

University of Hawai'i Community Colleges
Council of Community College Chancellors

February 12, 2018

9-11:30 am

Dole Street Conference Room
UH West O'ahu, Campus Center C-225

MINUTES

Present: Manny Cabral, Helen Cox, Doug Dykstra, Lui Hokoana, Erika Lacro, John Morton, Deborah Nakagawa, Louise Pagotto, Rachel Solemsaas, Peter Quigley, Michael Unebasami

Others: Tammi Oyadomari-Chun, Suzette Robinson, Sandra Uyeno

Meeting called to order at 9:10 a.m.

I. 2018 Legislature – John Morton

Morton said that there was minimal action at the Legislature that affects UH. There were no issues or follow up to Senate committees December info briefings for UH. The bill relating to Open Educational Resources (OER) received 75 opposition testimony and has been gutted to establish a legislative mandate to review and fund future OER. Budget moving through House and not much support for Hawai'i Promise.

II. UHCCP Revisions – John Morton

A. UHCCP 9.237 Teaching Equivalencies

Morton said that the edits for UHCCP 9.237 Teaching Equivalencies clarifies, in consultation with UHPA, the 11-month teaching load is 36 teaching equivalencies per AY. This includes language to add a 9-month teaching load of 27 credits. Since KapCC has many 11-month instructional faculty whose teaching schedules were so varied, and not all were teaching 36 TE. UHCC and UHPA have tentatively agreed to a transition plan. Other CC chancellors, who foresee an issue, should work with Uyeno. Overload is not counted towards retirement.

Guidelines were issued by VPCC in 2015 (mixed schedule types and language courses) and 2017 (Natural Science) to clarify implementation questions and actions. Morton said need to determine if there is a need to consult with UHPA.

B. UHCCP 4.203 Institution-Set Standards

Morton said that UHCCP 4.203 updated Standards 2, 3, and 4 to use FY instead of AY in the definitions to be consistent with degrees and certificates outcome measures

C. UHCCP 1.103 International Education Committee

Morton said that the name changed from International Education Committee to International Education Council to better reflect the permanency of the group that is advisory to the VPCC. Also, name change aligns the IEC to other groups that are advisory and convened by the VPCC and are councils.

I. Authorization to Plan Associate in Science Entrepreneurship – Louise Pagotto

Morton share that the Integrated Academic Plan (IAP) enables a campus to propose and request changes/new initiatives to UH officers, including VPs and chancellors approval to plan. Pagotto said that KapCC's 2-yr marketing degree deleting and new AS in Entrepreneurship. Need to ensure that other CC campuses are aligned and aware of the changes. Potential transfer to UHWO but not compatible with UHM.

KauCC has a generic business degree. HawCC has marketing degree but planning to repurpose due to low enrollment. Other CC campuses can develop their own program.

II. State Policy Institute – Peter Quigley

Quigley shared issues and info related to the 2018 State Policy Meeting. Can apply for Aspen grant without invitation.

III. Revisiting Purpose of Designated Professional Development Day (First Friday In March) and Future Planning – Manuel Cabral

Cabral said historically, a non-instructional day was devoted to the Hawaii Student Success Institute (HSSI). However, this year, the UHCC CC APT/Civil Service Professional Institute (APT/CS PDI) will be held on 3/2/18, the designated non-instructional day. Previously, the APT had their own campus retreat. Need to distinguish between personal development vs programmatic development of HSSI. Issue has been finding adequate space so the HSSI was move to the Hawai'i Convention Center and scheduled for 3/26/18. This opened up the 3/2/18 date for APT/CS PDI.

It was suggested that the AP/CS PDI be scheduled during spring break or summer. Also, need to determine the frequency, level of support, etc. Where do we want to take HSSI discipline mtgs, student success agenda: held on 1 or 2 days?

Campuses need non-instructional day for campus meetings as convocation date and duty period reporting week is busy for APT/CS (including counselors, business) front office staff. It was suggest that the APT/CS PDI be held in the Fall semester with location TBD.

ACTION: Need to determine date and places for the HSSI and APT/CS PDI.

IV. Senior Visitor Pass – Doug Dykstra

Dykstra said experiencing issues with senior enrollment at WinCC. All campuses allow senior to enroll free. Silver college brochure work with interested faculty based on space available basis. Class space is ok but problem encountered when seniors want to get into labs. 3.5 years ago started senior program with 125 senior visitors, 47 of 125 have signed up for classes, primarily art. Even if openings are available, not required to offer seat. There is a Legislative resolution encouraging senior visitor pass. Seniors feel entitlement but it is a privilege. Art, music, and Japanese top classes. Issues with student conduct, not on roster, as student conduct code not applicable. No law mandates senior pass.

V. What is on Your Mind?

Kuali Curriculum issues: Morton said that VP ITS Yoshimi is aware of issues and continues to pressure. There are performance and design issues.

