

Academic Senate Meeting Minutes 2024 - 2025

<p>Date: January 24, 2025 Time: Location: Zoom</p>	<p>Executive Committee Members Present: Jana Smith, Chair; Luria Namba, Vice-Chair, Pālamanui; Reshela DuPuis, Secretary, ASU; Lissandra Baldan Jenkins, MNS; Alma Cremer, NURS; Kenoalani Dela Cruz, GSSS; Kapena Landgraf, ENG; Lew Nakamura, ATE; Anjeanette Oberg, SSCI/PS.</p> <p>Members Present: Michael Branch, Carrie Butler, Vivian Chin, Sharon Dansereau, Renee AK Dela Cruz, Kaipō Dye, Harold GKW Fujii, Grace Funai, Terri Garden, Camille Hernandez, Robyn Kalauli, Ashlee Kalauli, Ku’ulei Kanahēle, Pele Kaio, Drew Kapp, Donala Kawa’auhau, Ākea Kiyuna, Kanoe Lambert, Tamera Loveday, Donna Pacheco, Deseree Salvador, Jennifer Sims, Michael Skinner, Taupōuri Tangarō, Leanne Urasaki, Wailani Walker, Brenda Watanabe.</p>
<p>Call to Order: By: Jana Smith Mins: Reshela DuPuis</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
<p>1. Ascertain quorum</p>	<ul style="list-style-type: none"> ➤ Meeting called to order by Chair at 12:04. Quorum has been met, including at least 3 members of the Executive Committee. ➤ This meeting will be recorded. (see AS Virtual Protocols) <p>Jana Smith, Chair:</p> <p>Welcome! Before we begin with our readings of the Vision and Mission, I just want to share an amazing thing that happened this morning, it was from a student, which is always a blessing. All my students were given the assignment to reflect on a quote by John Millicent, "We teach who we are." [This is] their participant verification assignment. One stuck out to me and I wanted to share what she said: "We teach who we are. So, if I want to be a caring, effective teacher of young children, I need to be the best version of myself." And, I think that goes for all of us. We have to take care of ourselves, we have to make sure that we are giving them [students] our best, because they're the future. That's our job, to be their guide, their facilitator, their resource, their instructor, their shoulder.</p> <p>So, I want to Mahalo all of you for being that caring and effective teacher of our students. And just to carry that forward for the year for you. Just be the best version of yourself.</p> <p>Vision read by Ākea Kiyuna and Carrie Butler. Mission read by Taupōuri Tangarō and Jana Smith.</p>
<p>2. Approval of the Minutes</p>	<p>Minutes are now included in the Consent Agenda. Academic Senate Minutes, December 13,</p>

	2024. Draft
3. Consent Agenda	<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> <p>Motion to approve the consent agenda</p> <ul style="list-style-type: none"> ➤ Carrie Butler moved, Ākea Kiyuna seconded ➤ Vote: Yes = 24; No = 0; Abstain = 1
4. Senate Chair Report a) Welcome to our sixth and first 2025 meeting. <i>Happy New Year!</i>	Jana Smith, Chair: Welcome! Happy New Year, everybody. It is a new year. Happy Chinese New Year yet to come.
b) Review of Virtual Protocols AS Virtual Protocols Civility Document	Jana Smith, Chair: I just keep [the links] up there for us to remind ourselves of our protocols for virtual meetings and the civility document to be civil to each other.
c) Senate Webpage - Check it out AS Website Feedback welcome	Jana Smith, Chair: The website is up [on the agenda] and has been up for a couple of months. Please go and check it out. And if there's something that you think should be added or subtracted or different, please feel free to let me know.
d) Senate email address - senhawcc@hawaii.edu . Launching this month.	Jana Smith, Chair:

	<p>Next is our [Senate] email address right there. So, you don't have to send [an email] to me personally. You can send it to senhawcc@hawaii.edu because, when I step down as Senate chair, [the email account] will go to the next Senate chair.</p>
<p>e) ACCFSC/CCCFSC updates – ACCFSC-CCCFSC AY24 ACCFSC Agenda 1.17.25 CCCFSC Agenda 1.17.25 Be on the lookout for a task force to address Peer Evals reqs systemwide.</p>	<p>Jana Smith, Chair: As for the ACCFSC, it's all pretty much the same stuff. This [agendas linked here] were from December. Nothing too earth-shattering, but we are definitely moving forward with the peer evaluation discussion. Lamakū is discussed as well. [UHCC VP] Della Teraoka is going to be taking some of our concerns and comments about the operations and the rollout of Lamakū and putting it into some sort of a document, then I will share that with you folks once that comes out. That also will go up to the new President. We have a new President of the whole University System. She'll be visiting our campus in February, I think there's going to be an open session for that. For the peer evaluation, if you have any mana‘o about that, please feel free to send it to me. Also see the document that Lissandra put together, in the Senate folder.</p>
<p>f) Program spotlight - Early Childhood Education - Brenda Watanabe</p>	<p>Jana Smith, Chair: We'll be spotlighting a program each Senate meeting. This will be just a little short program that both the College Council and Senate will be doing. For today, we're rolling out Early Childhood. Brenda [Watanabe] has graciously agreed to do a presentation about our program. Brenda Watanabe and I are the two faculty members of the Early Childhood Program. Presentation, Brenda Watanabe: Brenda shared a slide show about the Early Childhood Education (ECE) Program, the ECE AS degree and Certificates: Early Childhood Education presentation She also noted:</p>

