

Academic Senate Meeting Minutes 2020 - 2021

<p>Date: Friday, November 20, 2020 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Aimee Maclennan, Ākeamakamae Kiyuna, Anne Chung, Brenda Watanabe, Christine Quintana, Camille Hernandez, Vivian Chin, Carrie Butler, Claudia Wilcox-Boucher, Caroline Naguwa, Darryl Vierra, Debbie Weeks, Donna De Silva, Donna Madrid, Drew Kapp, David Tsugawa, Elizabeth Shaver, Kanoe Lambert, Lisa Fukumitsu, Grace Funai, Glenn-Dee Kuwaye, Gordon Ching Janet Smith, Jennifer Sims, Kaleopono Quintana, Kapena Landgraf, Karen Crowell, Kate De Soto, Kei-Lin Cerf, Kristine Kotecki, Lissandra Baldan Jenkins, Lew Nakamura, Laurel Gregory, Lucy Jones, Leanne Urasaki, Mari Giel, Meidor Hu, Luzviminda Miguel, Carrie Mospens, Michelle Phillips, Trina Nahm-Mijo, Luria Namba, Neva Supe-Roque, Nate Roberts, Kenoalani Dela Cruz, Renee AK Dela Cruz, Reshela DuPuis, Robyn Kalauli, Sam Giordanengo, Sandra Claveria, Sharon Dansereau, Kate Sims, Susie Dill, Noel Tagab-Cruz, Tagi Qolouvaki, Tamera Loveday, Kuulei Kanahale, Warren "Wailani" Walker, Jesna Nissam</p>
<p>Call to Order: 12:00 pm By: David Tsugawa (Chair) Mins: Aimee Maclennan</p>	<p>Guests: Kei-Lin Cerf (Ko Educational Center)</p>

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
1. Ascertain quorum	Meeting called to order by Chair David Tsugawa at 12:03 pm with 61 senators (including 13 Executive Committee members) in attendance.		
2. Roll Call and Introductions / Guest	No roll call taken due to sufficient number of members in attendance. Attendance recorded via Zoom enrollment. Two guests from Financial Aid.		
Announcements	<ul style="list-style-type: none"> • Reminder – Senate meetings are recorded and chats saved for the purpose of keeping accurate minutes. Recordings are only available to the Senate Chair and Secretary. • Shout out to new Wo learning champions – Cherise from the Registrar and Tanya from English Faculty 		

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	<ul style="list-style-type: none"> • There is a new student publications board, thank you to Tagi for being the co-advisor. • There will be another faculty senate meeting on Dec 11 from 2-4pm for the purpose of bringing in CRC proposals for this year. • Title IX Wording – There was some question about wording in syllabi and who has the final say in wording within syllabi. There is no system rule and it is up to individual campuses in how to address title IX wording in course syllabi. • College Catalogue is finally up. • Participation Verification System – there are no specific training sessions for our campus. There are some videos provided for training (link provided in agenda). This will be required for teaching faculty. <ul style="list-style-type: none"> ○ Comment – the no show system is still in place. The participation verification system happens at a later time. If a student is incorrectly disenrolled, they must get back to the instructor immediately as it may impact financial aid. ○ Q. Because this is a system policy, it should supersede our campus non-participation policy. Is this correct? A. The campus policy (currently under student affairs) will be referred to EPC, to be looked at side-by-side with this participation policy to identify the similarities/differences. They will then make a recommendation whether or not to keep the no show policy when this participation verification is implemented. • There is now a Covid Steering Committee Task force under College Council. They are requesting membership input – contact the Chancellor. The College Council will determine who is on the committee. • Gifts-in-kind policy (Attachment 2) – VCAA Ken has sent out a policy regarding gifts-in-kind. Please provide feedback directly to Ken. 		

