

Academic Senate Meeting Minutes 2023-2024

<p>Date: Friday, September 22, 2023 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Ākeamakamae Kiyuna, Anne Chung, Ashlee Kalauli, Brenda Watanabe, Carrie Butler, Debbie Weeks, Donna De Silva, Donala Kawaaauhau, Drew Kapp (ExCom), Grace Funai, Jana Smith (Chair), Jennifer Sims, Jesna Nissam, Kaleo Quintana, Kapena Landgraf, Kenoalani Dela Cruz (ExCom), Ku'ulei Kanahale, Laurel Gregory, Leanne Urasaki, Lissandra Baldan Jenkins (Sec), Lisa Fukumitsu, Lisa Yamanaka, Luria Namba (Vice Chair), No'el Tagab-Cruz (ExCom), Reshela DuPuis (ExCom), Sharon Dansereau, Susie Dill (ExCom), Tagi Qolouvaki, Tamera Loveday, Tanya Dean, Tiffany Amana, Toni Cravens-Howell, Vivian Chin</p>
<p>Call to Order: By: Jana Smith Mins: Lissandra Baldan Jenkins</p>	<p>Guests: Susan Kazama, Chancellor</p>
<p>Robert's Rules of Order on Voting</p>	<p>In the usual situation, where the rules require either a “majority vote” or a “two-thirds vote,” abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the rules explicitly require a majority or two thirds of the members present, or a majority or two thirds of the entire membership, an abstention will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [RONR (12th ed.) 44:1, 44:3, 44:9(a); see also p. 66 of RONR In Brief.]</p>

<p>KE ALA NU'UKIA: <i>No ka ho'opi'i 'ana i ka ho'ona'auao 'ia 'ana a kau i ka puaaneane, na ke Kulanui Kaiaulu 'o Hawai'i e kaulele ma ka 'ike e pono ai nā hoa Kauhale i na'auao a mākaukau ho'i. Ma hope mākou o ke ala nu'ukia o nā Kulanui Kaiaulu Hawai'i a pau a na mākou nō e lawelawe i ko Hawai'i nui kuuli.</i></p>	<p>MISSION: To promote lifelong learning, Hawai'i Community College will emphasize the knowledge and experience necessary for Kauhale members to pursue academic achievement and workforce readiness. Aligned with the mission of the UH Community Colleges, we are committed to serving all segments of our Hawai'i Island community.</p>
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TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
<p>1. Ascertain quorum</p>	<p>➤ Meeting called to order by Chair at 12:08 pm. Quorum has been met, including at least 3 members of the Executive Committee.</p>		
<p>2. Approval of the Minutes</p>	<p>❖ Minutes now included in Consent Agenda.</p>		
<p>3. Consent Agenda</p>	<p>(ATT. 1) -> 1. AS Minutes Aug 25, 2023;AS Minutes 8-25-23 -> Minutes Draft have been updated with revisions, approved by the Executive Committee for the Consent Agenda. Please review. -> Robert’s Rule for Minutes - For major revisions/changes, request Minutes be removed from Consent Agenda to be discussed in Continuing Business; If there are only minor revisions or none, the Minutes are approved.</p> <ul style="list-style-type: none"> ● Toni Cravens-Howell made a motion to approve the consent agenda ● It was seconded by Drew Kapp <p style="margin-left: 40px;">➤ Vote to approve the consent agenda: ■ 18 = Yay; 0 = Nay; 1 = Abstain</p>	<p>Toni Cravens-Howell made a motion and Drew Kapp seconded to approve the consent agenda</p>	
<p>4. Senate Chair Report</p>	<p>a) Welcome and intro of Executive Committee members</p> <p>b) Susan Kazama greeting</p> <ul style="list-style-type: none"> ● Chancellor Susan Kazama: The Chancellor started about two and a half months ago. She was willing to answer any questions. 		