	<ul style="list-style-type: none">● Program faculty are also involved in workforce development, continuing education in the field, internships and student scholarships like the UH Early Educator Stipend, and community partnerships.● The annual Mary Goya Conference will be held in March. This is our way to give back to the community, it's free, it's here on campus. If you're interested, let us know. We say Mahalo for those of you who have agreed to present at the Conference.● When we work with young children, we really touch everyone. And when COVID hit, Early Childhood educators were identified as a profession where these are essential workers, these are critical workers. We're seeing statewide and national initiatives to continue to support that idea that, without this workforce for early childhood education, other people can't work. So, our workforce impacts the work of others. And we take that with us [in our] instructional program, and we're hoping our students take it with them and become leaders. <p>Comment, Jana Smith: We hope that other programs wish to share in the coming months, because we feel that it's really important for all of us to know all of us and what we do and the importance of it and to see if we can make connections with each other as well. You know, we're always looking to try and connect with the Agriculture Program because growing plants and growing children are kind of really similar and making gardens is really healthy for children to do. So, if there's any way in which you can think of connecting to another program, it's really helpful for our students.</p> <p>Comment, Brenda Watanabe: With our lab school, the Children's Center, the Nursing Program's students come in and do observations and practice doing hearing and vision testing on the children, too. So, we are part of the campus and we're asking if you need to have your program be part of it, we're ready to step up.</p> <p>Comment in chat, Carrie Butler: Thanks for the overview of your program, Brenda and Jana!</p>
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	<p>Comment in chat, Lew Nakamura: Thanks Brenda.</p>
<p>5. Vice Chair Report: Nominations update - Chair & Executive Committee Member</p>	<p>Luria Namba, Vice Chair:</p> <p>I have an announcement from the Executive Committee. This is a time of the year we are getting ready for the next academic year. One of the big tasks that we have is to select a new Academic Senate Chair for the next academic year.</p> <ul style="list-style-type: none"> ● The Executive Committee has met, and we selected and voted. We are nominating Kenoa Dela Cruz. ● I will be sending out the nomination form for anybody else who would like to put your name on the ballot, or if you would like to nominate somebody. ● So, keep an eye out for that in your inbox. ● I will announce any other additional nominees for the Academic Senate Chair, and we will vote after the March meeting, according to our Charter. <p>Comment, Jana Smith: It's a wonderful opportunity, by the way, and you might think it looks daunting and it is, but we have lots of wonderful people to support and mentor. It is most enlightening to be able to see the policies and procedures and thought processes that the University System has, and the Community College has their own special meeting that they do with all the Chairs of the Senates. So, that's another good place where you can get information and learn how to do stuff.</p> <p>I have never been so enlightened about how things operate at the System, as I have for these past two years. I'm happy to have somebody else have that learning opportunity, it was amazing. I've been on the executive committee for three years before that. Please don't be shy. We'll be there to help you. Everybody will be there.</p> <p>Luria Namba, Vice Chair:</p> <p>One more thing to share - each division also has a representative for the Executive Committee. So, if you have a representative from your division whose term is up, please start talking with your division about who might be your next representative. Your DC should be</p>

	<p>letting us know about your choices for the EC members before the April meeting. I'll keep reminding everybody about that.</p> <p>Comment, Jana Smith: Does the Executive Committee want to share what their duty and experience has been about the Executive Committee, it would be helpful for people to know kind of what they might be getting themselves into.</p> <p>Comment, Luria Namba: I can share. So, we meet one week [a month] prior to the Academic Senate meeting, and we develop the agenda. Jana has been arranging for administrators to come. So, we do get to meet with the Chancellor fairly often. Multiple meetings she came and shared some of the things that's happening. So, it's a great opportunity to be able to share your concerns or ask questions to administrators.</p> <p>Comment, Jana Smith: That developed because, several years ago we had a situation with our previous Chancellor and it was decided that we needed to have more sunshine, not just have the Chancellor and the Senate Chair be the only ones that met. And, so now, the whole Executive Committee is invited. That means a representative from every single program is there to talk with Susan [Chancellor Kazama], or Kimberley [VCAA Collins], or Jodi [VCAS Mine]. We're trying to keep the conversations open and available, and then we bring it to your Senate here in our agenda.</p> <p>It's a once-a-month meeting, and once in a while, there's an email that is sent around on something that needs to be decided.</p> <p>It's good for your personal growth and your dossier.</p> <p>Comment, Kenoa Dela Cruz: As an EC member, I feel that my role is to bring concerns from the division I represent, and then bring back information to them. So, if there was an agenda item that was not already covered by our committees to bring forward concerns, they can bring it to their faculty rep, then [at the EC meeting], they can ask if the item could be on the agenda, then bring back that mana'ō to the constituents. It's great camaraderie.</p>
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	<p>Comment, Jana Smith: It’s a wonderful team effort. Amazing. Everybody adds to it, and it just makes it so much more dynamic. I'm very appreciative of everybody who's served on the Committee for the last couple years.</p> <p>Comment in chat, Anjeanette Oberg: I am still learning, but I greatly appreciate the spirit of inclusion and culture of the Executive Committee and Senate here at HawCC. I also appreciate the incredible expertise our colleagues bring to this group, so it is a wonderful learning opportunity for those interested.</p>
<p>6. Campus Updates 1) Pāalamanui - Luria Namba</p>	<p>Luria Namba: I just want to say thank you to all of those instructors who took on a challenge of teaching Vid-Con classes so that students on the West side can come to our campus and take classes. It hasn't been very easy, especially due to lack of media staff presence on our side. But I hope everybody received that email from Kimberley [VCAA Collins] saying that if you have any issues to contact her. I do know that they are working on finding a student helper on our side. So, hopefully, we can. And there are a few staff here who're willing to help out in the meantime. If you have any concerns, please contact Kimberley, but I just want to say thank you and I appreciate everybody for trying.</p>
<p>2) KōEC- Pele Kaio</p>	<p>Pele Kaio: Aloha kākou from Kō Education Center. I assume that most of you guys have seen a video that was floating around with someone that was dancing that kind of looks like me and somebody else. In a former life, I was trying to be a background dancer as a child that was born and raised in Los Angeles, California.</p> <p>We have our new wing, and it is open to a point, in that we are able to occupy it but we're still just finishing some things up in our classrooms to make them readily available for instruction. We're nearing the end with that.</p> <p>I do want to say a huge mahalo to all of our faculty who agreed to teach a Vid-Con course out here to serve our North Hawai‘i community students. I am very much in appreciation to</p>