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	<ul style="list-style-type: none"> • There has been a request from system to provide feedback on the changes to the EP policy regarding Small Undergraduate and Graduate Course Sections (Attachments 3-6). Please use feedback from to provide input. Send the feedback form to David and it will be forwarded to the system. 		
<p>3. Approval of the August 28, 2020 minutes (Attachment 1)</p>	<ul style="list-style-type: none"> • Motion to approve the October 23, 2020 minutes (DuPuis/Walker) • Discussion <ul style="list-style-type: none"> ○ None. No revisions requested. • Vote to Approve the October 23, 2020 Minutes <ul style="list-style-type: none"> ○ 0 opposed, 0 Abstentions, Unanimous Approval 	<p>Motion to accept 10/23/2020 minutes carried.</p>	
<p>4. Senate Chair Report (Attachments 2-6)</p>	<p>a) ACCCFS report</p> <ul style="list-style-type: none"> ○ President Lassner came and spoke to the ACCFS. The state budget projections show that this year won't be as bad as it gets. State is expecting the budget over the next 3 years to get worse. ○ BOR representative Wilson reported about budgetary request sent to Governor for current fiscal year. It states that there are no furloughs or pay decreases in the current request. The only way for furloughs or reductions will happen is if UHPA goes into talks with the governor's office. ○ Constant commentary over "shared governance". Amongst faculty and staff, we want to be included in shared governance. President Lassner was made very aware that shared governance is an issue that he needs to address with the executive management team. <p>b) CCCFSC report – none</p> <ul style="list-style-type: none"> ○ The meeting is currently going. Toni Cravens is attending and will report next senate meeting. 		

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	<p>c) BOR report</p> <ul style="list-style-type: none"> ○ Evaluations performed on President Lassner: the meeting cut out exactly when the BOR was going to report on their evaluation. 		
<p>5. Old Business (Attachments 7-10, 18)</p>	<p>a) CRC – Ku’ulei Kanahahele/Grace Funai (Attachment 7)</p> <ul style="list-style-type: none"> ○ The CRC approved 6 proposals which will be brought up to Senate <p>b) DE – Carrie Butler (Attachment 8)</p> <ul style="list-style-type: none"> ○ There is a link that you can use to report best practices/guidelines for online synchronous and asynchronous feedback. <p>c) EPC – Brenda Watanabe</p> <ul style="list-style-type: none"> ○ None <p>d) FPC - Alma Cremer</p> <ul style="list-style-type: none"> ○ None <p>e) GEC – Kenoalani Dela Cruz / Kapena Landgraf (Attachment 9)</p> <ul style="list-style-type: none"> ○ There will be 15 proposals that will be reviewed in new business. ○ The spring 2021 deadline for proposals will be February 1, 2021 <p>f) HAP – No’el Tagab-Cruz (Attachment 18)</p> <ul style="list-style-type: none"> ○ Received 6 applications for HAP designation ○ PAX 108 as a course designation ○ Art 111 and HWST 101 – requesting academic senate if a 1 year provisional designation could be awarded to these 2 classes. These classes are on the cusp of meeting the hallmarks and HAP 		

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	<p>didn't want to prolong their designation while they strengthen their courses for fall.</p> <p>g) WI – Sharon Dansereau</p> <ul style="list-style-type: none"> o None <p>h) Sustainability - Drew Kapp/ Debbie Weeks (Attachment 10)</p> <ul style="list-style-type: none"> o Finalizing proposal with ASC. CRC is working with sustainability committee so proposal can be brought to senate next meeting. o Applications will not go out until a firm ASC is confirmed. o La Honua/Earth day brainstorming session 11/20/2020 at 2:00 pm. Would like to see participation across the campuses, so please attend if you are interested in joining in the planning of the 2021 earth day. o There are nearly 10 students signed up for the sustainability RISO o In search of vista coordinator <p>i) UHPA BOD Report – Sam Giordanengo</p> <ul style="list-style-type: none"> o Everyone should be receiving weekly UHPA updates o We are currently waiting to hear back about the retirement incentive program. The official negotiator has given UHPA an offer, which was subsequently countered. There has not yet been a response on the counter-offer. An agreement must be made by Dec 15 for those who are considering December retirement. o Other negotiations are stalled. State is meeting the minimum requirements of negotiations but forward progress has not been made. o If our contract is not renewed before the current one ends, we will continue under the old contract. 		

