

Academic Senate Meeting Minutes 2023-2024

<p>Date: Friday, February 23, 2024 Time: 12:00 pm Location: Zoom</p>	<p>Members Present: Ākeamakamae Kiyuna, Alma Cremer, Ashlee Kalauli, Brenda Watanabe, Camille Hernandez, Carrie Butler, Deseree Salvador, Donna De Silva, Donala Kawaauhau, Drew Kapp (ExCom), Harold GKW Fujii, Jana Smith (Chair), Jesna Nissam, Kapena Landgraf, Kenoalani Dela Cruz (ExCom), Ku’ulei Kanahale, Lissandra Baldan Jenkins (Secretary), Lisa Fukumitsu, Luz Miguel, No’el Tagab-Cruz, Orlo Steele, Reshela DuPuis (ExCom), Sharon Dansereau, Tagi Qolouvaki, Tamera Loveday, Tanya Dean, Tangarō Taupōuri, Wailani Walker</p>
<p>Call to Order: By: Jana Smith Mins: Lissandra Baldan Jenkins</p>	<p>Guests: Susan Kazama</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>
--	---

TOPIC	DISCUSSION	ACTION / PERSON RESPONSIBLE	TARGET DATE
-------	------------	-----------------------------	-------------

<p>1. Ascertain quorum</p>	<ul style="list-style-type: none"> ➤ Meeting called to order by Chair at 12:07 pm. Quorum has been met, including at least 3 members of the Executive Committee. ➤ This meeting will be recorded. (see AS Virtual Protocols) 		
<p>2. Approval of the Minutes</p>	<ul style="list-style-type: none"> ❖ Minutes now included in Consent Agenda. AS Min 1.26.24-draft 		
<p>3. Consent Agenda</p>	<p>Minutes Draft have been updated with revisions and approved by the Executive Committee for the Consent Agenda. Please review.</p> <p>1) Robert’s Rule for Minutes: For major revisions/changes, request <u>Minutes be removed</u> 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"> ● Carrie Butler made a motion to approve the consent agenda ● It was seconded by Reshela DuPuis <p style="margin-left: 40px;">➤ Vote to approve the consent agenda: ■ 17 = Yay; 0 = Nay; 0 = Abstain</p>	<p>Carrie Butler made a motion and Reshela DuPuis seconded to approve the consent agenda</p>	
<p>4. Senate Chair Report</p>	<p>a) Welcome & Happy New Year and Valentine’s Day. b) Review of Virtual Protocols AS Virtual Protocols c) ACCFSC/CCCFSC updates - Check out the platform that will eventually replace Laulima per ACCFSC meeting. D2L Brightspace. Jana will try to have a presentation next month.</p> <ul style="list-style-type: none"> ❖ Chair: D2L Brightspace will replace Laulima. It will be a pilot starting next Fall. They are hoping to have D2L up and running at least for 		

	<p>the pilot by January 2025, so just be mindful if you have anything in Laulima, you may want to start thinking about how you are going to roll that over because that isn't clear yet either.</p> <p>d) Sabbatical Leaves discussion - Susan Kazama</p> <p>UHPA ARTICLE VI.A. SABBATICAL LEAVES UHPA Sabbatical Leave Form</p> <p>Susan Kazama: The sabbatical issue came up because there were a number of folks from the same Department that applied for sabbaticals. So the question that I sent back was basically: how do we handle so many coming from one department and has the department discussed this? In the Union Contract page six Article VI; and it's called Sabbatical Leaves: we started discussing planning processes for sabbaticals and how it's handled here because I've come from so many different campuses. Basically, I've seen different processes be handled for sabbaticals in different ways and so I sort of threw it back with: should we come up with the rubric? How do I make that decision on who gets a sabbatical? We should follow some kind of process for the future about sabbaticals. So, again, sabbaticals are to further your professional growth and development in your field of specialization.</p> <p>Eligibility: there are only certain people that are eligible, if you are tenured Rank 2 or above and after 12 semesters of full-time service. So you cannot be a part-time faculty. Applications are submitted to the chair, but one thing that I've seen also here is that people have also had to request from</p>		
--	--	--	--

