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

Date: 25 October 2018  
Time: 2:30 – 4:00 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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<td>Approved leave</td>
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<td>Language Arts and Humanities (LAH) Division Chair</td>
<td>Alan Boyes</td>
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<td>Science and Math (SAM) Division Chair</td>
<td>Gigi Drent</td>
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<td>Trade and Technology Division Chair</td>
<td>Gordon Talbo</td>
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<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. New title for Absence for Personal or Professional Activities During Faculty Contract Period form
   b. Field Trips and Risk Management
   c. KCCP4-02
   d. Action items
5. New Business
   a. Early College background checks (MOA) and deadline.
   b. UHCC VCAA alignment updates
   c. Kulanui Academy Scheduling
6. Set next meeting
7. Adjournment

Agenda/Major Topics of Discussion:

1. **Reading of the Mission Statement**: Gordon Talbo read the mission statement.
2. **Review of Agenda:** The agenda was reviewed with no changes.

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

4. **Old Business**
   a. **New title for Absence for Personal or Professional Activities During Faculty Contract Period form:** It was recommended to remove every use of the word “absence” on the form and to remove “conference/travel” from “out of state/in-state or personal”. Motion by Candace, seconded by Gordon. The motion was approved. VCAA will update the form and the form will be implemented with approval of these minutes.
   b. **Field Trips and Risk Management:**
   c. **KCCP4-02 (Table for next meeting)**
   d. **Report on action items:** Action items were updated and briefly discussed.

5. **New Business:**
   a. **Early College (EC) background checks (MOA) and deadline:** VCAA updated division chairs on the results of inquiries into the DOE process for EC faculty background checks. The DOE has this responsibility as per the MOA. No process, nor deadline, has been provided but P-20 indicated they were working with both DOE and UHPA to facilitate a process. Meantime, there is a DOE teacher in the classroom with faculty. And, only faculty who would like to teach EC courses will be assigned to do so. It was also asked whether faculty background checks were required for those involved in programs that bring high school students on our campus.
   b. **UHCC VCAA alignment updates:** VCAA shared UHCC alignment update documents.
      i. Art: Lecture/lab will still have a base of 21 whether called lecture/studio or lecture/lab [UHCCP 9.237](#).
      ii. Recommendations made by UHCC Science Course Alignment Phase I was endorsed (lead/convener, James Goodman).
      iii. Hawaiian Studies: there was some confusion on what was proposed for change and if all the proposed changes were in alignment regarding credits and TEs. Our faculty team member is on sabbatical.
      iv. **UHCCP 5.301 Common Course Numbering** was referenced
   c. **Kulanui Academy Scheduling:** SAM division chair, provided a program brochure and discussed building upon relationships with the charter schools.
      i. There is a cohort of 20 students here this year using Title III funding. Students are taking high school classes MWF and are on campus here TR for college classes. High schools are responsible for transportation
6. **Set Next meeting**: The next meeting was set for 29 November 2018 at 2:30 PM.
7. **Adjournment**: The meeting adjourned at 3:55 PM.

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**Upcoming Meeting Date & Time:**
1. The next division chair meeting will be 29 November 2018 at 2:30 PM.

**Handouts/Documents Referenced:**
- KCC Mission statement
- *Absence for Personal or Professional Activities During Faculty Contract Period* form and guidelines for use and application
- KCCP 4-02 Division Chairs
- UHCCP 5.203 Program Credentials: Degree and Certificates
- Memorandum of Agreement: Early College: 02AUG2018-2023, Kishimoto and Lassner
- UHCCP 9.237 Teaching Equivalencies
- UHCCP 5.301 Common Course Numbering
- Memo from James goodman, UHCC Science Course Alignment Convener

**Prepared by:** Frankie Harriss  **Date Distributed:** 23 November 2018

**Action Items:**

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<th>Action Item</th>
<th>Status</th>
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<td>1. Chairs requested that OVCAA also send the current TE list for spring 2019 to more effectively determine if re-assigned time is necessary.</td>
<td>Completed.</td>
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<td>2. Division chairs will use the workload lists to ensure that faculty reassigned time projects are identified and paperwork for those projects submitted to VCAA for approval.</td>
<td>Completed.</td>
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<td>3. Division chairs will be sure that any program coordinators who have not already submitted reassigned time requests will do so.</td>
<td>Completed.</td>
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<td>4. Math team is setting up a meeting with ITAC, IT, and Jeff Mexia to review glitches for increased awareness of the</td>
<td>Completed.</td>
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<td><strong>problems associated with using the new classroom technology during instructional sessions.</strong></td>
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<td><strong>5.</strong> VCAA will also notify VCAS/IT and PD about the concerns expressed from the technology users who are experiencing challenges and to help inform future decisions for similar purchases to technologically enhance learning spaces.</td>
<td>Completed.</td>
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<td><strong>6.</strong> VCAA will begin a draft set of guidelines for personal leave with pay, upon which the divisions can build and achieve consensus so that decisions can be transparent and equitably applied.</td>
<td>Not yet completed.</td>
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| **7.** Division chairs will dialogue with their division for consensus on:  
  • whether or not a PD day for fall 2018 should be scheduled;  
  • if they still agree to a PD day if that means extending the semester if contact hours fall short; and when it should be scheduled (ideal time frame)? | TT, BED, and HED felt that they already allocated enough time to these activities for their programs and as part of their program accreditation processes. It was determined this was most applicable to SAM and LAH faculty and that those divisions will need to work to set aside time. | Completed. |
| **8.** VCAA will inquire with HR as to how long applications are retained within NeoGov (electronically). | HR indicated that NeoGov retains applicant files for as long as the campus would like. Regarding 3-year retention of files, this is determined by campus. For example, though KauCC retains theirs for three years, others keep lecturers in their pool for five years. | Completed. |
| **9.** Division chairs will examine KCCP 4-02 for any necessary modifications, updates, and corrections. Division chairs will send comments to VCAA, and aggregated comments will be discussed at the next meeting. | This item was not discussed. |   |
| **10.** VCAA will work with the system office for making corrections regarding the ARPD. |   |   |
| **11.** VCAA will update the *Absence for Personal or Professional Activities During Faculty Contract Period* form to reflect approved changes. |   |   |