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

Date: 30 AUGUST 2018   Time: 2:30-3:34 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>
<td>✔️</td>
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<tr>
<td>Health Education (HE) Division Chair</td>
<td>Tammie Napoleon</td>
<td>✔️</td>
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<tr>
<td>Language Arts and Humanities (LAH) Division Chair</td>
<td>Alan Boyes</td>
<td>✔️</td>
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<tr>
<td>Science and Math (SAM) Division Chair</td>
<td>Gigi Drent</td>
<td>✔️</td>
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<tr>
<td>Trade and Technology Division Chair</td>
<td>Gordon Talbo</td>
<td>✔️</td>
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<tr>
<td>Vice Chancellor for Academic Affairs (VCAA)</td>
<td>Frankie Harriss</td>
<td>✔️</td>
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Additional Attendees: None

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 (first meeting, no minutes to review)
4. Old Business
5. New Business
   a. Workloads
   b. Email etiquette
   c. Printing
   d. Professional development (PD) day for fall 2018
   e. E-signature for lecturer applications
   f. Technology Purchase Procedure
   g. The Absence for Personal or Professional Activities During Faculty Contract Period form and guidelines for use and application
   h. KCCP 4-02 Division Chairs: review and refresh
   i. Signatures and Curriculum Committee inquiries
   j. Program Proposals for the Board of Regents
   k. Governance flow charts
6. Miscellaneous
7. Set next meeting
8. Adjournment

Agenda/Major Topics of Discussion:

1. **Reading of the Mission Statement**: It was asked if chairs were fine to begin meetings by reading the mission statement. Everyone agreed that this was a good practice. Subsequent meetings will begin with reading the mission statement.

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2. **Review of Agenda**: The draft agenda was reviewed, and “workloads” was added.

3. **Adoption of Minutes**: First meeting of the Academic Year with no outstanding minutes to approve.

4. **Old Business**

5. **New Business**
   a. **Workloads**: It was requested that workloads be sent to division chairs to examine faculty members who are under-loaded and need reassigned time projects. OVCAA will send out current workloads within one week. It was also asked if program coordinators needed to apply for reassigned time, or if it was understood? VCAA requested that all program coordinators submit reassigned time requests for approval.
   
   b. **Email etiquette**: VCAA discussed email etiquette, legal implications when using college email, faculty identified values, and division chairs serving as role models.

   c. **Printing**: VCAA asked division chairs to remind division members about use of copy machines and to be careful of potential ethical violations. If unsure inquire with VCAS and err on the side of caution.

   d. **Professional development (PD) day for assessment and closing the loop, fall 2018**: There was a discussion on the potential benefits to a fall 2018 PD day. Division chairs will dialogue with their division for consensus on:
      i. whether or not a PD day for fall 2018 should be scheduled;
         1. if they still agree to a PD day if that means extending the semester if contact hours fall short; and
         2. when it should be scheduled (ideal time frame)?

   e. **E-signature for lecturer applications**: HR will be moving to recruiting on NeoGov, including using this for hiring lecturers. It was asked how long applications will be retained online because there is often a need to return to applications to find lecturers. VCAA will inquire with HR.

   f. **Technology Purchase Procedure**: The ITAC chair provided a copy of the ITAC Consultation and Purchase Form. The form needs updated. Because ITAC has an IT representative, it was not clear why a faculty member had an ITAC Consultation and Purchase Form returned and was directed to see IT? VCAA will inquire and also notify ITAC that their form does not show all the current, correct representatives and thus needs updated.
g. **The Absence for Personal or Professional Activities During Faculty Contract Period form and guidelines for use and application**: VCAA will work with the divisions to reach consensus on guidelines for approving personal leave with pay requests in order to ensure both transparency and fairness in their application. VCAA will begin a draft upon which the divisions can build and ultimately achieve consensus.

h. **KCCP 4-02 Division Chairs review and refresh**: VCAA asked the chairs to 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.

i. **Signatures and Curriculum Committee inquiries**: Tabled until next meeting.

j. **Program Proposals for the Board of Regents** (list): Chairs were asked to be sure to notify VCAA, if they had not already, of programs that they anticipate sending to the Board of Regents for approval this academic year. This request had been due by noon.

k. **Governance flow charts**: Tabled until next meeting.

6. **Miscellaneous**: None

7. **Set Next meeting**: The next meeting was set for 13 September 2018. The start time was extended to 3PM - 4PM to allow participation in a scheduled college conversation.

8. **Adjournment**: The meeting adjourmed at 3:34 PM

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**Upcoming Meeting Date & Time:**

1. The next division chair meeting will be 13 September 2018, 3PM – 4PM

**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
- ITAC Consultation and Purchase Form

**Prepared by:** Frankie Harriss  
**Date Distributed:** 30 August 2018

**Action Items:**

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.

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.

3. Division chairs will be sure that any program coordinators who have not already submitted reassigned time requests will do so.
4. VCAA and division chairs will role model best practices regarding email etiquette.
5. VCAA will inquire about the ITAC decision to return a purchase request and send a faculty member directly to IT.
6. VCAA will also notify the ITAC chair that the ITAC Consultation and Purchase Form needs updated as it does not show accurate current representatives.
7. 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.
8. Division chairs will dialogue with their division for consensus on:
   o 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)?
9. VCAA will inquire with HR as to how long applications are retained within NeoGov (electronically).
10. 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.