

AGO Meeting Notes

Date: Monday, December 10, 2018

Time: 1:00-2:00 p.m.

Place: 'Ilima 202A

Attendees: Candy Branson (Faculty Senate Chair), Allyson Villanueva (Student Congress President), Shannon Sakamoto (Student Congress Advisor), Keolani Noa and Kapulani Landgraf ('Aha Kalāualani Chair and Vice Chair), Kevin Andreshak (Staff Council Chair), Louise Pagotto (Chancellor), and Joanne Whitaker (note taker)

Absent: Allyson Villanueva

Question: What is the status of the CAC email, which was approved at the last CAC meeting?

Response: Joanne will work with Kevin and Craig at CELTT for assistance on it.

The AGO minutes from the November meeting will be sent to the AGOs by email to edit and/or to vote to approve.

Sample Syllabus

Can there be a consensus on the first page? Four out of six items that the students requested were included in the sample syllabus. The Chancellor felt that the cover page would be separate from the rest of the syllabus and would only include the class information, instructor information, course description, course learning outcomes and possibly the required materials.

Do we need to include the full statement about Disabilities, Title IX, and other statements?

Faculty would only need to change the class information and instructor information. The rest could remain the same.

The Faculty Senate Chair will attend an upcoming Student Congress meeting with an update. A suggestion was to use the same term for student learning outcomes. Other terms used are course learning outcomes, course competencies, and catalog learning outcomes. The outcomes should match what is in Kualii. A locked template could be used so faculty can fill in the sections that may vary from semester to semester.

AGOs at Convocation

How do we put the College's values into action? Student Congress will do a presentation on kūpono at Convocation. Another suggestion was to honor Queen Kapi'olani's birthday, which is on December 31st?

AGO Evaluations

Should there be a standardized form for all AGOs? This was a suggestion from the ACCJC visiting team. The Chancellor asked the AGOs to share their survey instrument, if they have one. This conversation was tabled for the next meeting. The evaluation must include two items: 1) How does the council work internally, and 2) How does the council serve its constituents?

Options for students during the 'Ōhi'a renovations

From December 7th, there will be no food service in the cafeteria until some time in August. Food will be available around the cafeteria. One thought is to put a tent on the lawn for students to gather and eat but it may not be a good idea during the rainy season and it would not be wheelchair accessible. Another option is to put the tent in front of the cafeteria. Can we put the tent over the compass? Can the compass be covered to protect it? Or can two smaller tents be erected on both sides of the compass? Can a tent be erected on the makai side of the 'Ōhi'a building?

Student Congress met with Dean John Richards. There will be 4 areas for food service.

- Area 1 – 'Ōhi'a lanai (by the cafeteria front door on the Naio side) hot food will be served at 7-9am and 11-3pm.
- Area 2 – Grassy area between 'Ōhi'a and Naio will be a grill station with two 10X10 tents at 11-1pm
- Area 3 – Inside 'Ōhelo – Coffee Corner serving coffee and pastries at 7-11am
- Area 4 – Sidewalk by Naio – the food truck from 11-1pm

Only 5-6 parking spaces will be impacted by the construction. Another suggestion was to add more seating to the areas we already have or to put a smaller tent in front of the cafeteria and a larger tent on the lawn.

Linda Colburn Update

Consultant Linda Colburn did a presentation at fall convocation. More recently, she facilitated four sessions with 8-10 individuals from the campus, focusing on kūpono. The goal is to listen to people and hear how they feel about the processes on campus and their relationships with people. We will schedule one or two more sessions in the spring. After the sessions, Linda will summarize what was discussed and assist us in developing action steps.

A comment was that faculty and staff are asked to be kūpono but the administrators are the ones who are not being kūpono. The administration will be having their own session. Some faculty feel that they can't speak if they are not tenured or C5 in rank. We need to change that mindset.

AGOs, what's on your minds?

Staff Council

- They will meet with the Chancellor to discuss compensation.
- The CPK fundraiser made \$300. They will do it again in the spring. Very Merry promotion did not do as well. They are exploring other ideas.
- Staff Council will be participating in the holiday cart decorating. They will be providing hot chocolate after the potluck.

Faculty Senate

- Progress is being made. There are a lot of resolutions moving forward.
- There are 12 options for campus-wide questions in the Course Evaluation System (CES).
- The bylaws were completed.

'Aha Kalāualani

- This is Keolani Noa's last AGO meeting. There has been progression, advancement, thinking outside of the box, increased value to Title III with courses that support community and students at the College. Kalāualani became a focus for Pūko'a. Adding

Native Hawaiian desired qualifications to job descriptions brings value to the whole community.

- The vice chair was a great communicator. The whole council was great but more participation is needed. They addressed many action requests and maintained the website page. Each AGO is a force on the campus and it is great to work together.

Student Congress

- This year, the Student Congress members are advocates, spreading positivity to students. They will be recruiting for new leadership in the spring so the new leaders can experience Congress before they start. A request was made to recommend students to the Student Congress advisor.
- In the spring, they will be working on advertising the U-pass fee of \$40 to begin in the fall of 2019.

Chancellor's Updates

- Vice Chancellor for Academic Affairs search –
 - The position description has been written, UHCC has reviewed it and it is now at the system level HR. Once it is approved, it will be posted.
 - There are 10 members in the committee. The Chancellor met with the committee to discuss the procedures. The search committee will review applications, determine who gets interviewed, do the first round of interviews, and convene campus forums with the finalists.
 - An executive committee will interview the finalists, and the Chancellor will also interview the finalists.
 - The Chancellor will make the final recommendation, which will go to VP John Morton. VP Morton will make the final decision. The process will be finished in May 2019.
 - Chancellor is running the search and the committee will be reporting to her.