with Leeward CC. There are now worksheets to help narrow down the MQs. These will help evaluate the degrees or PhDs of the candidates for applying for positions. This seems to be a step in the right direction that will be streamlined over time.</li> </ul> <p>c) BOR faculty Workload report (Att 5)</p> <ul style="list-style-type: none"> <li>• The BOR has asked UH to possibly start requiring faculty to complete faculty workload reports.</li> <li>• May be used as a means of accountability for faculty, or possibly in the use of decision making by the BOR.</li> </ul> <p>d) Non-credit teaching equivalencies (TE) pilot</p> <ul style="list-style-type: none"> <li>• TEs are generally fulfilled through classes taught or release time for administrative positions or release time projects.</li> <li>• The non-credit TE equivalences pilot is meant to broaden the ways in which we can fulfill our TE's.</li> <li>• <i>Question</i> - Is there anyone who knows how this pilot will work with the non-credit side? Sometimes, on the non-credit side, an individual will develop a curriculum but it will be taught by another individual. How will this pilot address this situation and other non-credit teaching equivalencies. <i>Answer to the senator</i></li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p><i>from chair Tsugawa</i> – Please compile your list of questions, comments, and concerns and David will discuss them at the next CCCFSC meeting.</p> <ul style="list-style-type: none"> <li>• <i>Comment</i> - My program is hearing that 4% of the faculty is not getting enough work done. Our programs are trying to lower TE's by doing the hub and spoke model. They are undermining the programs that we have created by thinning out the number of programs that we provide locally and moving it to Zoom. I'm concerned they will start undermining our courses. This could create problems with faculty having enough TEs to teach.</li> <li>• <i>Comment</i> - Our UHPA contract will protect us. If system tries to change anything in our job description or TE workload, it has to come discussion with the Union. This pilot may be a means to fill TEs if we do continue with the hub and spoke model.</li> <li>• <i>Question</i> – With the hub and spoke model our income from tuition is lost to other colleges. Are we going down the path of becoming spokes of the system? Is UHPA aware of this possibility?</li> <li>• <i>Comment</i> - We need to provide our input on this situation. We need to make our voices heard. Now is the perfect time since we are in Phase 3.</li> <li>• <i>Question</i> - If the pilot is run, does it mean that we are accepting it? <i>Answer</i> –The implementation of the program is likely to be determined on the feedback from faculty/staff and the results of the pilot.</li> </ul> <p><b>2) ACCFSC report:</b></p> <p>a) GE competencies / GE 2021 summer institute proposal (Att 6)</p> <ul style="list-style-type: none"> <li>• System is wanting UH and HCCs to look very closely at our general ed courses. This is prompted by BOR, who are thinking we need to reevaluate our general ed courses and how we apply them to</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>degrees.</p> <ul style="list-style-type: none"> <li>• BOR and System are looking towards compiling a list of competencies that will need to be met by students. For example, if a student can prove that they meet the metrics of MATH 100 (perhaps through PLAs), they can simply state that they are competent in MATH 100 and they will not be required to take the course.</li> <li>• The proposal from system for the GE competencies can be found in attachment 6. The response to proposer was that there are all kinds of problems with creating GE competencies. This seems to be a misguided approach to addressing the general education classes. It would be taking classes away from teachers.</li> <li>• The proposal is out and there is a call for participants in the summer institute. If you are interested, please see the contact information in the proposal (attachment 6). There is a small stipend for this work.</li> <li>• <i>Question</i> - System spent several years developing the foundations and diversification protocols and boards. Is this GE push focused only on the non-foundation and non-diversification courses like the AAS programs or are they truly going to undermine the current foundations and diversification program? <i>Answer</i> - This program does not address the AS or AAS degrees at all, which is problematic. This would mostly apply to the BA's and the AA's.