	<ul style="list-style-type: none">❖ Kauhale Day on September 29. The Chancellor wants to use Kauhale Day as an opportunity to start improving the front of the Manono Campus. One example: plant some trees and run some educational sessions about the native Hawaiian plants on Campus. She went over the Agenda for Kauhale Day. You can find the Agenda in your email inbox.❖ Improvements to the physical structures around the Manono campus like pressure washing and painting, fixing the broken air conditionings, holes in the roof, etc. She wants people to feel that sense of pride.❖ These are some of the faculty positions that are being worked on: sociology, nursing, lab coordinator, apprenticeship coordinator carpentry, culinary, physical science, history and math. She hopes to be adding them by the end of this academic year.❖ She has been working with the Chair of the Faculty and Staff Development Committee to develop a way for funds to be requested (Professional Development Fund), so that folks can just fill in an application to request funds. <p>c) CCCFSC/ACCFSC updates - meeting days/times</p> <ul style="list-style-type: none">★ Jana Smith: The CCCFSC and the ACCFSC meetings are on the same days as we have the Senate, so Luria will be leaving to attend the ACCFSC and then this afternoon I'll be going to the CCCFSC. Unfortunately, the information will be a month late, if we wait for that.★ Jana proposed including some sort of a summary into the Shared Drive. There is a folder in the share Drive that says		
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	<p>ACCFSC/CCCSFC and I propose that I can do that and you folks could access it at any time.</p> <ul style="list-style-type: none">○ There was a suggestion from Leanne Urasaki to when Jana attends the College Council meetings and they're setting up the schedule for next year, to ask them to trade places with another organization whether it's the faculty staff development day or another group so that it's not held on the same Friday because it seems like they always stick to the same schedule with the same Fridays and we stick to the same schedule and then we always have this problem.○ The Chair (Jana) addressed this issue before, but the schedule was kept the same.○ Leanne then suggested that we should just look at changing our schedule since Resh and Brenda were in the current meeting, maybe they can stay on the radar so that when the College Council starts developing the college meeting schedule for next year then maybe take that into consideration.○ Both Resh and Brenda agreed to discuss it. <p>d) Reminder - DPC guidelines for each department need updating. Guidelines Need to say that DPC members need to be at equal or higher rank to the applicant. (page 19 of contract) Guidelines need to say who will be pulled from another department in case there aren't enough people to perform the review.</p>		
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	<ul style="list-style-type: none"> ❖ Jana Smith: It is really important for your department chairs to make sure that they initiate the review and update of the DPC Guidelines. ❖ Leanne Urasaki: On the meeting agenda it says guidelines need to say who will be pulled from other departments in case there are not enough people to perform the review. I brought this up the last time that that's not really accurate. It is not supposed to say "who" but "how" the department will determine that extra people will be coming on to the review. 		
<p>5. Vice Chair Report:</p>	<p>a) Senate Chair nominations for 2024-25 for February ballot - be thinking of names for nominations Senate Chair nomination form</p> <p>b) Ad Hoc Senate Charter Review Committee - was disbanded at previous meeting</p> <p>→ Luria Namba: There is a process in our Charter: it is Article Four that clearly states how to amend the charter. If you have any changes or suggestions to amend the charter, there are already clear guidelines for that.</p>		
<p>6. Campus Updates</p>	<p>1) Pālamanui - Luria Namba</p> <p>★ Laurel Gregory: Photo ID is up and running, so students can get their photo ID.</p> <p>2) Kō – No updates</p>		