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	<ul style="list-style-type: none"> ○ Union seems to be unaware about how much dissatisfaction is on campus. 		
<p>6. New Business (Attachments 11-17, 19)</p>	<p>j) Committee Proposals for Senate Approval – CRC / GEC (Attachment 11)</p> <ul style="list-style-type: none"> ○ Motion to approve the 6 CRC Proposals as a block (Giordanengo /DuPuis) ○ Discussion: None ○ Vote <ul style="list-style-type: none"> ▪ <i>0 nay, 0 abstentions, Unanimous Approval</i> ○ Motion to consider the entirety of GEC proposals as a block, including the conditional courses at the bottom of the list. (DuPuis/ Giordanengo) ○ Discussion: none. ○ Vote to approve the vote as a block: <ul style="list-style-type: none"> ▪ <i>0 nay, 0 abstentions, unanimous approval</i> ○ Motion to approve the block vote of GEC proposals (Giordaneng/ Dansereau) ○ Discussion: <ul style="list-style-type: none"> ▪ Q. I Want to confirm that all proposals are voted on a 5-year designation with the exception that Soc 100, Soc 218, and SSCI 111 are approved for 1-year designations instead of 5. A. Confirmed. ○ Vote: <ul style="list-style-type: none"> ▪ <i>0 nay, 0 abstentions, Unanimous Approval</i> ○ From Chat: Request for 5-year HAP Designation PAC 108 - Pacific Worlds: An Introduction to Pacific Islands Studies (Course Designation). Request for 1-year provisional HAP Designation ART 111 - Introduction to Watercolor Painting (Instructor 	<p>Motion to approve 6 CRC proposals as a block. Motion Carried.</p> <p>Motion to vote on the GEC proposals as a block carried.</p> <p>Motion to approve all GEC proposals, including the conditional courses carried.</p>	

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	<p>Designation) HWST 101- 'Aikapu: Hawai'i Culture I (Course Designation)</p> <ul style="list-style-type: none"> ○ Motion to accept the HAP proposals (Giordanengo / DuPuis) ○ Discussion: <ul style="list-style-type: none"> ▪ Q. For the Art 111, what is their proposal for it to meet the hallmarks of HAP? A. The submission included that the class will use pieces of the Japanese Ainu. They will be looking at techniques and traditions from a water coloring perspective. They will also be studying Hawaiian locations to see how Japanese perspective has influenced Hawaiian perspective while maintaining indigenous influences. ○ Vote: <ul style="list-style-type: none"> ▪ <i>0 nay, 0 abstention, unanimous approval.</i> <p>k) Charter Amendments: Article VI, Article IX – First Discussion, Second Reading (Attachment 12-13)</p> <ul style="list-style-type: none"> ○ With no comments or questions, it is recommend from Chair Tsugawa that we send this for a second reading and that put these charter amendments up for a vote at the next senate meeting. <p>l) Report from Ad Hoc Finance and Budget – Sam Giordanengo</p> <ul style="list-style-type: none"> ○ The Ad Hoc Committee met and put together a grid regarding senate ideas for revenue saving. This has been released to the EC, but you may include ideas by requesting access to the document from Sam. ○ Academic senate budget proposal consists of 4 categories: administration savings, energy and other resource use 	<p>Motion to approve the HAP proposals carried.</p>	