</li> <li>• <i>Comment</i> - I'm concerned about GE competencies and prior learning assessment and how those might impact future accreditation. <i>Response</i> – At some point, if enough of this goes through, every college in the system will have to file with ACCJC a specific set of paperwork requesting for this kind of change. We may already be on the brink of this in regard to our move toward digital education.</li> <li>• <i>Question</i> – Who's representing HawCC at the summer institute?</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p><i>Answer</i> – it’s an open call. Nobody, specifically, has been asked. If you are interested, please sign up to participate. <i>Comment</i> - GEC should participate in the summer institute.</p> <p>b) Administrative Procedure AP 2.215 – mandatory training on data privacy and security (Att 7-10)</p> <ul style="list-style-type: none"> <li>• Policy AP 2.215 is up for discussion (Att 7-10)</li> <li>• Please provide comments and feedback by Wednesday, February 3<sup>rd</sup> using the link provided in the agenda</li> </ul> <p><b>3) BOR Report:</b></p> <p>a) At the last BOR meeting one of the Regents made claims for getting rid of tenure. On the good side, most of the other Regents were pretty quiet so it doesn’t seem that the majority of the BOR think this way.</p> <ul style="list-style-type: none"> <li>• <i>Question</i> – Is tenure protected or regulated by Hawaii Statute? Or is it only in the Collective Bargaining Contract? <i>Answer</i> – Because it is in the collective bargaining, we are covered under state labour law.</li> <li>• <i>Comment from chat</i> - Tenure becomes moot when an institution declares a financial exigency. I don’t know about UHPA or HI state labor laws.</li> </ul> <p>b) Because we have a new federal legislation, there’s a significant amount of funding coming to the state. This means there will be more money for us and the original predicted shortfall will not be as large as anticipated. Although there is more money coming in, we will still be implementing the budget management changes that were proposed.</p>		
<p>5. Old Business (Attachments 11-14)</p>	<p><b>1) CRC</b> – Ku’ulei Kanahale/Grace Funai</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>2) DE</b> – Carrie Butler/ Elizabeth Shaver</p>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>3) EPC – Brenda Watanabe (Att 11 and 12)</b></p> <ul style="list-style-type: none"> <li>• Policy 5.601 Credit by Institutional Exam               <ul style="list-style-type: none"> <li>○ EPC is bringing policy 5.601 to Senate for review and possible approval. They also started addressing the attendance, disappearer, and no-show policy, 7.502.</li> <li>○ EPC was asked to review policy 5.601 because the current policy says that there is credit by institutional exam. EPC has moved forward and implemented a new process for credit by exam into policy 5.601. There were some contradictions in the original process; students were originally required to register for the class if they wanted to obtain credit by exam. The student would then complete the exam, earn their credit, and disenroll from the course. This affected the students’ financial aid and enrollment status.</li> <li>○ EPC went back to UH Policy 5.302 which states that the assessment fee for credit by institutional exam would be 50% of the tuition and incorporated it in to policy 7.502.</li> <li>○ Summary of the policy revisions: Applications must be submitted within the first 2 weeks of the semester, special session, or summer class. The applicant has to decide whether or not they remain enrolled in the class or complete their credit by assessment. They can no longer do it at the same time. No refunds of the assessment fee will be given. The applicant would have to approach the DC and VCAA who would identify the faculty that would provide the credit by institutional exam. Student must pass with a grade of C or higher to obtain the credit of CE. If the student does not pass, they will receive an NCE on their transcript.</li> <li>○ <i>Question</i> - Would the cost for credit by institutional exam be blanket across the system? Is it possible for our students to have</li> </ul> </li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>a different cost for credit by institutional exam. <i>Answer</i> - I'm not sure if colleges can set their own assessment fee since this is a system policy.</p> <ul style="list-style-type: none"> <li>○ <i>Comment from Chat</i> - If faculty are not being reimbursed for assessing the credit by exam work, why are students being charged? Also, the fee seems unreasonable for an exam they may or may not receive credit for.