	<p>you folks for saying yes. Even though the population is still small, our community members are still warming up to the fact that we actually do have classes here that they can register for. Some of them were late to registration and late to signing up, or they were confused about the different sections. We had some students who signed up for our Honoka‘a section not realizing that it was in Honoka‘a, and they ended up taking classes in Hilo. So, we are working on that.</p> <p>I want to say mahalo to Jared, our new IT media person, for coming out here and making sure that all of our equipment was set up and teaching us how that works just days before the first day of the semester. Mahalo Nui, Jared.</p> <p>We do have one new space that we just opened. It used to be called the Haina Computer Lab, it's still officially called the Haina Computer Lab, but we have another computer lab now. The Haina Computer Lab was just converted into a student lounge area, because we didn't really have a designated space for our students to come and just hang out, or warm up food if they were hungry. So now we have a space for that, where they can come, they can study, they can hang out, they can wait until their next class, or join Zoom on their laptop for their next class if it's not on Vid-Con. We do have that right here in the front.</p> <p>There are three student assistants that we have. One just got hired, his name is Tyler Munson. He's also the president of our Sustainability Club. Tessa (Wynn-Tessa) Gold is our other student assistant. And then Princess, she's another student assistant. We have three of them, making sure that we spread out our availability throughout the week, between the hours of 8.30 to about 4.00, 4.30, so that someone is here, whether it's for faculty, staff, or students that come in.</p> <p>Mahalo from Kō Education Center.</p> <p>Comment, Jana Smith: Thank you, Pele. You know, several years ago, I think before COVID, we did a huaka‘i out to your campus, the whole faculty, we had the buses going up there. It</p>
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	<p>might not be a bad idea for us to have that again, kind of reacquaint ourselves with the new wing and feel that connection.</p> <p>Comment, Pele Kaio: Yes, we did that at the beginning of this academic year, but we should do it again. Please feel free to come and visit. I can give you guys a tour.</p>
<p>7. Old Business Committee Reports folder</p>	<p>*= Course Designation Committees</p> <p>Jana Smith, Chair: Now we have the committees. I would like to just go down the list from the top to the bottom and see if anybody has any verbal sharing, they want to add to the written report, or if they didn't submit one to just let us know.</p>
<p>a. Curriculum Review Committee (CRC) – Carrie Butler</p>	<p>Carrie Butler: There is a deadline for proposals and I will have that in my next report. I want to say thank you to everyone who did proposals. For the last go around, they all got passed and have been finished. May 15th is what we're trying to shoot for, for the Fall 2026 proposals. If you have any questions or need help, then please let me know and I'll be happy to help.</p> <p>Comment, Jana Smith: Thank you to the CRC committee for pushing through all of those proposals and getting our faculty and curriculum lined up. It was a very daunting task and it was done well. Good work committee!</p>
<p>b. Data Analysis Committee (DAC) - Donala Kawa‘auhau DAC Report 1.24.25</p>	<p>Donala Kawa‘auhau: Our DAC bylaws are completed and we are working on a training that we're going to be offering in April. We'll make sure that we get it out in time so you can sign up to participate in the training. And we are also putting together our website. So that's what we're going to be working on in the next two months.</p>

<p>c. Distance Education Committee (DEC) – Ashlee Kalauli DEC Report 1.24.25</p>	<p>Ashlee Kalauli: Nothing specific to add, just we're continuing to work on the DE committee being able to offer peer evals for instructors who teach distance ed courses. We hope to have that rolled out by the fall.</p>
<p>d. Educational Policy Committee (EPC) – Donna Pacheco EPC Report 1.24.25</p>	<p>Donna Pacheco: We do have a policy coming up for voting later in the agenda. We're currently working on four other policies and hopeful to get the academic grievance policy in for review by our next Senate meeting. So, working very hard, my committee members.</p>
<p>e. Faculty Policy Committee (FPC) – Vivian Chin</p>	<p>Vivian Chin: The Faculty Policy Committee is working very well collaboratively and I'm very grateful to everyone on that committee. We will be sending out a survey as soon as possible regarding things that actually had been sent out in a doc that had been discussed in a previous Academic Senate meeting.</p>
<p>*f. Academic First Year Experience (FYE) - Robyn Kalauli / No'el Tagab-Cruz FYEC Report 1.24.25</p>	
<p>*g. General Education Committee (GEC) – Kenoalani Dela Cruz GEC Report 1.24.25</p>	<p>Kenoa Dela Cruz: I have nothing to add to the GEC report, but for Gen Ed revision, I do want to provide some updates that are not in that GEC report</p> <p>On Tuesday, Jan 21st, System representatives from all 10 campuses met together. It was UH Hilo and West O'ahu's first meeting with the group. Carrie Mospens and I are part of the UHCC inquiry team. We have met regularly, in the Fall we had met regularly with GE representatives from Mānoa. And then towards late Fall, we got the colleagues from Hilo and West O'ahu involved. And this past Tuesday, a first, everybody got together to begin discussions.</p> <p>Kenoa put a link in the chat: https://docs.google.com/document/d/1mQq_45VuLBPB_jjfkLJCiBjt2_2bUvD1qAVh-ZVltfE/edit?tab=t.0</p> <p>So as previously reported in my December report that UH Mānoa, they have their timeline of their review that they have been conducting for a redesign. And so, this chart that I put in</p>

