Campus Leadership Team Meeting
August 30, 2010
11:30 am
Building 2, Room 214

Present: Jon Blumhardt, Farah Doiguchi, Brian Furuto, Lynn Inoshita, Ralph Kam, Emily Kukulies, Erika Lacro, Wayne Lewis, Irene Mesina, Shanon Miho, Lianne Nagano (recorder), James Niino, Sam Rhoads, Marcia Roberts-Deutsch, Jerry Saviano, Eric Shaffer, Jolene Suda, Russell Uyeno
Guest: Miles Nakanishi
Not Present: Mike Barros, Ken Kato, Bert Shimabukuro, Kerry Tanimoto, Jonathan Wong

Non-Violence Sculpture – Miles Nakanishi (see Nonviolence attachment)
A committee has been formed to support the placement of the Nonviolence sculpture (which is currently on display in Representative John Mizuno’s office) on our campus. Because of HCC’s culture of nonviolence illustrated by the Berlin Wall and 9/11 memorials, our campus was thought to be an appropriate permanent location for this sculpture. The committee will be soliciting suitable locations for this sculpture. December 8 which is the 30th anniversary of the death of John Lennon is the targeted date to dedicate this sculpture. Emily suggested that Stop the Violence and Campus Beautification committees may be interested in providing input on the project. Rick Ziegler will be sending an e-mail announcement to the campus of this project. Miles will update CLT periodically on its progress.

Updates and Announcements (see Upcoming Activities attachment)
Emily distributed a flyer of Upcoming Activities being organized by ASUH and Student Life. Others are welcome to promote upcoming activities using the online events calendar and HCC Facebook site.

Minutes from August 23 CLT Meeting
Russell is waiting for the updates on the Class Scheduling Timeline and will e-mail the revised minutes.

Posting of CLT Minutes
Irene recommended providing the campus an e-mail announcement whenever minutes are posted to the Intranet. Erika will follow up with Todd Kobayashi.

Spring 2011 Class Scheduling Timeline
At the beginning of the timeline, there will be a request for support courses.

Item #3 will be modified to reflect that Division Chairs will submit DE course schedules to DE Coordinator by September 7 since the deadline for submission of cable courses to the system is September 10. Information to submit will include instructor names, course names, number of sections, and modality (cable or online). Cynthia Smith and Lianne Nagano will be sharing the duties of co-coordinator with Lianne as the main contact for scheduling.

Item #8 will be deleted since Division Chairs work directly with their faculty on scheduling.

Final schedules are due October 8.
Erika will work with Pat Yahata to revise the schedule and resend to all.

**Preliminary Opening Enrollments** (see Enrollment attachment)
Unofficial opening enrollment data at the end of the first week on instruction was shared. All other colleges have higher rates of growth compared to HonCC except Manoa.

**Saturday Services**
The Library is open on Saturdays, and there have been requests from students for computer services that are not available in the library. The Library's student computers do not have Microsoft Office, the students cannot access their Hon IT account within the library, and Library staff does not offer the help that is available in the Computer Lab.

This semester, the computer lab is not open on Saturdays. One reason is because of the reduction in funding. Student Life is also now closed on Saturdays because of the reduction in student assistant funding.

There is support to have the computer lab open on Saturdays. Jerry Saviano is willing to volunteer to be a supervisor so that the computer lab can be open on Saturdays.

Erika will follow up with Ken Kato.

**Underprepared Student Task Force - Jerry and Erika** (see Underprepared attachments)
At the last FSEC meeting on August 27, a policy was introduced to require students to take remedial/developmental courses in their first semester.

Jerry announced that one of the recommendations being worked on is a remedial/developmental reading and writing curriculum. Timetable for the implementation of the curriculum will be in Spring 2011 as experimental courses. Jerry will introduce these courses at this month’s CPC meeting. From one course (ENG 20), remedial English courses will expand to three levels of courses. Jerry will be meeting with the counselors about these courses to receive their input. Experimental courses are not covered by VA benefits.

Jon mentioned that technological support is needed to support instructors as well as underprepared students.

Through FSEC, a working group is being established by Erika and Jerry (FSEC Campus Chair) on revisiting and revising the minimum general education requirements for degree programs.

**Proposed System Residency Policy - Erika**
Erika will e-mail the proposed system residency policy. Of seven community colleges, five have agreed to the policy.

Submitted by Lianne Nagano, Recorder