</li> <li>○ <i>Question</i> - Does the proposal give any specification whether or not the student must be a HAW CC student, or is it open to students whose home campus is not HawCC. <i>Answer</i> - This was not addressed. The policy just states that the applicant has to be an active student. <i>Response</i> - You may want to consider the home campus of the student in the policy.</li> <li>○ <i>Comment</i> - The instructor volunteers to create an exam. They are able to say no. Students apply for institution by exam credit and instructors have the capacity to agree or not. <i>Response</i> - The DC can identify a faculty member that is willing to do this. The other option is for the student to enroll in the class.</li> </ul> <ul style="list-style-type: none"> <li>● Policy 7.209 Attendance, Disappearer, No-show <ul style="list-style-type: none"> <li>● EPC is asking for feedback on this policy from the Senate</li> <li>● Should the current no-show policy be revised to align with the attendance verification procedure? Committee does not anticipate the need for two procedures, one for no-show and one for attendance and verification no-show.</li> <li>● <i>Comment</i> - There is a problem with the attendance and verification procedure. This didn't pass through Senate. It should have gone through EPC and a vote. Anything dealing with academics has to be passed by Senate. If there's a conflict, the attendance verification procedure should be "kicked out" until it goes through proper procedures with the</li> </ul> </li> </ul>		



TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>Senate.</p> <ul style="list-style-type: none"> <li>• <i>Comment</i> - Prior to the verification/participation policy, there was no System policy. Our no-show policy was in place for just that, giving instructors the ability to drop students that did not participate in the class. Implementation of the verifications/participation policy is causing a competition. It seems reasonable to align both procedures.</li> </ul> <p>4) <b>FPC</b> - Alma Cremer</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>5) <b>GEC</b> – Kenoalani Dela Cruz / Kapena Landgraf</p> <ul style="list-style-type: none"> <li>• Reminder that Feb 1<sup>st</sup> is the deadline for GEC proposal</li> </ul> <p>5) <b>HAP</b> – No’el Tagab-Cruz</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>7) <b>WI</b> – Sharon Dansereau (Att 13)</p> <ul style="list-style-type: none"> <li>• Reminder, proposals are now being accepted.</li> </ul> <p>8) <b>Sustainability</b> - Drew Kapp/ Debbie Weeks (Att 14)</p> <ul style="list-style-type: none"> <li>• Passed the academic subject certificate last month. It’s on track for the Fall 2021 semester but still requires administration’s approval</li> <li>• Drew and Debbie were invited to speak with the new county sustainability coordinator. There will be a symposium in March that Rachel is organizing, in which HCC will be involved. It is exciting that there is a county sustainability coordinator and that our government is open up to exploring solutions involving sustainability</li> <li>• There is going to be a Kauhale sustainability committee. There will be a call for the first meeting in March. There is an open call for participation from Faculty and Staff members.</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<ul style="list-style-type: none"> <li>• The Sustainability RISO is quite small and are for more participation from students. If you have a student who may be interested in the sustainability RISO, please point them out.</li> <li>• La Honua Earth Day – Save the date! Two afternoons of symposium April 21 and 22. If you are interested in giving a workshop related to the theme, you are invited to reach out to Drew to propose a workshop. This will be largely asynchronous with activities geared to K-12 students.</li> <li>• There was a meeting with System’s sustainability curriculum coordination council meeting with Matt Lynch, officer of sustainability for the system. The individual helping with sustainability between the CC’s was cut, which is concerning. However, the sustainability council members across the system have pledged to coordinate and work together.</li> <li>• The VISTA program has been delayed till mid-March.</li> </ul> <p>9) <b>UHPA BOD update</b> – Sam Giordanengo</p> <ul style="list-style-type: none"> <li>• Productivity reports and workload; We have been encouraged to work from home (if we want to), but it was then expressed by Erika at the emergency meeting that it has been noticed that productivity is decreasing (which is concerning for Admin). Admin is trying to quantify something in order to validate the claim of decreased productivity.</li> <li>• State Senate passed bill SC 1328. This bill essentially denies tenure for non-teaching faculty because it “limits the award of tenure to faculty whose duties are primarily instructional.” This would prevent tenure from librarians, counselors and non-instructional faculty. <ul style="list-style-type: none"> <li>○ Christian Fern (Executive Director for UHPA) is working on ways to ensure SB 1328 is not moved forward. They have been working on outreach to discuss the negative impacts of this bill. Tenure is part of our collective agreement and bargaining and will be protected by UHPA.</li> </ul> </li> <li>• The incentive for retirement is apparently dead in the water. The governor is not currently talking about it.</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