	<p>HR whether or not they're eligible to apply for sabbatical and so HR signs. Then it goes through your chair and/or dean and/or your vice-chancellor and they look at the merits of the proposal. So any faculty member who receives a sabbatical leave also has to agree that they're going to return to the university system for service for a period of not less than a period of the sabbatical leave. So what that means is basically, if you apply for a one-year leave, you come back for one year after you return from your sabbatical.</p> <p>Evaluation of the sabbatical: we looked at the nature of the educational or the professional program to be undertaken and then the effect of the applicant's absence on the department and the operations which is why in this case, I sent it back saying: How do we determine who would be eligible for sabbaticals?</p> <p>I took a survey of the other chancellors to find out how many sabbaticals are issued per year. Generally, the process has been about two per Academic Year, because it is a budgetary issue. If somebody goes out on sabbatical, we would have to fill behind to cover the classes that you would have left.</p> <p>I also asked about the culture in this Campus: Not everybody applies for sabbatical. There are more, I think, coming out of the pandemic that's happening right now.</p> <p>How do you then evaluate the application? The application is looked at as:</p> <ol style="list-style-type: none">1. the nature of the educational professional program to be undertakenand 2. the effect of the applicant's absence on the work of the department or unit and on the operations of the University. There is also under that, it		
--	---	--	--

	<p>says applications that were previously approved as to item “a” above which is the nature of the applicant, but were denied because of item “b”, so if I said: “Jana you cannot go because there's only two people in your department, you have to work it out with Brenda”, so if I denied your application, those applications get priority. The other part is again if it's a result of budget and I denied based on budget because “...this year, I'm sorry we don't have money to give for sabbaticals”, then you Janna might get priority first on the following year, when we start issuing sabbaticals again. So again, if I reiterate it's in general, it's been two per campus per year.</p> <p>We have a backlog from prior years. So, this year, we will do four to catch up with the backlog. And then we should be stopped with that backlog and then we can go into the regular cycle of possibly two per year.</p> <p>Tagi Qolouvaki: Where do the two sabbaticals per year come from?</p> <p>Susan Kazama: That's been the norm in other campuses and I don't believe there's even been two per year for Hawai'i CC, according to the administrators that I've asked about the culture here and about how sabbaticals are issued. Actually because the administration is fairly new, not everybody even knows what the norm is or what the culture is here and perhaps some of you can enlighten me for those that have been here longer. This is a good educational process for me.</p> <p>Tagi Qolouvaki: I do really appreciate your coming to talk with us. The fact that there is a bottleneck, the fact that there are multiple applications coming out of one Department and I think Administration was saying that's</p>		
--	--	--	--

	<p>probably due to the constraints and the burnout probably associated with teaching through the pandemic. It means a lot to also hear from the Administration that they care and are concerned for our well-being given that you know clearly there's a significant need and that bottleneck is just the people who actually did the work of submitting an application. There are also people who want to submit, but they have not submitted yet. I just wanted to say as somebody who has applied for sabbatical this past year, I would really appreciate hearing from Administration that in addition to the clarifications around the language in the Agreement (Union Contract), that there is this care that we are overworked, we are exhausted, we are burned out.</p> <p>It would be really nice to hear validation for where we're coming from and why we're trying to submit applications to yes to do this work for a professional development, growth and commitment to our College, but also to take a breather from the difficulties of teaching.</p> <p>Susan Kazama: Absolutely. The burnout is real. I appreciate every faculty that had to go through the last four years.</p> <p>Kenoalani Dela Cruz: In reviewing the Contract, where it says applications that were previously approved and then needed to be denied, they're given priority; so that's clear. Do only applications that were approved get priority for the following years?</p> <p>Susan Kazama: To get priority is to be denied based on those two reasons: budget or effect on the department. If your proposal is denied on the Merit of the application, then it's denied and you're not in the pipeline to be a</p>		
--	--	--	--

	<p>priority candidate.</p> <p>Kenoalani Dela Cruz: A long time ago, when I was a DC, there were several faculty on leave at the same time. In the most recent Administration, as a remember, they had decided, due to budget, that they would not grant the one semester sabbatical leave.</p> <p>Carrie Butler: Question 1. Is there any way to plan in advance, so we can plan out several years in advance, since we know so many people are coming through the pipeline and we can know when our time would come up rather than applying at the last minute? Question 2. Can we get paid half-time for the year and work as well and just get half-paid; that way you can still fulfill the essential job functions and just get a download for half of your TE's?</p> <p>Susan Kazama: About the second question: Article 6 number 8 talks about: "It is expected that a Faculty Member, whenever financially possible, on a sabbatical leave at full pay will not take employment for compensation during the leave, and that one on half pay will not take more than half-time employment, unless such employment is necessary for or enhances the attainment of the purposes for which the leave was granted." Related to the first question: That would be fabulous if people plan that far ahead.</p> <p>Reshela DuPuis: Regarding the notion about sabbatical being in some kind of an order to be able to apply, it assumes that sabbatical is given. Right now we're at the lowest faculty numbers we have had in at least a decade.</p>		
--	---	--	--