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	<p>reductions, improve revenue streams, and improvements in operational efficiency.</p> <ul style="list-style-type: none"> ○ If finances are going to be decreasing over the next 3 years, we need to implement a costs-saving plan. If you have any cost saving ideas, please message Sam for access to the shared document. This document to be brought up to senate at next meeting for forwarding to Erika. <p>m) Policy HAW 9.209: Professor Emerita/Emeritus Policy First discussion, second reading – Sam Giordanengo (Attachments 14-17)</p> <ul style="list-style-type: none"> ○ This policy was brought up in College Council, and was found lacking in faculty input. It was strongly believed that faculty should have input on decisions regarding faculty emerita/emeritus, as these are our peers. ○ Comment – The Chancellor had proposed, 2 months ago, for first reading in College Council that HawCC adopt the system policy. The system policy has language that states the procedures will be decided by each individual campus. The procedures the Chancellor stated within in the policy presented to College Council were devoid of any faculty input. At that point, it was requested that this policy was sent to Faculty Senate for comment. ○ The resolution is not creating a new policy. The resolution is making sure there is inclusion of faculty on the nomination and decision making on emerita/emeritus. ○ Q. Don't faculty currently nominate people for emeritus? If not, who nominates? A. The DC nominates, so perhaps, faculty input can be given through the DC. <p>n) e) Resolution 2020-X2 – Sam Giordanengo (Attachment 19)</p>		

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	<ul style="list-style-type: none"> ○ This is a first read. ○ Request for a cease and desist on all judgments or decisions regarding the conversion of 11-month faculty to 9-month faculty. ○ Incorporates the impact of this transition of duties on students ○ Discusses that there are not enough opportunities for faculty members to help other faculty members perform their duties. ○ Chancellor was asked for a rubric or criteria used in the decision making in the 11 to 9 month faculty, but the it was never provided. We are unaware of what the Chancellor is trying to accomplish. ○ We want to know what the plan is regarding layoffs and job transitions. Is there a breakdown for the financial gains of making these changes? We need to make sure that no transitions to jobs happen unless academic senate / CoCo/ faculty input is provided with the decision-making of these transitions. ○ Comment – The changes that this resolution is addressing cannot be done without negotiations through the unions (UHPA or UHGA). Any changes to contract stipulations regarding duties and salary will not happen this year unless they have been negotiated with unions. So, in a sense, I believe that this union is addressing something where administration is speaking ahead of time on possible changes that administration is administering. We have just passed phase one of changes, which will continue into to next semester with phase two, regarding, in deeper context, what we can do in the upcoming years. No changes will be made this year unless they are negotiated through contract. ○ Q. In addition to the proposed Senate resolution, how do we as a campus keep pressing for transparency? A. A part of this 		

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	<p>resolution really is just asking to address this particular issue. Administration can be very open about what’s going on. Just tell us how it is.</p> <ul style="list-style-type: none"> ○ Comment – Please scroll to the third paragraph of the document. Since this is the first reading, I’d recommend that folks in student services and academic affairs look at this paragraph and elaborate on this section of the document. You may want to really clarify that paragraph as it currently says that “the conversion will, unavoidably limit the ability of these faculty to provide student services.” You do so much more work than that. Perhaps, provide additional detail on how the conversion of their position would unavoidably hurt the students. ○ Please provide feedback on the resolution to Sam Giordanengo. ○ Second reading to be done at next senate meeting. 		
7. For the good of the Order	<ul style="list-style-type: none"> a) Palamanui Update <ul style="list-style-type: none"> ○ None b) Ko Update – Dr. Kei-Lin’s Report <ul style="list-style-type: none"> ○ Ko Education Center has been onboard for approximately 1.5 years ○ Backstory; Ko was formerly known as NHERC, created in 2006 under University of Hawaii at Hilo. Ko was created at request of legislators to help support work-force development for people in the area due the shutdown of sugar. Ko Education Center now serves all of Hamakua and North Hawaii. The region spans North Hilo, Hamakua, and North Hawaii including Kohala and Waimea. ○ Serves approximately 30 k people over 6 county subdivisions, 13 towns and zip codes. 		