6. New Business	<p>1) EPC Proposal 5.601</p> <ul style="list-style-type: none"> <li>• <b>Motion to table EPC proposal 5.601 (DuPuis/Tangi)</b></li> <li>• <b>Discussion:</b> <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• <b>Vote:</b> <ul style="list-style-type: none"> <li>○ <i>3 nays, 0 abstentions, 51 yay</i></li> </ul> </li> </ul> <p>2) Charter Amendments – Second Reading (Att 16 &amp; 17)</p> <ul style="list-style-type: none"> <li>• Up for second reading</li> <li>• <b>Motion to adopt the charter amendment 16 as presented (DuPuis/DelaCruz)</b></li> <li>• <b>Discussion:</b> <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• <b>Vote:</b> <ul style="list-style-type: none"> <li>○ <i>0 nays, 0 abstentions, unanimous yay</i></li> </ul> </li> <li>• <b>Motion to approve the charter amendment for article 9 (Cravens-Howell/Walker)</b></li> <li>• Discussion <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• Vote: <ul style="list-style-type: none"> <li>○ <i>0 nays, 0 abstentions, unanimous yay</i></li> </ul> </li> </ul> <p>3) CC Organizational and Resource Plan (Att 15)</p> <ul style="list-style-type: none"> <li>• Please watch the recording of the wala'au if you were unable to attend. It was a very informative open session.</li> </ul>	<p><b>Motion to table EPC policy 5.601 carried.</b></p> <p><b>Motion to adopt the charter amendment 16 as presented carried.</b></p> <p><b>Motion to approve the charter amendment for article 9 carried.</b></p>	
7. For the good of the Order	<p><b>1) Palamanui</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p><b>2) Ko Educational Center</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>3) Early Childhood Early College Project (Jana Smith / Brenda Watanabe)</b></p> <ul style="list-style-type: none"> <li>• A plan was made over a year ago, looking at expanding the Early College program.</li> <li>• Private grants were awarded through the community and the are going to move forward with the program. Support for students such as tuition, textbook costs, and even stipends for internships were included in the grant proposals.</li> </ul> <p><b>4) Human services virtual conference (Sandra Claveria)</b></p> <ul style="list-style-type: none"> <li>• The Human Services virtual conference is Friday April 16<sup>th</sup>, 2021.</li> <li>• Learn about the processes of the ka’au model and listen to returning students and graduates share their stories.</li> <li>• English professors are encouraged to promote participation and reflections by their own students.</li> <li>• This will provide students with the courage to become leaders in their community and within our Kauhale.</li> </ul> <p><b>5) All are encouraged to read and familiarize themselves with the UHPA contract</b></p> <ul style="list-style-type: none"> <li>• We need to be vigilant in knowing our contract to ensure that no contract violations are occurring</li> </ul> <p><b>6) QFE Committee (Grace Funai)</b></p> <ul style="list-style-type: none"> <li>• QFE are looking at possible redesign for the integrated planning process, the budget allocation process, and all of the other processes that come together.</li> <li>• The QFE would like to get input from the campus community. All are encouraged to participate and provide input. There will be open sessions to anyone on campus and one faculty-specific session. Please keep an</li> </ul>		

Academic Senate Meeting  
01-29-2021

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
	<p>eye out for an email from the Chancellor.</p> <ul style="list-style-type: none"> <li>For those who can't participate in the sessions, please use the google form to provide input.</li> </ul>		
8. Adjourn	<p><b>Motion to adjourn (Cravens-Howell/Weeks)</b>  <b>Vote to adjourn: No formal vote taken.</b>            -Meeting adjourned at 1:57 pm by Chair Tsugawa</p> <p><b>-Next meeting Friday, February 26, 2021 12:00-2:00 pm via Zoom.</b></p>	<p><b>Motion Passed.</b>  <b>Meeting adjourned at 1:57 pm.</b></p>	