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

**Date:** 13 September 2018  
**Time:** 3:00-4:35 PM  
**Location:** OSC 204

### Members Present:

<table>
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<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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<td>Health Education (HE) Division Chair</td>
<td>Tammie Napoleon</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:

Dirk Soma

### 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. Signatures and Curriculum Committee inquiries
   b. Program Proposals for the Board of Regents
   c. Governance flow charts
   d. Report on action items
5. New Business
   a. Accreditation and Preparation for Team Visit
   b. Field Trips and Risk Management
6. Miscellaneous
7. Set next meeting
8. Adjournment

### Agenda/Major Topics of Discussion:

1. **Review of Agenda:** The agenda was reviewed and VCAA asked to move *Accreditation and Preparation for Team Visit: Online courses, hybrids, and Laulima platform* to the top of the agenda to accommodate dialogue with Dirk Soma.
2. **Accreditation and Preparation for Team Visit: Online courses, hybrids, and Laulima platform and team access to online courses:** The group discussed ACCJC and USED guidelines for best practices in distance education (DE), team access to DE courses, and Laulima. It was noted that Laulima deletes emails after a semester ends, which may pose evidence issues for team review of spring 2018 courses. There were also questions regarding team access to publisher platforms where the instructor would have to grant team members instructor-level access, and concerns if changes were accidentally made via that level of access.

3. **Reading of the Mission Statement:** Candace Tabuchi 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.*

4. **Adoption of Minutes:** Candace Tabuchi motioned, and Alan Boyes seconded to approve. The motion passed.

5. **Old Business**
   a. **Signatures and Curriculum Committee inquiries:** VCAA provided some updates on her dialogue with the Curriculum Committee.
   b. **Program Proposals for the Board of Regents:** VCAA provided an update on the status of program proposals for the Board of Regents.
   c. **Governance flow charts:** VCAA reminded chairs to be sure to have their divisions review the proposed draft *Policy Development Process* chart to inform College Council action.
   d. **Report on action items:**

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<tr>
<th>Action Item</th>
<th>Status</th>
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<td>1. VCAA will work with Evelyn Kamai to generate current division faculty workload (instructional and non-instructional TEs) lists and provide those to division chairs by the end of next week. 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>Current fall 2018 TE list, as shown in Banner, was sent to chairs for an initial review. OVCAA will send the current spring 2019 TE list, as shown in Banner by 21 September.</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>Reassigned time projects should be submitted soonest. See above request from chairs for more accurate, informed decision-making.</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>Some program coordinator reassigned time requests are outstanding. Though chairs confirmed that all program coordinators have been reminded to complete their requests.</td>
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<td>VCAA and division chairs will role model best practices regarding email etiquette.</td>
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<td>VCAA will inquire about the ITAC decision to return a purchase request and send a faculty member directly to IT.</td>
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<td>New classroom technology is not working effectively, and chairs noted the college should not purchase more of this same equipment for additional learning spaces without consideration of superior alternatives.</td>
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<td>Math team is setting up a meeting with ITAC, IT, and Jeff Mexia to review glitches for increased awareness of the problems associated with using the technology during instructional sessions.</td>
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<td>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>
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<td>VCAA will also notify the ITAC chair that the ITAC Consultation and Purchase Form needs updated as it does not show accurate current representatives.</td>
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<td>VCAA will begin a draft set of guidelines for personal leave with pay, upon which the divisions can build and ultimately achieve consensus so that decisions can be transparent and equitably applied.</td>
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<td>Division chairs shared input from their divisions to the form/process. It was recommended that the title of the form be changed, and/or that the college consider using the form only for personal leave requests.</td>
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|   | 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)? | This item was not discussed. |
|   | VCAA will inquire with HR as to how long applications are retained within NeoGov (electronically). | Response from HR has not yet been received. VCAA will follow up. |
|   | Division chairs will examine KCCP 4-02 for any necessary modifications, updates, and corrections. Division chairs will | This item was not discussed. |
6. **New Business:** Remaining new business was tabled for the next meeting.
   a. **Accreditation and Preparation for Team Visit**
      i. 5-year Program Review Plans
      ii. Class visits
      iii. **Dialogues: Program Assessment Results**
      iv. **Standing Committee Minutes**
      v. Q & A
   b. **Field Trips and Risk Management**

7. **Miscellaneous:** None

8. **Set Next meeting:** The next meeting was set for 19 September 2018 at 12 noon.

9. **Adjournment:** The meeting adjourned at 4:35 PM

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**Upcoming Meeting Date & Time:**

1. The next division chair meeting will be 19 September 2018, 12 noon-1:00PM

**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 9.237 Teaching Equivalencies**

**Prepared by:** Frankie Harriss  
**Date Distributed:** 17 September 2018

**Action Items:**

1. VCAA to send spring 2019 TE draft workload to chairs by 21 September 2018.
2. VCAA to notify VCAS/IT and PD about technology concerns and challenges faced by users in the recently upgraded learning spaces to help inform future decisions for similar purchases.
3. Math team is leading a demonstration for ITAC, IT, and PD to further inform relevant staff about the technology challenges in the recently enhanced/upgraded learning spaces.