	<p>We're down to 68 to 70 faculty. If there's two a year, in five years that's 10 people; you know that it's just not going to work out to think that everybody's got the right to have a sabbatical in order.</p> <p>Question: I have a question both to the Senate and to Susan.</p> <p>Susan, you talked about thinking about having a rubric that would help make decisions about multiple applications, since it is just a small number and the quality of the research project or the professional development project is the key to being approved. Would it be helpful and would this group be up for it to maybe start a short-term task force with the objective of developing a rubric, then bring it back to the large group and ask: does this cover the priorities, principals and the values on which to be based upon? And that would allow faculty, for example, to think about equity between faculty and very small programs versus larger programs; non-instructional faculty versus instructional faculty, etc. And we would like the Administration to consider (this rubric) as they make these decisions weighing out different applications.</p> <p>Jana Smith: We can talk about that once Susan is done.</p> <p>Susan Kazama: The two rubrics that I shared with Jana and then I think some folks within this group came from Kapiolani CC and Leeward CC. At Kapiolani CC, it was the administrators that looked at that rubric and decided based on the merits of the proposal. At Leeward, they had all of the division chairs take a look at it and they were the ones that did the ranking and then made a recommendation to Administration. So, there are different ways that you could do it. I appreciate the idea of having a task force.</p>		
--	---	--	--

	<p>Tagi Qolouvaki: I hear that obviously we need to be able to serve our students, serve our communities, that is our mission and you know I just want to sort of iterate that this is the problem that continues to replicate itself. If we continue to operate with reduced faculty and staff and we continue to sort of say that “oh you know sabbatical isn't a given, it's not a benefit that faculty can rely on to deal with burnout, to do work for research, to do work for, so to revitalizing their teaching practice, to do professional development, whatever it is”, then we just exacerbate the problem of having more faculty who are going to be burned out, and we could potentially end up losing faculty. I mean, sabbatical came from this desire to offer benefits to a faculty that universities and colleges wanted for their staff. The universities and colleges wanted these faculty and staff because these faculty and staff provided particular experiences and skills to their student population, for their research purposes, and etc.</p> <p>Question: Susan, you mentioned there not being a bottleneck after this year and I'm curious about that because there were the four applications that just came in from one department, I don't know how many applications were in this system already, but I'm wondering how it is that after this year we will be in a good place? How is the bottleneck going away? Don't we have at least three from the previous applications?</p> <p>Susan Kazama: So you're assuming that all will be approved?</p> <p>Tagi Qolouvaki: No, I'm just asking because it sounded like from what you said that there wasn't going to be a bottleneck after this. So it sounded like</p>		
--	---	--	--

	<p>decisions had been made and that next semester would not or next year that would no longer be a bottleneck.</p> <p>Susan Kazama: I'm going to just cite these people. In Rachel's time, there was an approval for Meidor Hu, for sabbatical as well as Claudia. So there were proposals that had been submitted, accepted and approved and those were the ones that came back to me, as these are already approved sabbaticals and they need to be scheduled. Toni Cravens-Howell, I believe, is another one that had applied and was accepted for sabbatical. So after Meidor and Claudia, we should be back on track with going forward with whoever else applied.</p> <p>Tangarō Taupōuri: We may need to look at other ways to deal with well-being and burnout because sabbatical is not the place for that or maybe it is, but we need to clear that up. This is a great kauhale conversation and thank you Susan for bringing this up.</p> <p>Lissandra Baldan Jenkins: I would like to clarify that the definition of sabbatical does include personal growth, along with professional growth and development, as well.</p> <p>Susan Kazama: If you read about sabbatical in the Agreement: "The purpose of the sabbatical leave is to provide Faculty Members with an opportunity for further professional growth and development so that they may serve more effectively on their campuses and in their field of specialization." So, different interpretations on that. And: "Applications for sabbatical leaves shall be evaluated on the basis of: The nature of the</p>		
--	--	--	--

