Chancellor's Advisory Council Meeting Minutes

Date: Tuesday, October 8, 2019
Time: 2:30-4:30 p.m.
Place: Kōpiko 126/127A

Chancellor's Advisory Council Members: Lisa Aganon, Maria Bautista, Candy Branson, Sarah Bremser, Laure Burke, Angela Coloretti-McGough, Darsh Dave, Jennifer Bradley for Jerilynn Enokawa, Dave Evans, Bob Franco, Shirl Fujihara, Brian Furuto, Carl Hefner, Carol Hoshiko, Grant Itomitsu, Lisa Kanae, Danielle Toguchi for Justin Kashiwaeda, Darsh Dave for Linda Katsuda, Deneen Kawamoto, No'eau Keopuhiwa, Sheila Kitamura, Kapulani Landgraf, Anne Matute, Dessa Lyn Millon, Karl Naito, Melissa Nakamura, Nāwa`a Napoleon, Sean Nathan, Veronica Ogata, Joe Overton, Louise Pagotto, Devon Ishii Peterson, Lisa Radak, John Richards, John Ridgeway, Shannon Sakaue, Craig Spurrier, Annie Thomas, Don Westover, Joanne Whitaker, Amy Patz Yamashiro, and Jeff Zuckernick.

Members Absent: Angela Coloretti-McGough, Carl Hefner, Dessa Lyn Millon, Karl Naito, Lisa Radak, and Jeff Zuckernick
Guests: Kara Plamann Wagoner and Louise Yamamoto

Call to Order

Chancellor Pagotto called the meeting to order at 2:30 p.m. She introduced Sean Nathan, Facilities Manager.

Spotlight – Math Immersion Physics Integration (MIPI) Learning Community

By Hervé Collin, Austin Anderson, and Nadine Wolff, STEM Program

Students take Math 242 (Calculus 2), Math 243 (Calculus 3), Physics 170 and Physics 170 lab in one semester. Using FELI and peer mentors are used to create learning communities.

Why MIPI?
- Increase student success in Calculus II, Calculus III, Physics I and I Lab
- Shorten the path to ASNS degree completion and transfer to 4-year College in STEM
- Create a community and give support through cohort and immersion model
- Enhance students' ability to integrate Mathematical skills into Physical applications

Approval of CAC Minutes from September 10, 2019 meeting

Joe Overton motioned to approve, Amy Yamashiro seconded.
Action: **The minutes were unanimously approved with one amendment.**

AGO Updates

Staff Council
- General membership meeting is Oct. 31st, Halloween. Costume contest for staff. Opportunity for staff to all come together and interact. Open to RCUH employees as well.
- CPK fundraiser on Tuesday, November 12, 2019
- Reminder to please let staff attend events

'Aha Kalāualani

- Uhu Humu Pōhaku (Making a two-tiered stone terrace – Māla Māunuunu (behind Mānele)
  - Friday, Oct. 11 at 9am-12pm
  - Saturday, Oct. 12 at 9am-3pm
- Maunakea talk story with Kamana'opono Crabbe
  - Tuesday, Oct. 15 at 2-4pm at Lama 2nd floor
- Mana'o Maunakea with Lanakila Mangauil
  - Monday, Oct. 21 at 10:30 – Protocol Oli and Hula, 12:00pm 'Aha Hula Pā – Mānele Building
- Native Hawaiian Scholarship 'Aha
  - Wed. October 23 at 4:30-5:45pm FAFSA Completion Workshop at 'Ōhi'a 118, 6-8pm Scholarship 'Aha at 'Ōhi'a Cafeteria
- 5th Annual Ne'epapa Kalāhū
  - Thursday, December 12th at 4:30-7:30pm at 'Ōhi'a Cafeteria
  - Tickets on sale until Dec. 2, $20, drop off at 'Ilima 202C
  - 2019 Ne'epapa Kalāhū award nominations: https://tinyurl.com/yysdjou6. Deadline is Nov. 1, 2019.

