Kaua‘i Community College (Kaua‘i CC)  
Division Chair Meeting Minutes

Date: 28 February 2019  
Time: 1:45 – 2:45 PM  
Location: OSC 204

Members Present:

<table>
<thead>
<tr>
<th>Titles/Representative</th>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Business Education (BE) Division Chair</td>
<td>Candace Tabuchi</td>
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<tr>
<td>Health Education (HE) Division Chair</td>
<td>Tammie Napoleon</td>
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<tr>
<td>Language Arts and Humanities (LAH) Division Chair</td>
<td>Alan Boyes</td>
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<tr>
<td>Science and Math (SAM) Division Chair</td>
<td>Gigi Drent</td>
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<tr>
<td>Trade and Technology Division Chair</td>
<td>Gordon Talbo</td>
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<tr>
<td>Vice Chancellor for Academic Affairs (VCAA)</td>
<td>Frankie Harriss</td>
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Additional Attendees:

Agenda:

1. Reading of the Mission Statement
   Kaua‘i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.
2. Review of Agenda
3. Adoption of Minutes
4. Old Business
   a. Action items report
5. New Business
   a. Math and English redesign data
   b. Quality Matters Training
   c. P20 Update on Early College (EC) DoE Background Check Process
   d. Other Early College Items
   e. Schedule process for AY2019-2020
   f. Online AA and possible ASNS online update
   g. Hilo’s aeronautics program partnership opportunity
   h. EP 5.221, 4.g.
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6. Set next meeting  
7. Adjournment

Agenda/Major Topics of Discussion:

1. **Reading of the Mission Statement**: Frankie Harriss read the mission statement.
   
   *Kaua‘i Community College is a kahua that inspires, engages, and empowers learners and educators to enrich our community and our world.*

2. **Review of Agenda**: The agenda was reviewed with no changes.

3. **Adoption of Minutes**: Candace Tabuchi motioned, and Tammie Napoleon seconded to approve. The motion was approved.

4. **Old Business**  
   a. **Action items report**: Action items were updated and briefly discussed.

5. **New Business**  
   a. **Math and English redesign data**: VCAA shared the released data and noted they were scheduled to be published to the ARPD site soon. Reports for those data are due by 15 April.
   b. **Quality Matters Training**: VCAA reminded about the opportunity and 15 March deadline for faculty to apply. There are five slots still available for participation.
   c. **P20 Update on Early College (EC) DoE Background Check Process**: Discussed the process under draft with the assistance of P-20.
   d. **Other Early College Items**: Discussed mileage reimbursement process.
   e. **Schedule process for AY2019-2020**: May help to ask everyone to complete a Workload form now.
   f. **Online AA and possible ASNS online update**: VCAA shared system provided updates on these initiatives.
   g. **Hilo’s aeronautics program partnership opportunity**: VCAA shared early details about this program and Hilo’s desire for articulation with the UHCCs so that students may stay at their home campus the first two years of the program (cost savings to students).
   h. **EP 5.221**: 4.g. Lecturers may have many part-time jobs, may have many other teacher jobs online. Leave it and we evaluate the effectiveness/quality of instruction and take action based on that.

6. **Set next meeting**: The next meeting was set for 28 March 2019 for 1:45 PM.
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7. **Adjournment**: The meeting was adjourned at 2:53 PM.

**Upcoming Meeting Date & Time:**

1. The meeting was set for 28 March 2019.

**Handouts/Documents Referenced:**

- KCC [Mission](#) statement
- Executive Policy 5.221: Classification of Faculty ([EP 5.221](#), 4.g.)

**Prepared by:** Frankie Harriss  
**Date Distributed:** 28 March 2018

These minutes were approved unanimously.

**Action Items:**

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<th>Action Item</th>
<th>Status</th>
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<td>1. VCAA will begin a draft set of guidelines for personal leave with pay,</td>
<td>Not yet completed. Division chairs shared input from their divisions</td>
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<td>upon which the divisions can build and achieve consensus so that decisions</td>
<td>to the form/process. It was recommended that the title of the form be</td>
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<td>can be transparent and equitably applied.</td>
<td>changed, and/or that the college consider using the form only for</td>
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<td>personal leave requests. Faculty Senate was provided the form for</td>
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<td>input on 23Nov2018.</td>
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<td>2. VCAA will find out the process and point(s) of contact for correcting</td>
<td>Shaunte Sadora is our GPS point of contact (x337).</td>
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<td>errors found in Star GPS.</td>
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<td>3. Division chairs will ensure faculty members not attending the Hawaiian</td>
<td>Completed.</td>
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<td>Student Success Initiative have a work plan in place for Friday.</td>
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