CLT Meeting Minutes
Monday – January 26, 2015
12:30 p.m.

Present: Steve Auerback, Mike Barros, Silvan Chung, Michael Ferguson, Derek Inafuku, Billie Lueder, Conred Maddox, Mario Mediati, Irene Mesina, Mike Meyer, Sarah Myhre, Jim Poole, Marcia Roberts-Deutsch, Guy Shibayama, Jeff Stearns, Josephine Stenberg, Lara Sugimoto, Wayne Sunahara, Dee Uwono, Russell Uyeno

Absent: Jon Blumhardt, Keala Chock, Katy Ho, Jennifer Higa-King, Karadeen Kam-Kalani, Alapaki Luke, Emily Kukulies, Bert Shimabukuro, Charles Miller,

1. Check In/Update:
   a. Russell Uyeno standing is for Katy who is off island.
   b. Introduction: Welcome Derek Inafuku as the VCAS
   c. Open slots for presentation, there are still some open spots from informational presentations please sign-up.

2. CLT’s December 15, 2014 minutes where approved: If any further corrections can be sent to Renette

3. Late Grades:
   a. We need to communicate with our faculty the magnitude of the impact to students who do not get their grades submitted in a timely manner.
   b. There were 118 missing grades at the end of the Fall semester.
   c. Some of the impacts on students and institution are as follows:
      i. A student may lose their financial Aid and/or have a financial obligation, which could prevent them from registering for the next semester.
      ii. VA students are also adversely affected by not receiving grades in a timely manner.
      iii. Third party payments cannot be made until the grades are posted
      iv. May impact those student applying for other institutions.
   d. Division chairs please remind your faculty of the importance of issuing grades in a timely manner.

4. Check in Start of Semester
   a. Reminder, no show survey will be closed, as of January 21st. There was some discussion around the “no show” survey. Instructors need to understand that if the student is coded “never attended” or “have not participated”, the registrar will drop them from the course. If an instructor mistakenly coded a student as “never attended” or “have not participated” they need to e-mail the registrar to inform her not to drop the student. There is no intervention to the students that do not are coded this way.
   b. Catalog changes, need to be sent to Jo Stenburg as soon as possible. Changes submitted after the Feb. 1st will not make it into the new catalog.
Curriculum changes approved by the CPC will be included in the new catalog.

5. Mike Meyers reported and increase in Phishing e-mails to the campus. Should you mistakenly click on the link in the e-mail, the application will be downloaded onto your machine. The solution is to change your password and report the event to IT for help in cleaning your machine. Mike will keep the campus updated as usual through e-mail.

6. Other Announcements

   a. Power shutdown is delayed again. Derek is working with the contractor to reschedule the next power outages. Derek will work with IT and inform the campus ahead of time when the next outage is scheduled.
   b. Recent problems with the network has been due to the power shutdowns. Computer labs were not available for printing due to the network shutdown. This may have presented problems for students who were planning on printing assignments before class.
   c. Science Bowl is Saturday, Jan. 31
   d. If there are activities on Campus, please inform the library staff. Many people come to the library asking for information. Sometime the library staff is not aware of what is going on and puts them in a difficult position to help the individual.
   e. Update regarding security, opening building 6 was moved to open 7 a.m. and closed at 4:30. Individual wishing to come in early or to work on weekends should submit facility use forms. This is to assure that our security is aware of who is on campus.
   f. HonCC security is wearing the red polo shirts and blue traditional security shirts. Andrews Security is contracted security is wearing yellow polo shirts. They are present in both evening and morning shifts. Please encourage both staff and students to call security if they need an escort to their vehicle.
   g. Ikea workshops took different direction this semester due to the request of students. Students were surveyed and feedback has determined to provide services for overall student success. Encourage students to attend.
   h. Encourage your students to use the writing center, Jenny Lendal has been added as co-director of the writing center; she will bring improved training for our tutors.

Meeting adjourned at 1:25 p.m.

Submitted by Michael Barros