

**Short Title:** Vice-Chancellors' Advisory Council 2014.01.23

**Title:** VCAC Minutes, 2014 January 23

**Summary:**

Scheduled Monthly meeting of the VCAC

**VCAC Meeting Minutes**

**Date:** Thursday January 23, 2014

**Location:** 'Iiahi 123

**Time:** 1:30 p.m.

**Purpose of VCAC**

The purpose of this council is to make recommendations to the Vice Chancellors for Academic Affairs and for Student Services, and the Dean for Community Relations and Continuing Education. The VCAC serves as a forum for discussions on the impact of policy, and for problem-solving for operational matters in the areas of instructional activities, student services, workforce development and continuing education.

**Committee Members:**

**Present:** Susan Dik, Dave Evans, Regina Ewing, Brian Furuto, Carl Hefner, Colette Higgins, Krista Hiser, Carol Hoshiko, Sheila Kitamura, Mona Lee, Michelle Sturges for Susan Murata, Nawa'a Napoleon, Patricia O'Hagan, Joe Overton, Louise Pagotto, Trude Pang, S. Pope, Charles Sasaki, Tony Silva, Ron Takahashi, Dawn Zoni, Jeff Zuckernick

**Quorum present?** N/A

**Others Present:**

**Proceedings:**

**Meeting called to order** at 1:30 p.m. by Vice-Chancellor for Academic Affairs, Louise Pagotto

**Agenda item 1: Review of Personnel Policies, Lecturer Evaluation, Five-Year Faculty Review (Louise Pagotto) three attachments**

Louise Pagotto distributed paper copies of UHCCP #9.203 Faculty Five-Year Review, a four page document dated September 2013. Louise Pagotto distributed copies of UHCCP #9.104 Lecturer Evaluation, a

three page document dated December 2013, developed in consultation with UHPA. Dr. Pagotto also distributed paper copies of the November UHCCP #9.104 document with the same title, Lecturer Evaluation. Digital copies of UHCCP #9.203 and UHCCP #9.104 were sent to VCAC members on January 15<sup>th</sup> and January 22<sup>nd</sup> for review prior to the meeting. VCAC members were asked to bring to the meeting a copy of the department or unit procedures for five-year review. A lengthy discussion ensued. Note on UHCCP #9.104 the designee option for item V. E. 3. would be the appropriate academic dean.

One or more Faculty Senate workshops and/or roundtables will be set up as a Faculty Senate Forum so that further discussion may take place.

**Agenda item 2: Directions in Professional Development (Leigh Dooley) with three attachments**

Leigh Dooley presented information about a new C4ward group, High-Impact Practices (HIP C4wards). HIP pilot topics will be flipped classrooms, student collaboration, and difficult differences in the classroom. Announcements about faculty award incentives will be made in March, to include a \$500 Professional Development/tech grant for concierge and a \$5000 grant for the HIP circle to use for professional development and/or implementation supplies. Additional information may be found at

AAC&U High Impact Practices  
summary: <https://www.aacu.org/leap/hip.cfm>

Flipped Classroom:  
<http://net.educause.edu/ir/library/pdf/eli7081.pdf>; <http://www.knewton.com/flipped-classroom/>

The PREZI presentation by Leigh Dooley may be viewed at this URL: [http://prezi.com/vjqspjxmsb7i/?utm\\_campaign=share&utm\\_medium=copy](http://prezi.com/vjqspjxmsb7i/?utm_campaign=share&utm_medium=copy)

**Agenda item 3: Course Sequence in Program Advisory Sheets (Louise Pagotto)**

Department chairs will be asking faculty to add Program Student Learning outcomes to class syllabi. Counselors will be emphasizing completion of math and English courses early in the journey towards a

degree or certificate, preferably in the first semester or the first year of College.

**Agenda item 4: Teaching Equivalencies in excess of 27 (Ron Takahashi)** Culinary Department Chair Ron Takahashi requested a report that DCs could generate based on Banner information, showing a summary of teaching and teaching equivalencies for an academic year for individual faculty members.

**Agenda item 5: issuance of a Hawaii.edu email address (Ron Takahashi)** Ron Takahashi requested a more streamlined process for obtaining a UH system email address for new instructors.

**Agenda item 6: Shinshiro Scholarships (Louise Pagotto) one attachment**

Louise Pagotto distributed paper copies of the information about the Isamu Shinshiro Scholarship for Sustainable Technology Education and Training for academic year 2014. Dave Evans reported that HOST has submitted the names of three students. Louise Pagotto will ask John Morton why only one Kapi'olani Community College program is listed as eligible in AY 2013-2014.

**Agenda item 7: Catalog (Dawn Zoni)**

Per ACCJC recommendation #5, Dawn Zoni requested that counseling support be mentioned in department descriptions. Updated information should be sent to Louise Pagotto no later than January 31, 2014. The AY 2014-2015 catalog will be published online in March 2014, prior to the beginning of registration for the fall 2014 semester.

**Announcements/Reminders:**

All VCAC members may suggest/submit items for the agenda. Please submit topics to Louise Pagotto.

Carol Hoshiko distributed information from the College and Community Relations office (What's News) as well as sample copies of a media release referral form and a source list form.

**Next scheduled meetings:**

VCAC meetings are scheduled on the third Tuesday of the month, 1:30 - 3:00 p.m. in 'Iliahi 123 A&B.

For 2014 the meetings will usually be scheduled on the third Tuesday of the month, however, for January and February 2014, the meetings

will be held on Thursdays. Please note that Administrative Staff meetings are usually scheduled on Mondays, but whenever there's a holiday on Mondays, Admin Staff meetings will be moved to Tuesdays. If there's a conflict, VCAC meetings will be rescheduled to another day.

**Thursday, January 23, 2014**

*(Due to a holiday on January 20, the Admin Staff meeting will be held on January 21 and the VCAC meeting will be moved to January 23)*

**Thursday, February 20, 2014**

*(Due to a holiday on February 17, the Admin Staff meeting will be held on February 19 and the VCAC will be moved to February 20)*

March 18, 2014

April 15, 2014

May 2014 No meeting

June 17, 2014

July 15, 2014

August 19, 2014

September 16, 2014

October 21, 2014

November 18, 2014

December 16, 2014

**Meeting adjourned at 3:22 p.m.  
Minutes submitted by S Pope.**