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	<ul style="list-style-type: none"> ○ Ko aims to serve the work-force development needs of students in the area and to promote the attendance of college after high school. ○ Ko started using Zoom approximately 2 years ago in order to broaden their reach. They utilize remote learning to join students from multiple schools in order to fill classes. Through this, Ko is able to serve many high school students to improve their college and career readiness. ○ Some grant money has come to Ko through Dr. Kei Lin, following her from her previous employment under Chancellor Straney at UH Hilo. Private grants have been received in order to pilot small programs. Rural students are underserved so grant funders invest in to see if Ko can serve geographically disadvantaged students. ○ Ko works with high school students to help improve college and career readiness, with a focus on improving English and Math literacy in high school so that all students have equal access to college. ○ Staff: Alan Ku – tech, media, distance education person. Alan is the testing proctor, running the testing center. Contracted to do PSI and postal testing (only PSI testing center on island). Alan is also the facility person, acting in lieu of Ken. Alan is also the STEM lead and resident electrical engineer. Kalehua is the academic advisor taking care of the students. Facilitates the rural students in being successfully connected to the main campus. ○ Kei-Lin Cerf’s position – hired as ENM under UH Hilo (site director). This provides the region of rural students with a voice in discussions and decision-making. Representing the uniqueness of the communities. (grant writing to communities, 		

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	<p>to facilities . accounting, HR, everything). Someone has to be on site to take care of all issues occurring at the Ko Education center campus.</p> <ul style="list-style-type: none"> ○ Regarding rental of the facilities; in 2019 they did over 800 reservations, generating \$34k in revenue. These funds are used to maintain the facility so the main campus does not accrue the cost of Ko. Through rentals, Ko nearly breaks even, requiring little to no financial backing from the main campus. They also have long-term tenants that are renting offices. Please inquire to receive the facility use rates if you are interested in increasing revenue at your campus. ○ Q. The college has a college effectiveness review committee (CERC) that do annual and comprehensive reviews. Will Ko also have to submit annual reviews in the future? A. Yes, they were excused from review last year, as they were going through transition. Though they have not yet been asked to submit one, Ko will provide an assessment when asked to do so. ○ Q. There are many categories that are worked on at Ko. What kind of data do you have on the courses that you offer? Also, do you have information on the museum that does tours? How many tours, how many people, and what are the specifics that have helped to bring in the \$34k you mentioned? A. The outcome measures that funders request are performed by Ko. This includes, how many students are served. For example, their internship program (Dragons Den Internship Program) teaches job writing skills to high school students and recent alumni. The measures for that program include number of students served, number of projects, number of employers and community partners involved, and performance evaluation of students by 		

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	<p>coaches. Measures for facility use could easily be taken from the reservation software.</p> <ul style="list-style-type: none"> ○ Q. When will this data be available to the campus? A. Unknown. No deadline has been indicated. (Dupuis – the deadline to submit review is December 15th) ○ Q. How were you able to open the homeschool and grant community when Ko was to be closed to the public? A. They haven't been able to stay open since covid. They could only do PSI testing due to contract. Ko is still closed to the public except for a few contractual and grant programs. Capacity is now 4-6 students depending on the size of the classroom and adherence to social distancing protocols. ○ Community Outreach – the people in the town wanted the campus to be the hub of the community. Ko has been working hard to hold many family-oriented events to instill the facility as a community hub. ○ Q. The campus needs a lot of help with marketing and outreach and you work a lot with community. Is there a way to use your connection with the community to fill the gaps in low enrollment and prevent cutbacks? A. Because Ko focused on building those relationships with partners in the community, when Ko sends something out over social media, the community is happy to keep sharing it. A lot of information can be sent out over social media, including student success tips, student wellness, study tips, etc. The development of the communications relationship has really helped Ko with marketing. ○ Q. Are there any full-time faculty at Ko? A. Josh McDaniel teaches at Ko full time. There is one other full-time non-teaching faculty at Ko as well. 		

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8. Adjourn	<ul style="list-style-type: none">• Motion to adjourn (Quintana/Walker)• Meeting adjourned at 2:17 pm by Chair Tsugawa • Next meeting Friday December 11, 2020 12:00-2:00 pm via Zoom.	Motion to adjourn carried.	