Faculty Senate

- Faculty Senate voted to support the Chancellor's activity hour on Monday
- Faculty Senate voted to support the 'āina-based learning designation
- Faculty Senate voted to support the Excellence in Online Teaching Award
- An action request was submitted to provide equity for compensation for lecturers to take TOPP

Campus Sustainability and Climate Action Plan and Civic Action Plan – Bob Franco

- Sustainability is a response to a planetary emergency. It affects students' ability to learn and they question the relevance in completing a degree.
- Sink, Burn, Blown Away, Dislocated – Mobilizing the western region for the future (on Earth).
- A proposal was made to ACCJC to include sustainability and climate action in accreditation review documents.
- Weather disasters have doubled in two decades. Students need to consider disaster response and think about their productive futures in context of climate change.
- Glaciers are moving faster than higher education. Can we think seriously about adapting our curriculum?
- Pacific sea level rise monitoring network in the Pacific Islands. Sea level rise but it is happening in an unstable geological environment.
- How do students feel about climate change, sustainability and resilience issues?
  Students are fearful, sad, shame and angry. The more action students see on campus, (service learning, undergraduate research) the more hopeful they become.
- Creating virtuous cycles of hope and action. We need to make change more visible to our students.

- Academic Subject Certificate in Sustainability
  - Take at least 13 credits from courses that have SF (S-Focused) in their attributes or S- in front of the titles
  - Complete a 1-credit capstone project, guided by a faculty advisor
- Service and sustainability learning – Service learning is a teaching and learning method that integrates critical reflection and meaningful service in the community with academic learning, personal growth, and civic responsibility.
- 2013 Civic and Sustainability and Climate Action (CSCA) Plans
  1. Combine the plans
  2. Engage more students in public forums a listening and learning opportunities
  3. Academic/applied/relevant learning leads to increased course success and re-enrollment, within the KELA model, CCSSE 2020, increase SL to 900 per year.
  4. With support from full-time Kupu intern develop AASHE Stars criteria and integrate into campus Strategic Plan for 2021-26.
- Led by the AGOs, ten entities have a kuleana to operate the college in a sustainable manner
- The timeline for merging the plans will be in the spring. It will be presented in fall 2020.

Policy KOP 1.112, Participation in College Decision-Making Processes – Louise Pagotto

- Feedback will be incorporated at the CAC meeting on November 12, 2019.
- The final version will be distributed at the CAC meeting on December 10, 2019
- Vote to approve is on February 11, 2020.
- Small edits were made:
  - Updated the policy references.
  - Suggestion to change KOP 1.112 to K 1.112.
- Staff Council recommends to split the policy. Take the last sections that refer to AGOs and put it in a separate policy as it will be less prescriptive. Keep the focus on participation, not on AGOs.
- Neither AGOs nor CAC have all the documents.

Policy EP 1.207 – Service Animal and Emotional Support Animal Policy – Louise Pagotto

- This is a UH System policy and they are asking the campuses for feedback.
- A Google doc was sent for feedback.
- Faculty Senate will send a separate response as they were contacted directly.
- Feedback will be incorporated at the CAC meeting on November 12, 2019.
- Final comments will be consolidated on November 25, 2019 and sent to the UH System by their deadline of December 2, 2019.

Policy K 9.104 – Lecturer Evaluations – Louise Pagotto

A subgroup is looking at the policy. The will present their recommendations to the CAC on November 12, 2019.

Policy K 5.202 – Review of Established Programs

- The version that was distributed to the CAC members did not include the correct attachments.
- The two major changes to the policy were 1) change from a 3- to 5-year cycle and 2) the narrative for the action plan was reduced.
- The rest of the changes were from UHCC Policy 5.202.
- Faculty Senate did not pass paragraph 7A. ARPD data from the UHCC Office is often not correct. Faculty senate voted to add, "Where ARPD data is gathered by UHCC Office for Academic Policy and Planning is incorrect, it shall be corrected before the ARPD is prepared and submitted."
- ARPD data corrections were submitted by BLT and were sent through the Dean to the UHCC Office directly.
- Preliminary data was sent in September. Updated data will be posted on Oct. 15. Send additional data corrections to Joshua Ka'akua at the UHCC Office. jkaakua@hawaii.edu
- Some errors are not corrected from previous years.

Bob Franco moved to proceed with a vote on K 5.202. Laure Burke seconded.
Action: **It was passed to proceed with a vote on Policy K 5.202.**

The vote was taken by paper ballot. The results for K 5.202: 20 voted to approve, 3 opposed and 6 abstained.