	<p>the chat features, on the left, the GE requirements. GE consists of Foundations and Diversifications, then you have campus-specific or focus requirements as well. Then the middle column was from some of the mana‘o coming from the System discussions. And then the right column is mana‘o from my talks with people about certain [possible] changes. So, the left is just what is now, middle is just kind of the discussions that are happening. And then the right side is the mana‘o that I gather. Right now, it's all faculty discussions.</p> <p>There is a System-wide agreement to one day institute an FH, a Foundations Hawaiian Knowledge course. But how that comes about is yet to be determined. Because the Foundations and Diversifications credits total 31 credits, that's kind of been that baseline of Mānoa's Faculty Senate, [they have been] charged to not go over that.</p> <p>So, when we've had our discussions System-wide for several years now, [the question has been] how do we stay at 31 credits for Foundations and Diversifications? Will we be looking at reducing the FG, which is the Global Multicultural Perspectives?</p> <p>I will need to gather mana‘o from our faculty, our Humanities faculty, all faculty, but the ones definitely who would be impacted with a change. Do we just remove one FG and then include the FH? If you keep the FG, because FG encompasses the entire human existence, up to and prior to 1500, so there has to be discussions about that. Mānoa has an idea perhaps that they would consider, to just keep one FG and then allow students the choice. Currently students have to take six credits from the arts/humanities/literature and six credits from social science. So, if they take one FG away, then they would perhaps have a Diversification G, so that students would take five of six classes from the arts/humanities/literature, from the new global, and then from social science.</p> <p>I think these are the ideas that are the big changes. The question is what to do with FG. We want FH, no impact on FQ/math, and FW/writing remains the same. And currently no [proposed] changes for biological, physical science as well, maintaining three credits for biological, three credits for physical and keeping the lab.</p>
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	<p>Also, Mānoa and Hilo, they have ethical issues courses that are focused. These are not GE, they're focus requirements specific to the campuses.</p> <p>Then there's HAP, except for UH Hilo, they have HPP; there's oral communication; there's writing intensive; there's sustainability.</p> <p>So, I'm just to gather mana‘o from faculty about what we think about this. Do we want to add other courses to our graduation requirements for Liberal Arts majors?</p> <p>I will be sending out some kind of email to everyone soon.</p> <p>We had some discussion in GEC this week, and then some discussion in my division on Wednesday. It's all brand new, it just happened this week.</p> <p>Question, Jana Smith: what is the rationale for all this change or the shifting around?</p> <p>Response, Kenoa Dela Cruz: I would say [it started] maybe about four years ago through Mānoa, initially Mānoa's accreditation. It had been over a couple of decades for them to really look at their GE. Then it became, hey, System-wide, let's look at it. And through the surveying of faculty and students and whoever else, that's where there was a strong endorsement and support of having a Foundations Hawaiian. It was called Hawaiian Place of Learning in the past, but now I think it's more moving to Hawaiian Knowledge.</p> <p>And for the CCs, we were fine, our GE worked for us, but everyone does agree on having FH. Everyone wants that kind of a course. And so, there's all kinds of discussions happening.</p> <p>I will send an email out, but I'm just kind of letting everyone know. We just want to be talking to those who might be impacted, those who have ideas about GE transferability for students, all of that.</p>
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<p>*h. Hawaiian Asian and Pacific Issues (HAP) – Orlo Steele</p>	
<p>*i. Academic Sustainability Committee (SUST) – Drew Kapp ASC Report 1.24.25</p>	<p>Drew Kapp: I don't have anything to add. Just a friendly reminder that we are accepting Sustainability designation proposals by February 1st. Those would be for the course level Sustainability designation that would be effective in the Fall 2025 semester. Thank you, everyone.</p>
<p>* j. Writing Intensive Committee (WI) – Tanya Dean/Robyn Kalauli as sub chair WIC Report 1.24.25</p>	
<p>8. Continuing Business Items for Further Discussion/Revision/Vote Approval</p>	
<p>a) <i>Lamakū update</i> - ITSO is continuing workshops during this semester. (Official announcement to students went out Dec 2nd) i) Instructor support: https://secure.smore.com/n/g72np-winter-lamak-support?ref=email ii) Student support: https://www.uhonline.hawaii.edu/discover-d2l-brightspace/students</p>	<p>Jana Smith: I just kept the Lamakū links up there for your own personal edification. I'm pretty sure you all have figured out your own systems of support and don't really need me to do that. But for those of you who are new and want some, those are the two best links. Leanne Urasaki is here and she's going to be presenting later on, but you can also talk to the Lamakū [team] if anybody has any questions.</p>
<p>b) Review Credit/No Credit Policy –</p>	<p>Donna Pacheco, Chair of EPC: We did a couple of things to the [Credit/No Credit] Policy. Basically, we changed the wording to be sure students understood what classes could</p>

