

Academic Senate Meeting Minutes 2023-2024

<p>Date: Friday, December 15, 2023 Time: 1:00 pm Location: Zoom</p>	<p>Members Present: Ākeamakamae Kiyuna, Alma Cremer, Ashlee Kalauli, Brenda Watanabe, Carrie Butler, Donala Kawaauhau, Donna De Silva, Drew Kapp (ExCom), Grace Funai, Jana Smith (Chair), Jennifer Sims, Kapena Landgraf, Kenoalani Dela Cruz (ExCom), Ku‘ulei Kanahale, Larissa Leslie, Lew Nakamura (ExCom), Lissandra Baldan Jenkins (Secretary), Luria Namba, Luz Miguel, Mari Giel, No‘el Tagab-Cruz, Orlo Steele, Precious Atendido, Renee AK Dela Cruz, Reshela DuPuis (ExCom), Robyn Kalauli, Sharon Dansereau, Tagi Qolouvaki, Tamera Loveday, Tiffani Amana, Vivian Chin</p>
<p>Call to Order: By: Jana Smith Mins: Lissandra Baldan Jenkins</p>	<p>Guests:</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 kuauli.</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 1:07 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>AS Minutes 11-17-23 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"> ● Reshela DuPuis made a motion to approve the consent agenda ● It was seconded by Robyn Kalauli <p>➤ Vote to approve the consent agenda: ■ 17 = Yay; 0 = Nay; 2 = Abstain</p>	<p>Reshela DuPuis made a motion and Robyn Kalauli seconded to approve the consent agenda</p>	
<p>4. Senate Chair Report</p>	<p>a) Welcome b) Chancellor Search c) Mahalo for your 100% reports this time.</p> <p>❖ Jana Smith: There will be a search for a chancellor. There will be a committee that will review it and it'll probably take all next semester and we'll know by the end of April.</p>		

	<p>➤ I wanted to thank you all for sending the reports and thanks to all for being here and I hope you have a lovely winter break.</p>		
5. Vice Chair Report:	<p>a) Be thinking of Senate Chair nominations for 2024-25. ★ Luria Namba: We will be collecting nominations for Chair and Vice-Chair. I will be sending a form in the Spring.</p> <p>b) ACCFSC/CCCFSC updates (Luria Namba)</p> <ol style="list-style-type: none"> 1. President Lassner's replacement search is going to start. There are a couple of concerns among the Faculty Senators that there is no way for faculty to voice their input in that process. So I think there's some concerns and discussions ongoing about that. 		
6. Campus Updates	<ol style="list-style-type: none"> 1) Pālamanui - Luria Namba: Construction is still ongoing. 2) Kō – None 		
7. Old Business	<p>– Committee Chair Reports - AS Shared Drive AY23-24</p> <p>a. Curriculum Review Committee (CRC) – Carrie Butler CRC Report 12.15.23</p> <p>Carrie Butler: Thank you to all the proposers. We finished everything for fall but you can start thinking about new proposals for the following fall and contact me if you have any questions. The deadline is in May.</p> <p>b. Data Analysis Committee (DAC) - Donala Kawa'auhau DAC Report 12.15.23</p>		

	<p>Donala Kawa'auhau: We are going to be meeting on January 19th and discussing how we can consolidate things and make things a little bit more user friendly.</p> <p>c. Distance Education Committee (DEC) – Tamera Loveday DEC Report 12.15.23</p> <p>d. Educational Policy Committee (EPC) – Donna De Silva EPC Report 12.15.23</p> <p>Voting on 2 policies - see report</p> <p>Donna De Silva: One of the policies is the one on the Distance Education where they updated all of their definitions and the other one is on the ordering of degrees and certificates. We sort of took out the procedures part of the policy because it wasn't actually a policy.</p> <p>e. Faculty Policy Committee (FPC) – Vivian Chin FPC Report 12.15.23</p> <p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No'el Tagab-Cruz FYE CDC Report 12.15.23</p> <p>Robyn Kalauli: There is an instructor designation for Vivian Chin for English 102.</p> <p>No'el Tagab-Cruz: Since Hawai'i Community College no longer has the AVID subscription, the committee will be looking at other ways or how</p>		
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	<p>we can modify our program. So if you're interested in being a part of that discussion, please let Robin and I know. We want to make sure we have all of us included.</p> <p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz GEC Report 12.15.23</p> <p>Kenoalani Dela Cruz: Just a friendly reminder that the Spring 24 application deadline is Thursday February 1st and we have a few renewals that are up. Within the committee report, I represent HawCC on the Systemwide Foundation Board and in the most recent foundations board, another campus had inquired of the board about who determines who's qualified to teach Foundation courses. The board said it is not our purview to oversee that; We only oversee courses and Hallmarks and that it's up to the individual campus on who determines qualifications and eligibility to teach a Foundation course.</p> <p>*h. Hawaiian Asian and Pacific Issues (HAP) – Tagi Qolouvaki / Orlo Steele HAP Report 12.15.23+</p> <p>Tagi Qolouvaki: We are announcing our approval for retroactive HAP designations for two courses: Hawaiian Studies 107 and Ethnobotany. We had approved additional HAP courses: English 255, 256 and English 257A and 105. These are all instructor based courses.</p>		
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	<p>*i. Academic Sustainability Committee (SUST) – Drew Kapp ASC Report 12.15.23</p> <p>Sharon Dansereau: On behalf of the Sustainability Committee, we have approved renewals in addition to those quite a few. We've been busy in the Sustainability Community. Now we have Biology 124 as a course level renewal and also Debbie Weeks' section of Chemistry 100 was also approved. If anyone is looking to have their course designated for next year, the deadline is February 1st.</p> <p>* j. Writing Intensive Committee (WI) – Tanya Dean</p> <p>k. University of Hawai'i Professional Assembly (UHPA) & MOU Updates– Leanne Urasaki</p> <p>l. GE Redesign Update – Kenoalani Dela Cruz/Caroline Naguwa</p> <p>*= Course Designation Committees</p>		
<p>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</p>	<p>Items for Further Discussion/Revision/Vote Approval Vote on EPC policies.</p> <p>Donna De Silva: Basically what we did was we went through it and made sure because the cost changes every year, we made sure we updated</p>		