Accreditation Update – Joanne Whitaker

- Continuous Improvement the theme for both recommendations 1 and 2. The Integrated Planning Model is a visual representation of continuous improvement.
- Overview of Recommendation 1 – Continuous Improvement
  - SSP (Student Success Plans) 3.0 - a campus effort to support student success
    - There are about 75 SSPs.
    - All SSPs are on a dashboard and therefore, visible to all.
    - This year, the focus for instructional programs is on course completion and fall-to-spring reenrollment.
    - SSPs align with the Strategic Plan and the Chancellor's priorities.
    - The AGOs, Councils and Plans met to discuss opportunities for collaboration. SALT meetings are open to any who would like to collaborate. The meetings are the second Tuesday of each month at 9:30am in 'Elima 5 (in Kīkaha o Lae'ahi, upstairs from Subway). All are welcome.
- Overview of Recommendation 2 – SLO assessments for program improvement
  - CI + CLRs distributed, course coordinators identified
  - 20% of CLRs identified
  - LASRs created
- What's Next – Draft ARPD timeline was shared.
  - This year, a process for allocation requests will take place using ARPD and program data.

- o The Chancellor, Vice Chancellors and Deans will meet with their program leads to discuss resource needs and prioritize a list of requests that will be submitted to the Vice Chancellor for Administrative Services for consolidation.
  - o The Administrators will present the prioritized requests to CAC and the Budget Committee (membership is two representatives from each AGO and two CAC members) will submit a recommendation to the CAC. CAC will vote to recommend to the Chancellor. The Chancellor will respond with the final decision through a memo. [Subsequent conversations with the Budget Committee and AGO Chairs/President have revised the process.]

Comment: Faculty Senate would like the decisions on the resource requests to go through the AGOs. Response: From the Budget Committee, the two representatives from every AGO can bring the recommendations back to their constituents.

Comment: For those units that don't have an ARPD, the CI + SSP is important for input into ARF process. Reminders:
- SSP Progress Report 1 is due December 15, 2019
- Fall CLRs are due January 10, 2020 to be included in the ACCJC Follow-Up Report
- ACCJC Report due to commission on March 2, 2020

Chancellor Updates – Louise Pagotto

- Step 2 Grievance – Don Straney upheld the UHPA Step 2 grievance on overload approvals.
  - o Faculty members awarded **overload: the request needs to be approved prior to the start of the overload work**. If faculty are earning more than 27 TEs in the spring, an overload request must be approved prior to the start of the Spring semester.
  - o If a faculty begins overload without prior approval, the overload may not be compensated. Every faculty member will get a physical copy of their approved overload.
  - o For those who are not compliant, there may be disciplinary action against the Dean, Department Chair and Chancellor.
  - o Also requested in response to the Step 2 grievance are a compilation of records of personal leave for faculty from the past two years. Workload commitment forms will also be collected for faculty who are doing outside employment.
  - o Overload approval forms need to be completed in November. Form-20s will be done in January, once the work has begun. Overload forms needs to be submitted in the spring for work in the summer.
- TE reductions – there is lots of consternation. The Union felt the process on how the TEs were rolled out was flawed.

Announcements

- Student Conduct, Concern and Care is October 16 at 9am-10:30am at 'Iliahi 123ABC and November 14 at 2:00-3:30pm Kalia 203. Scenarios will be shared. Also discussed will be what you should do and what happens behind the scenes.

- Bob Franco would like OFIE to play a more active role in getting institutional effectiveness data to the campus. Meet with OFIE staff to determine what you need.
- A lecturer asking about parking fees. Can it be used to raise revenue for the college?
  Response: Parking fees have been approved by the Board of Regents, but with the exception of Honolulu CC, UHCCs have not yet implemented the fee.
    - If we apply the fees before the other Community Colleges, we may lose students. The cost is determined by the campus as each has different needs. For instance, Honolulu CC's need for parking is high while Windward CC's is low. Kapi'olani may charge between $45 and $65.
    - There is a need to repair our parking lots. To fix potholes, paint lines, repair sinkholes is costly.
    - Lot C will be resurfaced this spring.
- Michi Atkinson thanked those who participated in Mãlama Kapi'olani this past Saturday.
    - 69 people did electronic sign-in. Of the 69 who signed in, 79.7% were students, 11.5% were staff, 7% were community members, 53% were service-learning students. Of the students, 60% heard about the event through their instructors and 66% were first time participants.
    - The Native Hawaiian advisory committee partnered with Board of Student Activities, Cactus and Coffee, and Auxiliary Services. She thanked Sean Nathan, new facilities manager, for supporting the event.
    - She also acknowledged new sustainability coordinator, Maria Welvaert and the Chancellor.
    - Her hope is that every department sponsors Mãlama Kapi'olani. It could be one of the main events for the campus. Mike Ross is considering doing it more than once a semester.
    - October 26, UH Mãnoa is piloting a planting event. Their goal is 11,000 plants. See gocarbonneutral.com. Can one person from every department join the KCC team?