	<p>educational or professional program to be undertaken.”</p> <p>Lissandra Baldan Jenkins: I was referring to the broad view of sabbaticals in universities and colleges. The broad definition of sabbatical does include the idea of personal well being, as well.</p> <p>Kenoalani Dela Cruz: When does the Administration need our feedback by?</p> <p>Susan Kazama: By the end of this semester.</p> <p>Tanya Dean: I am curious about how our position is seen in terms if our duties can be covered. For example, at Pāalamanui, we have very few full-time faculty. There are other issues, not just how many people are in our department. If we want to have a conversation about this, like if this is a good time for my application because I'm contributing to the College in these other ways and I don't really know if the administration considers that coverable. Who do we have these conversations with?</p> <p>The other part of that is the understanding about the priorities for the College. If I'm considering my professional development during my sabbatical and I propose something, is that going to align with the way that leadership is trying to move the College forward or is it going to be seen as like a stray hair, like “that's nice, but it does not align with our priorities.” How can those priorities be communicated more clearly so I know my application fits the bill?</p> <p>Susan Kazama: Good point, which is again, why I say it should start with</p>		
--	--	--	--

	<p>the division chair to have those conversations about whether or not there can be coverage and I know you had mentioned at Pāalamanui that you might be the only one teaching in person at Pāalamanui; so will that be a detriment to the classes at Pāalamanui should you not be there in person? This is one of the questions in the form: How will that the person that is leaving, you know, how will their coverage be handled? It is important to start the conversation with the chair and maybe the dean.</p> <ul style="list-style-type: none"> ● Reshela DuPuis made a motion to add a discussion item on sabbatical issues for faculty on next month's agenda. ● It was seconded by Kenoalani Dela Cruz <ul style="list-style-type: none"> ● Discussion ● Kenoalani Dela Cruz: Technically, we can have a motion at any point, I mean we could move right now. I'm just saying that I think we could have more discussion next month, but we could move to have a task force form right now in this meeting, if that's what we want. ● Reshela DuPuis: We have lots of stuff on our agenda, doing a task force, approving one today means somebody's got to be appointed a chair, we have to have some kind of an agenda for that, so I just don't know if we're ready for that. So I was just trying to give us a little bit more time. I'm fine with us doing a task force motion and do it now or next month. ● Tagi Qolouvaki: I just wanted to comment that the task force would only be addressing one of the concerns that came up 	<p>Reshela DuPuis made a motion to add a discussion item on sabbatical issues for faculty on next month's agenda It was seconded by Kenoalani Dela Cruz</p>	
--	---	---	--

	<p>in the discussion and I'm not sure that Senate is the space for addressing any of the other concerns, but just again the task force only addresses the one concern about how to deal with multiple applications and I feel like a lot more was talked about today. I would hope that the Senate has the capacity to address other concerns about sabbaticals.</p> <ul style="list-style-type: none"> ● Reshela DuPuis and Tangarō Taupōuri: Please visit the links found later on this agenda related to Ka'ao Ka'ika'i presentation to find out information about this topic. In summary, our College is the only College in the system that added a core commitment, which is taking care of each other's well-being. 		
<p>5. Vice Chair Report:</p>	<ul style="list-style-type: none"> ● Chair nominations - Executive Committee nomination ● Nominations from the floor - deadline March 8th- ● Luria to resend the form. The Executive Committee will submit Jana Smith as a candidate for Chair. ● Executive Committee Department reps. confirmation. Luria will consult the EC on submitting their respective department representatives for 2024-2025. 		
<p>6. Campus Updates</p>	<p>1) Pālamanui - → Luria Namba: None 2) Kō – None</p>		
<p>7. Old Business</p>	<p>AS Committee Reports folder 2.23.24</p>		

	<p>a. Curriculum Review Committee (CRC) – Carrie Butler AS CRC Report 2.23.24</p> <p>b. Data Analysis Committee (DAC) - Donala Kawa’auhau AS DAC Report 2.23.24</p> <p>c. Distance Education Committee (DEC) – Tamera Loveday AS DEC Report 2.23.24</p> <p>d. Educational Policy Committee (EPC) – Donna De Silva</p> <p>e. Faculty Policy Committee (FPC) – Vivian Chin - No report at this time.</p> <p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No’el Tagab-Cruz</p> <p style="text-align: center;">No Report</p> <p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz AS GEC Report 2.23.24</p> <p>Kenoalani Dela Cruz: Please refer to this link. I was informed that perhaps the Regents are going to be looking at revisions to this policy that impacts General Education and so the GEC will have a meeting on Monday where I will discuss what I've learned about this policy. I guess the system representatives are going to be seeking clarification because it's my understanding that they're going to have the Regents already</p>		
--	---	--	--

