

## Chancellor's Administrative Staff Council

Monday, April 29, 2019

2:30 p.m. – 4:30 p.m.

'Ilima 202A

Facilitator: Louise Pagotto

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*Administrative Staff Members: Karen Boyer, Brian Furuto, Carol Hoshiko, Susan Kazama, No'eau Keōpūhiwa, Nāwa'a Napoleon, Louise Pagotto, John Richards, Joanne Whitaker*

*Members Absent: Carol Hoshiko, Susan Kazama and John Richards*

*Guests: AGOs and Executive Teams*

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### **New Business**

#### **AGO Executive Teams – Louise P. and AGO leadership**

##### **Student Congress**

- This past year's goals were to have more collaboration between the chartered student organizations, bring awareness to the organization, promote the U-Pass, and utilize various marketing strategies such as chalking on campus walkways. The community enjoyed the inspirational quotes.
- Incoming executive team members are Dessa Lyn Millon as President, Michelle Jay Bonilla as Vice-President, and Nessi Kaufusi as Treasurer.
- Next year's goals will take into consideration the results of the spring survey, including alternative vending machines, a fee for health services, spreading awareness of the organization, and night snack and chats. The night students seemed to be more appreciative that they were being recognized at the snack and chat events, than the day students where it was harder to stop students to chat.
- Is there a calendar of events for the upcoming year that faculty could add to their syllabus to increase awareness? Student Congress could create one since there are structured events every year that are continuous.

##### **Staff Council**

- Goals were to improve communication, increase professional development opportunities, and increase engagement with the different groups on campus and in the community.
  - More info on AGO website - Action Request Form, CAC charter amendments
  - Toys for Tots, Dress for Success, NSO fundraiser (musubis, popcorn)
  - Donated food to the Forget My Lunch event
  - General Membership meetings – Halloween contest
  - Monthly birthday celebrations - Over 100 people in attendance each time; received food donations from students
  - Fundraisers – CPK, Panda Express, Very Merry Event at Kāhala Mall, NSO
- Staff Council received the results from the Staff Council internal and external surveys and are currently reviewing them.
- There will be updates made to the bylaws prior to the next term.
- Upcoming donation event for the Hawaiian Humane Society Howls for Towels
- Upcoming CPR/First Aid class on campus for staff
- Elections coming up in June – Please encourage staff to serve.

- Contact Staff Council via the website or email [askstaff@hawaii.edu](mailto:askstaff@hawaii.edu)
- If there are any events that staff could participate in, please let Staff Council know.
- Do you have a schedule for meetings? The schedule of meetings can be found on the website and will be updated for the new term.

### Faculty Senate

- Goals for spring
  - Formation of committee for faculty rights and protections
  - Finalize CES
  - Vote on DE course evaluation process
  - Address ACCJC recommendations
  - Determine what should be on a course syllabus
- Highlights
  - Established that CTE as elective courses would apply to the A.A. degree in Hawaiian Studies.
  - Finalized CES campus questions, based on faculty feedback.
  - Approved curriculum workflow deadlines for Spring and Fall 2019, and reviewed curriculum.
  - Supported the adoption of the Distance Education course format definitions to establish clear and specific, shared language among campus stakeholders, including faculty, staff, administration and students.
  - Supported phasing out Taskstream
  - Supported DE review approval process
  - Supported 5-year assessment cycle to assess SLOs in 20% of courses each year until they reach 100% of all courses and SLOs being completely assessed at the end of the 5-year cycle.
  - Decided on syllabus motion to include information presented in all syllabi and recommend that certain information precede all other content, e.g., course description, SLOs, course materials.
- Future goals
  - Put the GE committee to work: 1) To create new Gen. Ed. Learning Outcomes. 2) To have a draft of the Gen. Ed. Learning Outcomes ready to be disseminated to the College by Fall 2022. 3) To approve Gen. Ed. Learning Outcomes by Spring 2024. 4) To implement newly approved Gen. Ed. Learning Outcomes effective Fall 2024. Possibly responsible for diversification. This will be presented at the next Faculty Senate meeting.
  - Continue Faculty rights and protection
- Future system work
  - AA degree across the CC system
  - Repeat policy - continues to be on the agenda until resolution
  - Renewal policy – decide whether to adopt policy at KapCC
- Elections are being held Monday, May 6.
- Can an administrator submit an action request to faculty senate? Action requests can be directed to the Chancellor for referral. An elector can only make action requests.
- Has faculty senate turned down any action requests? Yes. Issues regarding workload are directed to UHPA.

### 'Aha Kalāualani

- 'Aha Mole shared their highlights and experiences
  - Ka Malu Hālau Loa o Pāku'i (kukui grove) – (Nāwa'a) - It is always nice to grow with your surroundings.

- ACCJC Open Forum – (Keisha) - Two Ka Pōhaku Kihi Pa‘a students shared their experiences at the open forum last fall and administrators and ACCJC members were moved by their stories.
- Oli workshops La‘amea Paleka - (Keisha) - Taught to faculty, staff and students.
- Ho‘oponopono ‘Anake Lynette Paglinawan - (Annie) - Many stories were told about a general overview of the practice, resolving conflict, and examples from families she worked with.
- Honolulu Museum of Art Professional Development – Emissaries - ‘Au‘a – (Lisa) - Experience was personal because she knew people in Kapulani Landgraf’s installation, ‘Au‘a. Brought people together to talk about different perspectives of contemporary indigeneity.
- Kāhili Kū – (Rosalie) – Making the kāhili kū created camaraderie among the employees. Branches will be assembled near the great lawn on Friday, May 3. On Monday, May 6, there will be a procession from ‘Ōlapa to Lama where the Queen’s new portrait will be unveiled.
- E Huliāmahi Kākou – (Kelli) – Special time when Chancellor Pagotto became the new Chancellor and everyone gathered whole-heartedly and shared what they wanted for her and what they wanted for the college in order to move forward.
- ‘Aha ‘Awa – (Kapu) – Participated in committing to the Chancellor’s new direction and supporting her in moving the college forward.
- ‘Aha Mole shared awa with the admin team in recommitting to the pledge made at the ‘Aha ‘Awa ceremony.