<p>Vote needed</p> <p>Original Policy: Credit/No Credit Policy</p> <p>Redline Version: HAW 5.503 Credit/No Credit Policy - Redline Version</p> <p>Clean Version: HAW5.503 Credit/No Credit Policy-Clean Version</p>	<p>qualify for the credit/no credit option. It only affects their general classes, not GE classes though. It doesn't affect the vocational and technical side, the CTE side.</p> <p>We also removed the PLA text from this policy because PLA has their own policy. It has nothing to do with the credit/no credit policy.</p> <p>And then we added text to be sure that the students would be reminded to check on their financial aid, for example, if they do decide to take a course credit/no credit, that it wouldn't affect their financial aid.</p> <p>Question, Kenoa Dela Cruz: Under the background section, the third paragraph says, “the Education Policy Committee reviewed this policy in Fall 2024 and proposed revisions to the Academic Senate. The Academic Senate....” What is that? Does that need to be there? Other than that, the rest of the revisions look good.</p> <p>Response, Donna Pacheco: I believe that's just to put in the response of this Academic Senate meeting, if it was passed or the date and to keep track of the actual background. So then when it comes up for review again, those people reviewing will know that it was reviewed, proposed and passed or not passed.</p> <p>Comment, Grace Funai: We didn't want to assume that it was going to be approved and put in there that the Academic Senate approved this. If the language could be included, if it is approved and then the date of when it was approved, then it can be recorded. Because I think right now this is an issue with another policy that was approved way back when. And there is no mention of what the Senate background is. And now they're asking if it can be put in after the fact. And so, it's kind of, I think something we need to keep in mind as we're approving policies that there should be language indicating when the policy was approved in the policy background itself.</p> <p>Comment, Jana Smith: That's a really good point. Thank you for that. So, the dot, dot, dot would be filled in after our vote today, correct? Okay. Thank you, Donna.</p>
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	<p>Comment, Carrie Butler: We're going to start transitioning policies to using Kualu for that, it will keep track of dates like when it's approved. This is a larger conversation, but we may want to look at a template for policies and whether a background section is necessary or not. If it keeps track of those, just for consistency among policies, some have backgrounds, some do not. But for future conversations, we might want to think about things that should be in each policy and should not. But things like dates, I think we could probably just get from Kualu.</p> <p>Comment, Brenda Watanabe: Because College Council also reviews policies, [we should] maybe have a template. And so maybe both the Academic Senate and College Council have to take a look at what a template would be like for policy, or if maybe there would be a template that would work well within Kualu.</p> <p>Comment, Carrie Butler: I think a template would be really good. Maybe we need a little group to look at that, to see what all policies have in common or what information that we need to have in each one.</p> <p>Comment, Jana Smith: Maybe the CRC committee would be a good place to start with that template.</p> <p>Comment, Carrie Butler: We could talk about it there. The CRC doesn't do policies, but we could talk about it there.</p> <p>Question, Jana Smith: Who would be in charge of Kualu for those policies in the future then?</p> <p>Response, Carrie Butler: That would be determined right now. I will facilitate the administration of it, but I think in the future, that'll be another conversation.</p> <p>Comment, Reshela DuPuis: Because policies are not official until they're approved by administration, the management of a Kualu policy section may in fact wind up having to be a staff member in the Chancellor's Office, because the Chancellor is the final signatory on all</p>
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	<p>policies, regardless of what we or the College Council move. So, it's a conversation that can get bigger in terms of who should be putting that together and managing it. If Carrie Butler sets it up, fabulous. Thank you, Carrie Butler. You're amazing. You're such a gift to all of us who work with these databases. Really. But at some point, this becomes an administrator's kuleana.</p> <p>Comment, Carrie Butler: Yes, maybe there will be a Kualii administrator that handles that. But each policy in the workflow will go to the Chancellor's Office, that's in the workflow. It automatically will go to her to approve.</p> <p style="text-align: center;">Motion to approve policy revision</p> <ul style="list-style-type: none"> ➤ Carrie Butler moved, Ākea Kiyuna seconded ➤ Vote: Yes = 25; No = 0; Abstain = 1 <p>Comment, Jana Smith: Thank you everybody. Good work and thank you for reporting on that, Donna. Thanks to your committee for all the hard work to get this lined up.</p>
<p>9. New Business a) Transfer Credit Evaluation Policy (HAW 7.208) - Grace Funai Original Redline Version Clean Copy</p>	<p>Grace Funai: The Transfer Credit Evaluation Policy we actually had just revised last year, and after it was approved and we tried to implement it, we found that there were a few key pieces of information missing.</p> <p>So, the biggest change to it [is that] we had adjusted the language because previously it had indicated Diversifications and Foundations, which would imply that it is only applicable to AA and AS degree programs. We changed the language to indicate general education and graduation campus requirements so that it could apply to all associate degree programs. The general education for all associate degree programs and then graduation campus requirements would be things like, for our Liberal Arts, Speech 151 and English 102.</p> <p>And then initially, [the policy] had said “credits transferring in,” referring to quarter-system schools. When we have students who have previously attended quarter-system schools and</p>