	<p>that, and checked on the cost at the time of their graduation. We also took out the whole bottom portion because that seems to be more of a procedure rather than policy.</p> <p>Jana Smith: Is the procedural stuff going to live in another place?</p> <p>Grace Funai: It is important information that will live either in the Catalog and/or on the website. Or there will be a separate graduation and commencement policy with this information.</p> <ul style="list-style-type: none"> ● Donna de Silva made a motion to accept the proposed changes for HAW 5.703 policy (Awarding of Degrees and Certificates) ● It was seconded by Grace Funai <p style="padding-left: 40px;">➤ Vote to approve the consent agenda:</p> <ul style="list-style-type: none"> ■ 16 = Yay; 1 = Nay; 2 = Abstain <p>Donna De Silva: HAW 5.200 policy (Distance Education): Changes to the following: delivery mode and revision of the definitions of each of the classes.</p> <p>Carrie Butler: Another change was to take out the requirement to add your Dean to an online class.</p> <ul style="list-style-type: none"> ● Carrie Butler made a motion that we vote to accept the proposed changes for the HAW 5.200 policy (Distance Education) ● It was seconded by Donna De Silva 	<p>Donna de Silva made a motion to accept the proposed changes for HAW 5.703 policy. It was seconded by Grace Funai</p> <p>Carrie Butler made a motion that we vote to accept the proposed changes</p>	
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	<p>Question from Kenoalani Dela Cruz: Is it just me that I can't open the attachment. I can't see the policy. Other Senators could not open the document either. They did not have access to it.</p> <p>Question from Kenoalani Dela Cruz: Just for clarification: Is this our second reading for it and it was already in the November Senate meeting, so I can look into that draft?</p> <p>Jana Smith: I just put the link in the chat. See if that works.</p> <p>Donna de Silva: It was supposed to be in our November meeting but the DE Committee had a little more changes, so technically no.</p> <p>Brenda Watanabe: This document is saved in a Shared Drive for committee members only, so the restrictions are only allowing committee members to see it.</p> <p>Tamera Loveday: She pasted the following link on the chat: https://docs.google.com/document/d/1Col4cAq3pqen-Z4hrwgc3BDb1xv-U9TQ/edit?usp=sharing&oid=106992453947933786480&rtpof=true&sd=true</p> <p>Jana Smith: Does anybody want to read through it, or are we good or do</p>	<p>for the HAW 5.200 policy It was seconded by Donna De Silva</p>	
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	<p>we wait for the next meeting?</p> <ul style="list-style-type: none"> ❖ Reshela DuPuis called the question, which means that we vote to stop the conversation and go ahead and vote ❖ It was seconded by Kenoalani Dela Cruz <ul style="list-style-type: none"> ➤ Vote to approve the calling the question: <ul style="list-style-type: none"> ■ 18 = Yay; 2 = Nay; 0 = Abstain ● Carrie Butler made a motion that we vote to accept the proposed changes for the HAW 5.200 policy (Distance Education) ● It was seconded by Ākeamakamae Kiyuna <ul style="list-style-type: none"> ○ Vote to accepting the DE policies with revisions: <ul style="list-style-type: none"> ■ 16 = Yay; 1 = Nay; 3 = Abstain ❖ Jana Smith: Tamera, do you have a comment? ❖ Tamera Loveday: It is the vote to remove the guidelines from the website because it's now included in the DE policy you guys just 	<p>Reshela DuPuis called the question, which means that we vote to stop the conversation and go ahead and vote It was seconded by Kenoalani Dela Cruz</p> <p>Carrie Butler made a motion that we vote to accept the proposed changes for the HAW 5.200 policy (Distance Education) It was seconded by Ākeamakamae Kiyuna</p>	