Returning Adults: Chun said initiative to enroll returning adults is successful and appears Lumina will continue to fund. Chun said DOE data is working. My Future Hawai'i (grade GPA) is at 70% of high schools participating and transfers. Lee will manage returning adults and high schools using demographic info available.

VI. Next Meeting – March 16, 2018

VII. Meeting adjourned at 11:25 am

Submitted by Deborah Nakagawa

University of Hawai'i Community Colleges
Community College Council of Faculty Senate Chairs
February 23, 2018, 1-3 pm
Dole St Conference Room

MINUTES

Present, Nani Azman, Candy Branson, James Fujita, Victoria Mathis, Chris Ann Moore, John Morton, Deborah Nakagawa, Jenny Webster

Not Present: Samuel Giordanengo

Others: Wayde Oshiro, Robert Vega

VPCC Morton convened the meeting at 1:04 pm.

I. 2018 Legislature – John Morton

Morton shared Legislative bill status: Hawai'i Promise bill includes funding for CC and baccalaureate students and follows our existing procedures. RAFT Specialized bill relating to worker apprenticeship, pre-engineering, solar energy, etc. Budget bill is pending Senate action.

II. Kualii Student Curriculum Management Processing (SCMP) Issues – John Morton

Morton offered to fund student assistants to help with Kualii SCMP issues. E/g., courses are not being processed correctly so need to delete and start over. Also, processing/approval review is bypassing appropriate individuals.

ACTION: Morton will request OVPCC staff to send funds to each campus today.

III. UH Systemwide Policy Development Approach – John Morton

Azman said that policy process should start bottom up vs top down. Morton said that VC for Academic Affairs/Student Affairs discussed issues that affect multi-campus. Best for stdts to 4 yr take most recent while CC average grades. Some campus allow repeat class taking and takes highest grade. Should a CC repeat course policy be established? Suzette Robinson convened cmte to discussed a UH System Repeated Course Policy.

Morton said that the UHCC had a sub-committee of members appointed by CCCFSC to work with OVPCC staff on various academic policies. E.g., common alpha/numeric course alignment, prior learning assessment, etc.

IV. Teaching Equivalencies for 11-Month Faculty – Candy Branson

Morton said that the edits for UHCCP 9.237 clarifies, in consultation with UHPA, the 11-month teaching load is 36 teaching equivalencies per AY. This includes language to add a 9-month teaching load of 27 credits. Since KapCC has many 11-month instructional faculty whose teaching schedules were so varied, and not all were teaching 36 TEs, UHCC and UHPA have tentatively agreed to a transition plan. Other CC chancellors who foresee an issue, should work with Uyeno. Overload is not counted for retirement.

Morton explained: faculty teaches 33 credits and take 1 month vacation or opt out by not carrying vacation forward and get paid overload. Guidelines were issued by VPCC in 2015 (mixed schedule types and language courses) and 2017 (Natural Science) to clarify implementation questions and actions. Morton said need to determine if there is a need to consult with UHPA.

V. Course Alignment – Victoria Mathis

Mathis working diligently to meet course alignment timeline in spite of Kualii SCMP. Phase 1 by 12/31/17 complete discussions and secure agreements on alpha, number, title, credits, contact hours, schedule types associated with teaching equivalencies. Phase 2 by 12/31/18 complete discussions and secure agreements on description, pre-requisites and SLO. However, SLO will be a huge issue. As such, can timeline Phase 2 be split or staggered? Suggest SLO be Phase 3.

ACTION: Morton will discuss suggestion about separating SLO into a separate phase.

VI. Annual Report of Program Data (ARPD) Relating to State and County job Openings - Victoria Mathis

Mathis said that the ARPD data and the Workforce Sector data differ. Based on her review, her numbers are closer to the Workforce Sector data which is more realistic. Morton said that data by county and census is available. Also, data request has been received by employers for student graduates while student demand for programs may differ from employer needs..

ACTION: Morton will check with Assoc VP Peter Quigley to determine reason for variance and data source.

VII. What is on Your Mind?

Combine UH President and UHM Chancellor positions: ACCFSC submitted support

Veteran's Task Force: Mathis is ACCFSC rep and met in Feb to ID issues and how to address as a UH System with monthly mtgs scheduled. Morton said budget request for veteran services currently grant funded but conversion to general fund is pending

UH BOR 2/22/18 Meeting: Morton said that part 1 regular business, part 2 Mauna Kea issues such as extensions of membership term, and Administrative Rules revision.

VIII. Next Meeting: 3/23/18 11am-1p

IX. Meeting Adjourned at 2:02pm

Submitted by: Deborah Nakagawa

University of Hawai'i Community Colleges
Community College Council of Native Hawaiian Chairs
April 13, 2018, 1-4 pm
Dole Street Conference Room

MINUTES

Present: Genai Keliikuli, Alapaki Luke, John Morton, Deborah Nakagawa, Kiope Raymond (polycom), Pua Rossi (polycom), Sarah Sur

Not Present: Ku'u lei Kanahale, Keolani Noa

Guest: Peter Quigley

Meeting called to order at 1:10 pm.