	<p>they transfer those credits in, there's a conversion because those credits are not deemed the exact same. Five credits at a quarter-system school is now counted as 3.66 credits here. This [policy revision] is going through the College Council for a vote. So, it's not necessarily something that we have to vote on in the Academic Senate, but I just wanted to bring it to your attention so that if you did have any concerns about it, those concerns can get raised through the College Council when that comes up for a vote.</p> <p>We're hoping to implement for Fall 2025, so it can be adjusted in STAR as we're doing our build for the Spring.</p> <p>If there are any concerns, please let us know.</p>
<p>b) 11-month Faculty Duty (Teaching) Equivalencies - Proposed Amendments to UHCCP 9.237, Appendix 4. Kenoalani Dela Cruz.</p> <p>Vote needed</p> <p>https://docs.google.com/document/d/14nr-tNfERBO9KRAESS4wGyfFIDLm5KfmBF4zOXqtFls/edit?tab=t.0#heading=h.xyy54vstee3b-UHCCP 9.237 Teaching Equivalencies (Entire Policy): UHCC Policy 9.237</p>	<p>Kenoalani Dela Cruz:</p> <p>The UH Community Colleges, UHPA, our union, 11-month non-instructional faculty representatives have been meeting regularly with Vice President Della Teraoka, UHPA Executive Associate Director Dwight Takeno and the new director of UHCC Human Resources, Dana Funai. Previously we had met with Erika Lacro, Mike Unebasami and Sandra Uyeno. [This is] to address equitable compensation for 11-month faculty who may serve in duties and responsibilities over and beyond their primary duties. We most recently met December 20th of last year and then on Wednesday, January 22nd, to discuss UHCC Policy 9.237, teaching equivalencies.</p> <p>This particular policy references primarily instructional faculty, [but] has various appendices. [We're focusing on] Appendix 4 pertaining to campus governance leadership.</p> <p>Our Senate is being asked to endorse the general concept of the revisions, not these exact revisions, because it's still being worked on. All the CC Senates are being asked just to endorse the concept that, yes, that we should be amending the language of this Appendix.</p> <ul style="list-style-type: none"> • if an 11-month faculty member serves as a campus governance leader and cannot receive non-instructional teaching equivalencies, they will receive a \$500 monthly stipend for the academic year to compensate for the additional workload.

	<ul style="list-style-type: none">● Item C, possibly will be revised to include any of our Native Hawaiian council chairs and other governance groups, or might include only Pūko‘a or Native Hawaiian council leadership specifically. <p>We're just being asked to endorse (or not) the concept of the revision, including a stipend for any 11-month faculty who cannot get release time or anything equivalent.</p> <p>Question, Carrie Butler: [Would] the \$500 monthly stipend depend on the amount of TEs for the leadership position? Or is that just a flat fee, no matter what it is?</p> <p>Response, Kenoalani Dela Cruz: It's for an 11-month faculty member who cannot negotiate [otherwise]. Because for each 11 month, [the situation] could be different. We have instructional and we have non-instructional faculty who are employed at 11 months.</p> <p>Question, Carrie Butler: But if they get 4 TEs versus 12 TEs, would that stipend be prorated or something?</p> <p>Response, Kenoalani Dela Cruz: Not at this time right now. But definitely this \$500 amount is not a final amount. It's for now. And the reason why it's \$500 is because [UHCC VP] Della Teraoka has the authority to approve that amount. Anything higher has to go to the UH President. She wanted to get something going so that people can be compensated who might not otherwise be eligible for instructional teaching equivalencies. There is an agreement with the union reps and UHCC administration that we're going to continue to negotiate.</p> <p>[continued] Kenoalani Dela Cruz: Now, a stipend is different from overload. For us who are non-instructional, overload [means that] we still do our full-time job, and then if you have this other assignment over and beyond, you get overload, unless there's a way to negotiate that you can give up some of your primary duties. Some campuses negotiate with their administration, on some campuses the non-instructional 11-month get nothing. So, this [revision to Amendment 4] is to allow those faculty to at least get something.</p>
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	<p>Comment, Reshela DuPuis: Item C says “other governance groups,” which covers things like College Council; in our College Council charter, the chair gets three credits release time per semester, and a non-instructional gets supposedly the equivalent as overload. We should send Kenoa forward with mana’o saying that it's important to have the Ho’olulu Council chair <u>and</u> the College Council chair be compensated.</p> <p>Stipends are different than overload. This stipend of \$500, when compared to a three-credit overload for an instructional C4, it's manini, but it is something. And for those campuses that have nothing right now, it's better than nothing.</p> <p>Non-instructional leadership is really constrained right now, between restrictive BOR policies and this policy. We can send our mana’o forward through Kenoa to say that we are willing to endorse the concept of equitable and fair compensation for 11-month employees who serve in governance roles, both in addition to their regular day jobs, or if it's a stipend situation. I’m glad that there are ongoing conversations. Kenoa, again, you have been our leader and our light going forward on this. I really appreciate the work you're doing on it.</p> <p>Comment, Grace Funai: Is there a possibility that the language could be the addition on the bottom in green, if they will receive “at least” a \$500 monthly stipend? So, for those who have been fortunate enough to have campuses who have supported greater amounts, more in line with what the equivalent amount would be for three-credit release time, that those campuses can still continue to do that if they choose to do so?</p> <p>You had mentioned the difference that some campuses were giving overload. Does that still allow the campus to give overload if they choose to do so?</p> <p>Response, Kenoalani Dela Cruz: One of our tasks, eventually is to define what does equivalent mean. What does it really mean for 11-month faculty? There is an actual table that is used for instructional faculty, but we haven't had time to do that, that'll be something that has to be developed in the future.</p> <p>This is just only governance, there's other Appendices for other duties. We only worked on Appendix four. The whole policy [is linked] in the Senate agenda, but we're only talking about Appendix four.</p>
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Question, Brenda Watanabe: I was looking through the lens of College Council and how this is affecting that. Right now, [this is coming] to the faculty Senate, but doesn't it need to go to the College Council too? It's part of the governance. Or is it just staying here because we're talking about teaching equivalencies?