	<p>considering this policy about General Education and so we want to clarify will there be faculty input because there hasn't been consultation and there are many changes that can impact General Education. And I can bring information to the March Senate Meeting.</p> <p>Here is another link for Academic and Student Affairs Policy Briefing for anyone to look at, if you are interested.</p> <p>*h. Hawaiian Asian and Pacific Issues (HAP) – Tagi Qolouvaki / Orlo Steele -</p> <p style="text-align: center;">No report</p> <p>*i. Academic Sustainability Committee (SUST) – Drew Kapp AS SUSTC Report 2.23.24</p> <p>* j. Writing Intensive Committee (WI) – Tanya Dean</p> <p>*k. GE Inquiry Update – Kenoalani Dela Cruz - No updates</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</p> <p>Ka’ao Ka’ika’i presentation - Reshela DuPuis & Tangarō Taupōuri</p> <ul style="list-style-type: none"> ● Proposal to adopt the Hawai’i CC Ka'ao Ka'ika'i Strategic Plan ● Hawai’iCC Planning Task Force Process Infograph ● Ka’ao Ka’ika’i Strategic Plan alignment to UH System Strategic Plan ● UH Systems Strategic Plan 2023-2029 		

	<ul style="list-style-type: none"> ● UH System Strategic Plan_Metrics ● UHCC Proposed Strategic Plan Framework (revised), 2023-11-07 <p>Tagi Qolouvaki: The UH Strategic plan language: "Diversity and Equity The UH upholds its commitment to provide higher education opportunities for all, especially those historically underrepresented, including Native Hawaiian, Pacific Islander, Filipino, economically disadvantaged, first generation, LGBTQ+, rural students, and students with disabilities-as well as continue to diversify its faculty, staff and leadership."</p> <ul style="list-style-type: none"> ○ Donala Kawaauhau made a motion to accept the proposal as it is ○ It was seconded by Alma Cremer <ul style="list-style-type: none"> ■ Vote to accept the proposal as it is ■ 14 = Yay; 0 = Nay; 2 = Abstain <p>❖ Wailani Walker made a motion to extend the meeting and</p> <p>❖ It was seconded by Kenoalani Dela Cruz</p> <ul style="list-style-type: none"> ➤ It was approved by consensus/unanimously (11 = Yay) 	<p>Donala Kawaauhau made a motion and Alma Cremer seconded to accept the proposal as it is</p> <p>Wailani Walker made a motion and Kenoalani Dela Cruz seconded to extend the meeting</p>	
--	--	---	--

<p>9. New Business</p>	<p>Approve GEC proposals AS GEC Report 2.23.24</p> <ul style="list-style-type: none"> ➤ Kenoalani Dela Cruz: Biology 101 lab: the designation will not be renewed, that is accurate; For ENG 257A, ENG 257E and PHYL 142L, the courses are renewed for an additional four (4) years, due to previously receiving a provisional one-year renewal for the 2023-24 academic year, to allow the courses to maintain their designations while closing the assessment loop; and GEO 170, because the course is only offered every two (2) years, the course is renewed for an additional two (2) years, to allow the course to maintain its designation while closing the assessment loop. ➤ Correction: PHYL 142L (Human Anatomy and Physiology II Lab) is to be renewed for five years, not for four; that was an error. <ul style="list-style-type: none"> ○ Reshela DuPuis made a motion to approve the GEC courses as a block ○ It was seconded by Kenoalani Dela Cruz <ul style="list-style-type: none"> ■ It was approved by consensus/unanimously (11 = Yay) ➤ Carrie Butler made a motion to approve the block ➤ It was seconded by Wailani Walker <ul style="list-style-type: none"> ○ It was approved by consensus/unanimously (11 = Yay) 	<p>Reshela DuPuis made a motion and Kenoalani Dela Cruz seconded to approve the GEC courses as a block</p> <p>Carrie Butler made a motion to approve the block and</p>	
-------------------------------	--	---	--

		it was seconded by Wailani Walker	
10. For the Good of the Order	<p>a) Kalani Flores - Update ISER? ISER Timeline</p> <p>b) Drew Kapp - Lā Honua update</p> <p>c) UHCC Proposed Strategic Plan UHCC Proposed Strategic Plan 11.23</p> <p>d) To be proactive, review your UHPA Contract periodically.UHPA Contract 1-24</p> <p>e) Food Distribution Dates</p>		
11. Adjourn	<p>Robert’s Rules: No need to motion or vote. Simply adjourn!</p> <p>Next meetings:</p> <p>Friday, March 15, 2024; 12-2:00 pm</p> <p>Friday, April 26, 2024; 12-2:00 pm</p>	Meeting adjourned at 2:00 pm.	
	<p><i>Happy New Year and see you in the new Lunar New Year!</i></p> <p>‘A’ohe hana nui ke alu ‘ia.</p> <p>“No task is too big when done together by all.”</p> <p>‘Ōlelo No‘eau 142 - Mary Kawena Pukui</p>		