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	<p>approved.</p> <ul style="list-style-type: none"> ❖ Jana Smith: Do we need to make a motion for that? Do we need to make a motion to remove it from the website, since you included it somewhere? Does that need to be voted on? ❖ Reshela DuPuis: I am not quite sure that's within the purview of the Senate as a whole. I think what would happen is that the committee could request that from the webmaster, cc Administration in some way, to have that removed saying that the Senate has just approved this or requesting that you do that. But I don't know that this is something that has to be voted on. <p>f. Academic First Year Experience (FYE) - Robyn Kalauli / No'el Tagab-Cruz FYE CDC Report 12.15.23</p> <ul style="list-style-type: none"> ➤ Robyn Kalauli made a motion to approve ENG 102 FYE Instructor-based designation for Vivian Chin ➤ It was seconded by No'el Tagab-Cruz <ul style="list-style-type: none"> ○ Vote to approve this motion <ul style="list-style-type: none"> ■ 18 = Yay; 0 = Nay; 1 = Abstain 	<p>Robyn Kalauli made a motion to approve ENG 102 FYE Instructor-based designation for Vivian Chin It was seconded by No'el Tagab-Cruz</p>	
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<p>9. New Business</p>	<p>a. Committee Proposals for Senate Vote:</p> <p>1. CRC Proposals CRC Report 12.15.23</p> <p>Carrie Butler: We have proposals to vote on this time that include courses for the new academic subject certificate for MOP (Marine Option Program). We have a lot of changes for Liberal Arts programs that require a C or better in English 100 or English 100E. We have a change for an agriculture program as well to change the PLO.</p> <ul style="list-style-type: none">➤ Carrie Butler made a motion to approve all the CRC proposals in a block format➤ It was seconded by Donna De Silva<ul style="list-style-type: none">○ Vote to approve this motion<ul style="list-style-type: none">■ 16 = Yay; 0 = Nay; 1 = Abstain ➤ Carrie Butler made a motion to approve the block of CRC proposals➤ It was seconded by Donna De Silva<ul style="list-style-type: none">○ Vote to approve this motion<ul style="list-style-type: none">■ 21 = Yay; 0 = Nay; 0 = Abstain	<p>Carrie Butler made a motion to approve the CRC as a block It was seconded by Donna De Silva</p> <p>Carrie Butler made a motion to approve the block of CRC proposals It was seconded by Donna De Silva</p>	
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	<p>2. GEC Proposals GEC Report 12.15.23</p> <p>Kenoalani Dela Cruz: The GEC has three proposals for renewal: Hawaiian Studies 102, 105 and 201. Hawaiian Studies 102 and 105 are recommended to be renewed for one provisional year to allow for reporting of initial assessment and then Hawaiian Studies 201 would be renewed for five additional years.</p> <ul style="list-style-type: none"> ❖ Kenoalani Dela Cruz made a motion to approve them as a block ❖ It was seconded by Donna De Silva <ul style="list-style-type: none"> ➤ Vote to approve all proposals in the block: <ul style="list-style-type: none"> ■ 22 = Yay; 0 = Nay; 0 = Abstain ❖ Kenoalani Dela Cruz made a motion to approve these courses (Hawaiian Studies 102, 105 and 201) for GE renewal ❖ It was seconded by Drew Kapp <ul style="list-style-type: none"> ➤ Vote to approve the courses for GE Renewal: <ul style="list-style-type: none"> ■ 19 = Yay; 0 = Nay; 0 = Abstain 	<p>Kenoalani Dela Cruz made a motion to approve them as a block It was seconded by Donna De Silva</p> <p>Kenoalani Dela Cruz made a motion to approve these courses for GE renewal It was seconded by Drew Kapp</p>	
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<p>10. For the Good of the Order</p>	<p>a) Draft ISER Standard 2A on Teaching and Learning will be released for Kauhale review next week. ISER Timeline</p> <p>b. Preferred email address to contact our Chancellor: smurata@hawaii.edu</p> <p>c. Lā Honua update</p> <p>d. UHCC Proposed Strategic Plan UHCC Proposed Strategic Plan 11.23</p> <ul style="list-style-type: none"> ● Drew Kapp pasted the following link related to the Lā Honua: https://docs.google.com/presentation/d/1cZa0-0I_PDbW-alzG_8gGmZQJe0AMNFoUr0tnoQ1L2E/edit#slide=id.p ● No’el Tagab-Cruz: Hawaiian Studies will be submitting or is looking into submitting a request to make our academic subject certificates for being an online program. We're still going to continue face-to-face, but adding that on. We're still in the very preliminary discussion. In case you have any questions, comments or want to be part of the process, please let me know. 		
<p>11. Adjourn</p>	<p>Robert’s Rules: No need to motion or vote. Simply adjourn!</p> <p>January 26, 2024, 12 - 2:00 pm</p>	<p>Meeting adjourned at 1:55 pm.</p>	
	<p>‘A’ohe hana nui ke alu ‘ia.</p> <p><i>“No task is too big when done together by all.”</i></p> <p>‘Ōlelo No’eau 142 - Mary Kawena Pukui</p>		