Response, Kenoalani Dela Cruz: It's only the Senates that we [on the committee] have been all charged to go back to. We [Hawai'i CC] are unique, we're the only college that has a College Council. Others may have staff boards or their staff is within their Senate. The good thing is that our [College Council] charter has language about the compensation] being equitable for staff. But this policy is only for faculty, impacts only faculty. The College Council wouldn't vote on this policy.

Comment, Leanne Urasaki: Thank you, Kenoa, for really being engaged in this conversation and taking the lead in meeting with all of your counterparts at the other campuses to work on this.

As an 11-month faculty myself, I have definitely served in leadership roles where I was and was not compensated. I do think just to get something on the board, to get this ball rolling, I feel like I can endorse the concept. But there's still a lot of work or a lot of things that still need to be worked out. Like Carrie had brought up, it's a blanket amount, regardless of how many credits that position would normally get an assignment for, or even some kind of table by rank. It's \$500 regardless of whether you're a C2 or a C5.

Currently in our contract under additional compensation, if a faculty member were to lecture a course, their lecture fee schedule is differentiated based on their current rank. So, I would be looking for something similar to that, even if they can't get down to the penny, because all the members within a rank may have different annual pay. But at least if it's differentiated by rank, then to me it's a little bit more fair or justified.

But like you mentioned before, there are campuses that have been really, really against providing any kind of compensation for leadership roles at all.

And so, I think this helps get that ball running, you know that gets it started and I think in a conversation we had previously you had mentioned that the union and the faculty

	<p>representative group that you're a part of is committed to continuing this conversation, even if this concept is endorsed today. And again, thank you to Kenoa and her colleagues for all of this work. Motion to endorse the general concept of the proposed policy amendment to Appendix 4</p> <ul style="list-style-type: none"> ➤ Donala Kawa'auhau moved, Leanne Urasaki seconded ➤ Vote: Yes = 22; No = 0; Abstain = 3
<p>c) UHPA update – Leanne Urasaki</p>	<p>Comment in chat, Leanne Urasaki: UHPA Website: https://www.uhpa.org/ Leanne Urasaki: Thank you everybody for attending Senate. It's very important that we participate in the process. For those of you, especially the new faculty that's been hired recently, if I haven't met you, my name is Leanne Urasaki. I am your Board of Director that represents our College on the UHPA board. UHPA is our faculty union. I wanted to take just a few minutes to share some things. I'm going to put the address of the UHPA website into chat. So, a couple of things, especially for new faculty, you do need to actually join the union to be a dues-paying member. You're not automatically a dues-paying member. [On the website] you can read about how to join, there's an online application. Just so that you are aware, dues is 1% of your base salary, and in addition, \$10.09 per paycheck goes towards our affiliation with AFT, which is a national union that brings us a lot of strength in bargaining, in negotiations, in resources, and a lot of other aspects. They also have a lot of cool benefits that we don't have access to just through UHPA. We do have benefits available through UHPA, that's on the benefits tab. But there's a whole lot more available to you through AFT. [On the website] the "About" tab here is where you can find who your faculty representative is. We have four primary academic units or PAUs. PAU 1, the representative is Garrett Fujioka. You can see the different divisions, departments or programs that this PAU represents. PAU 2 is Susie Dill. And these are those units. PAU 3 is actually split into two, it has one empty seat right now that covers the natural social sciences. Kenoa Dela Cruz is our representative for the other part of PAU 3, which is a long list. We do have a PAU 4, that's</p>

	<p>David Tsugawa for Pāalamanui. I do know that for a lot of these, the names or the program or unit names that you see here are outdated. We are working on getting these updated. So, if you have any union questions or union concerns as a dues-paying member, you can reach out to your PAU rep. If you are in the part of PAU 3 that doesn't have a [representative], you can contact myself or Kenoa [Dela Cruz]. You can also contact the UHPA staff directly if you'd rather do that, the staff directory is [on the website].</p> <p>But why I'm bringing this to your attention today specifically is because there are going to be elections coming up this year. For my position, the Board of Director, as well as all of the faculty reps. All of our terms expire this spring. For the faculty reps, dues-paying members will be getting an email on the Jan 31st from UHPA.</p> <p>And remember, all communication from UHPA goes to your non-UH personal email that you provided when you signed up for UHPA. If you're not getting those emails, please contact UHPA so that they can check and update your email address if needed.</p> <p>UHPA will be sending out an email on January 31st regarding the faculty representatives election process that includes the nomination process. Nominations are due by March 1st, and you can be self-nominated. I did reach out to our current representatives, and so far, everyone has responded that they are willing to continue to serve. But if you are interested in serving, you're more than welcome to nominate yourself. There will be an election held, ballots will be sent out March 25th and remain open through April 8th.</p> <p>First, be on the lookout for this first email coming out to you on January 31st, because all of that information will be in there. Secondly, the position that I'm currently fulfilling, the Board of Director, my term is also expiring this year. A first email already went out on January 17th telling you that my seat and other Board members' seats are up for election this year. A nomination form was in that email. Nominations are due by February 10. The election period would be from March 21st to April 6th.</p> <p>I have really enjoyed serving as Board of Director for our College. I've learned a lot. I think everyone who's served in a leadership position can tell you that they learn a whole lot during their terms. I'm undecided [about serving again]. I wanted to be honest with everybody, I'm undecided whether I will put my name in to continue. So, I want to really</p>
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	<p>extend the invitation. If there's anybody who is passionate about it and wants to serve, please submit a nomination. Please submit your name as you can self-nominate, you can nominate someone else, but please submit a nomination if you would like to serve. I will probably make my decision probably closer to that deadline because I do want to open that door for someone else if they really want to serve.</p> <p>If there is nobody that wants to serve, I will likely continue. Like I said, I do enjoy it. My only real concern has been with the whole transition from Laulima to Lamakū and the increase in that workload and support. I feel like I haven't been able to give my 100% to my UHPA duties as I wish I really could. I'm just undecided at this moment.</p> <p>But this is what I wanted to share with you. If you are new and you have not joined, again, you have 90 days approximately to join without any kind of penalty. So, if you have not yet joined, if you have questions, please reach out to us. Please consider joining the union.</p>
<p>10. For the Good of the Order a) AI Resources AI Resource 2 AI Resource 3</p>	<p>Jana Smith, Chair: In “For Good of the Order,” [below] the same [items are on the agenda] just to have them there for you folks to continue to check into.</p> <p>Sabbatical leaves due February 1st if you're considering it. So please, the forms are there as well. HISSI is March 7th, so look for the registration, I think it just came out.</p> <p>The five-year review is for you to also have for your own mana'o.</p>
<p>b) C3S - Cross Campus Course sharing – Check it out - C3S link</p>	
<p>c) Sabbatical leave requests due date = February 1st. Please use the Senate-approved rubric as a guide for justification.</p>	