I. Minimum Qualifications (MQ)– John Morton

- A. Hawaiian Language
- B. Hawaiian Studies

Morton is seeking clarification regarding MQs relating to Hawaiian Language (HL) and Hawaiian Studies (HWST) faculty. Generally, smaller campus have both HL and HWST faculty in the same department while larger campuses have different departments for HL and HWST. In addition, does organizational structure make a difference? What are the MQs to teach HL: 1) HWST degree and fluent in HL? 2) Based on specific years teaching experience in HL or HWST? 3) Recognize cultural practitioners experience even though lacks Master's Degree? 4) Can teach course but not entire program? 5) Does each campus have a different way of how determining meeting MQs? 6) Grandfather existing faculty with varied backgrounds? 7) Should be different MQ for combined departments or separate departments?

Discussions indicate that MQs should not be the same. Need flexibility to define how to determine if qualified to teach HS and HL beyond academic credentials.

UHCC Associate in Arts in HS Coordinators Group (AAHS-CG) meet regularly to discuss various issues relating to HWST. Raymond said that the current focus is on course alignment (see 2/2/18 minutes to see explanation).

Luke is a member of CCCNHC, AAHS-CG and HPOKA groups. For most campuses, different campus reps are members of these 3 groups.

Need a process to determine if meet MQs to be consistent across all CC campuses. CCCNHC decided to leave determination for MQs to AAHS-CG.

ACTION: Raymond to send web link to AAHS-GC meeting notes.

II. Hawaiian Language Diplomas – Sarah Sur

Sur asked about the status of issuing a Hawaiian language diploma. Morton said he understands that 2 diplomas will be issued to students, both English and Hawaiian beginning in May 2018. Students would be assessed a fee for 1 diploma and campuses will assume cost of the second diploma.

ACTION: Morton to check effective start date of dual diplomas.

III. Desirable Qualifications (DQ) for Cultural Narratives – Keolani Noa

Noa was not present to explain. Morton said President Emerging Leader Program (PELP) has group-specific project during their respective term. These projects include research, policy recommendation, and action needed to implement ideas. It appears that the current PELP project relates to the agenda item.

Proposal is to require all position descriptions posted at UH webpage o include the following DQ: "Commitment to, knowledge of, and/or experience with the UH's mission and purpose of positioning the university as a leading indigenous-serving higher education institution." Each applicant must submit as part of the application process, a statement addressing the following question: "The UH's goal is to become a foremost indigenous-serving institution. How will your experiences contribute to that goal?"

ACTION: Need to obtain info from Noa about this agenda item.

IV. Hawai'i Papa o Ke Ao Meeting Briefing

Luke shared: 1) Makalapua Na'auao Summer Symposium for UH 4-year programs in May 2018 in Hilo based on UH partnership with Kamehameha Schools to increase 4-year graduation rate of NH students. 2) 'Ōlelo Hawai'i and 'ike Hawai'i Summit on 5/22/18 at WinCC. 3) Compiling UH protocol inventory regarding welcome activity for a group or to start an event, as well as the support level from the chancellor and program. Each campus has different levels of protocols and the goal is not to require all campuses to be the same. 4) Olelo general ed courses – teacher capacity to teach and recruit. 5) WinCC HWST 107. Need to recruit students from multi-campus to meet minimum enrollment. What resources are needed? 6) Designing logo for HPOKA to brand efforts.

Raymond suggested concept for NH student branding/self-identity applicable to various programs.

V. What is on Your Mind?

Counseling support for Native Hawaiian, Veteran and Filipino Students: Morton said in final stage of 2018 Legislative Session. Operating budget item for these students: Governor reduced UH request, HFIN included \$750K but no positions counts as they propose to re-train existing counselors, SWAM included 8.00 FTE undesignated and \$750K. If SWAM budget approved, campus would determine focus areas.

Long Range Development Plan (LRDP) Process – Raymond said that LeeCC recently shared LRDP with BOR. Will BOR policy hinder plans for selected programs? Morton said that previously, LRDP was updated every 7 years to meet respective county requirements for for new buildings and to obtain building permit. BOR felt that If no major change within the planning period, no justification to pay \$ to update LRDP. Now the new UH Integrated Academic and Facilities Plan (IAFP) is required and will be updated every 6-10 years. Also, BOR is concerned with duplication of programs across the UH System as well as with cost and efficiency.

NH Officer Position at UHM – Keliikuli said that UHM's position is responsible for all NH issues and asked if CC could have a similar position at each campus. Morton said that each campus needs to determine priorities and reallocate funds and position as needed, similar to what UHM did.

VI. Meeting – Retreat 2018

Morton asked which CCCNHC Chairs would be continuing to serve.

ACTION: Nakagawa to poll CCCNHC for date and status.

VII. Meeting adjourned at 3:25 pm.

Submitted by Deborah Nakagawa