<p>7. Old Business</p>	<ul style="list-style-type: none"> - Committee Chair Reports - AS Shared Drive AY23-24 <ul style="list-style-type: none"> a. Curriculum Review Committee (CRC) – Carrie Butler b. Data Analysis Committee (DAC) - Donala Kawa’auhau c. Distance Education Committee (DEC) – Tamera Loveday d. Educational Policy Committee (EPC) – Donna De Silva e. Faculty Policy Committee (FPC) – Vivian Chin *f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz *g. General Education Committee (GEC) – Kenoalani Dela Cruz *h. Hawaiian Asian and Pacific Issues (HAP) – Tagi Qolouvaki / Orlo Steele *i. Academic Sustainability Committee (SUST) – Drew Kapp <ul style="list-style-type: none"> ➤ There is a search for a VISTA Sustainability Coordinator. Positions https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=101284 * j. Writing Intensive Committee (WI) – Tanya Dean k. University of Hawai’i Professional Assembly (UHPA) Update – <ul style="list-style-type: none"> ➤ Leanne Urasaki: <ul style="list-style-type: none"> ➔ If you are new to the college or you are currently a non-due paying member please consider signing up and becoming a due paying member that gets you 100% of the services provided by UHPA; ➔ In a few weeks there is going to be a meeting for our faculty reps and communication will be shared with them and so our faculty reps will be attending. Then if there is any information to be disseminated, they will be sending it out to you folks. Within what we call PAU there is one representative position that is currently 		
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	<p>vacant. While we are getting ourselves organized, Kenoa, who is the other faculty rep for PAU Unit 3, will be disseminating the information for people, so I just want to let you know that nobody is going to be underrepresented. UHPA communication goes to your non-UH email so when you sign up with UHPA, you have to provide a non-UH email account;</p> <ul style="list-style-type: none">◆ Communication between the reps and the UHPA members will go through the UH email (because these emails were the only ones provided to the reps) but stuff coming from the union directly will probably come to our non-UH email. <p>→ A MOU was signed and agreed upon by UHPA and UH. The title is a memorandum of understanding between the University of Hawai'i Board of Regents and the University of Hawai'i Professional Assembly Duty period for vacation earning faculty. This one pertains to basically the 11 month faculty who earn vacation. This document will be added to the Shared Drive.</p> <p>I. GE Redesign Update – Kenoalani Dela Cruz/Caroline Naguwa *= Course Designation Committees</p> <ul style="list-style-type: none">➤ Kenoalani Dela Cruz: Mahalo to the 21 individuals who submitted responses to the GE Inquiry Team Questionnaire. The Hawai'i CC team will categorize and identify themes/patterns from the submissions and forward the information to the UHCC GE Inquiry Team for compilation. The raw results of the Hawai'i CC questionnaire will be made available for viewing soon.		
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<p>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</p>	<p>Items for Further Discussion/Revision/Vote Approval</p> <p>a. Parliamentarian position discussion</p> <ul style="list-style-type: none"> ➤ Jana Smith: The Chair proposed to have a parliamentarian position for the Senate. It wouldn't be assigned time. It would just be someone who would probably have to complete the training. It might be a good idea to have somebody in a permanent position in the Senate to kind of keep us on the right track and to kind of carry forward the momentum and make sure that we are always keeping on track and keeping Civility and order. ➤ Senators expressed that there is no need for that. There are members of the Faculty in the Senate that have a good knowledge at this point of Robert's Rules of Order and they do a good job of kindly reminding us when we have gone off track; this would be another position that will need to be filled when there is fewer of us these days; it is everybody's responsibility to read and understand Robert's Rules of Order; we could have a link on the agenda where it is very easily accessible to everyone that has the basics that we could all refer to. 		
<p>9. New Business</p>	<p>a. Committee Proposals for Senate Vote</p> <p>b. SCR201 SCR201Memo SCR201docs SCR201Feedback form</p> <p>★ Jana Smith: This is a second consultation about these policies. I</p>		

	<p>put the links in the shared Drive. There is an online form and that link should work on the agenda, but it doesn't work on this memo for some reason. It is important that you read them and add your comments on the online form.</p> <p>c. Multi Campus Memo re: Creative Media degree Memo-CreaMed degree</p> <p>★ Jana Smith: The Associate in Science degree in Creative Media was permanently established for Kaua'i and Hawai'i Community Colleges, so it is no longer temporary.</p>		
<p>10. For the Good of the Order</p>	<ul style="list-style-type: none"> ● Reminder - Tenure/Promotion and Contract Renewal deadline is October 6th ● Debbie Weeks: Loko i'a Service Learning Friday, October 6: 9-12 and/or 12:30-3:30 https://forms.gle/NbXMm7B6zFdFy8rT7 		
<p>11. Adjourn</p>	<p>Robert's Rules: No need to motion or vote. Simply adjourn!</p> <p>Next meetings: Friday, October 27, 2023, 12 pm Friday, November 17, 2023, 12 pm December 2023 - TBD</p>	<p>Meeting adjourned at 1:35 pm.</p>	