<p>UHPA ARTICLE VI.A. SABBATICAL UHPA Sabbatical Leave Form Sabbatical Leave Rubric</p>	
<p>d) HISSI - March 7th, 2025 - look for emails for updates.</p>	
<p>e) Faculty 5-year review Policy - (Ties into Peer Evaluations) Faculty 5-year review items</p>	
	<p>Comment in chat, Drew Kapp: Lā Honua 2025 https://drive.google.com/file/d/1eAV9SHaGvZ6HaW9IsC9tNVvAVjxYRIHa/view?usp=sharing</p> <p>Drew Kapp: Link is in chat for you folks to check it out if you haven't already. It is our "Save the Dates" flyer for Lā Honua Earth Day 2025. We have events taking place from April 11th all the way to April 22nd. Events are not only on all of our campuses but also in our communities, too. There's a virtual one as well. So, just check that out and please continue to consider integrating these different activities and events into your folks' programs, curriculum and classes.</p> <p>If you have any questions, just reach out to No'el [Tagab-Cruz] and me, we're the co-coordinators.</p>
	<p>Question, Grace Funai: Jodi Mine [VCAS] just sent out an email regarding waiver and release forms. Is this saying that anytime we have an event that the students have to fill out a form in order to be able to participate? Where do the forms go to, if we do pass them out and have them fill it out? Part of it says, "for events that involve potentially or inherently hazardous and dangerous activities." So, if we're just sponsoring a lunch for students, I wouldn't consider that hazardous or dangerous, but [I wonder] if they could provide clarification of what this is specifically for?</p>

Comment, Leanne Urasaki: I can speak to some of this. When there's any kind of field trip where there's transportation involved, the hard part, the subjective part, is -- what's inherently dangerous and not? When I was chairing Faculty Staff Development Committee, if we had cooking workshops where they were going to be in the kitchen, we were asked to have all of our participants, even though they're faculty and staff, fill out the waivers, which we held on to, we didn't have to submit them to anybody. They didn't require us to submit it, but we had to have them on hand in case something happened. Then we had to produce it.

Comment, Renee Dela Cruz: For my EIMT class, we sign [have the students] sign the assumption risk and release, the photo release, medical consent forms, and all of that good stuff. Because I take my students off campus, too, I do an off-campus form, and I have the DC fill out [parts of them]. These forms [in Jodi Mine's email] are pretty much standard for me. I make a copy and just keep it on hand and make sure that if anything goes wrong, we have documentation that the students have signed off for it. It pretty much covers ourselves from anything coming from any angle. I keep it on file along with emergency contact information that goes with me, in my backpack off-campus to the Model Home sites or excursions or what have you.

Comment, Drew Kapp: I'll just echo those same sentiments. I have a long experience having my students complete those waiver forms for huaka'i or excursions. I also keep them on record too, just for the semester. But I do want to say that in my recent discussions with Katie Yamanaka, our media person, she suggested that all of our students who appear in social media should be signing those forms, too. I'm sharing those media release forms with my students, as well. I'm not sure how that works with other programs and events and activities, but that was something that I was asked to do.

Comment, Jana Smith: We have one for Early Childhood [program] because we have students out in the field performing on-site at other preschools, it's the assumption of risk and release that they have to sign. They also fill out an emergency contact form for us as well. So, I'll get more clarity on this and bring it back to the next

	<p>Comment, Kenoalani Dela Cruz: Same thing, Phi Theta Kappa, Taste of Hilo, anything off campus, they sign the [assumption of] risk form. [Because] you never know, right? You could get cut with glass, you could fall down the stairs, even though there are three stairs, you could. So, anything that would be hazardous, put it in.</p>
<p>11. Adjourn <i>A healthy and happy lunar new year to you all!</i> <i>‘A‘ohe hana nui ke alu ‘ia.</i> “No task is too big when done together.” <i>‘Ōlelo No‘eau 142 -</i> <i>Mary Kawena Pukui</i></p>	<p>Robert’s Rules: No need to motion or vote. Simply adjourn!</p> <p>Meeting adjourned at 1:53 pm</p> <p>Next meetings: <i>February 28, 2025, 12:00 - 2:00 pm</i> <i>March, 28, 2025 12:00 - 2:00 pm</i> <i>April 25, 2025 12:00 - 2:00 pm</i></p>