



# The Associated Students of the University of Hawai'i'-West O'ahu 9<sup>th</sup> Senate of Kapolei

**Agenda for General Meeting 21-0021**

**Date of Meeting: Thursday, April 8th, 2021 4:00 pm - 6:00 pm via Zoom**

**1. Call to order: 4:01 PM**

**2. Roll Call**

Absent	Excused	Tardy	Present	<b>Executive Board</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>President</b> Caton Liang
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Vice President</b> Kulanui Perez
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Secretary</b> Kylie Matsuda
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Treasurer</b> Suzy Johnson
Absent	Excused		Present	<b>Constituency Senators</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Senior Class</b> <i>Vacant</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Junior Class</b> Brient Hutchinson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Sophomore Class</b> Cassandra Hardin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Freshman Class</b> Jas Carino
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Business Administration</b> Cami Malalis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<input type="checkbox"/>	<b>Creative Media</b> Mikaela Briones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Education</b> Michelle Gabriel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Humanities</b> <i>Vacant</i>
<input type="checkbox"/>	<input type="checkbox"/> x	<input type="checkbox"/>	<input type="checkbox"/>	<b>Math and Science</b> Aiga Ale <b>Public</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<input type="checkbox"/>	<b>Administration</b> Kaylee Torres <b>Social</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x	<b>Sciences</b> Coralann Garcia

Absent	Excused		Present	<b>Assignments Ambassadors</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<b>DE Hawaii Island</b> Alan Iwasaki <b>Representative</b> <b>DE Maui County</b> <i>Vacant</i> <b>Representative</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>DE Kauai Representative</b> <i>Vacant</i> <b>Student</b> <b>Caucus 1</b> Taylor Ann Okimoto
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Student Caucus 2</b> <i>Vacant</i>

General Meeting 21-0021

Agenda Approved on by the 9<sup>th</sup> Senate of Kapolei.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<b>Social Media Coordinator</b> Nicole Williams

TOTAL:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x	<b>S.L. Coordinator</b> Rouel Velasco
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Faculty Advisor</b> <i>Vacant</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Asst. Faculty Advisor</b> <i>Vacant</i>

### 3. Establish Quorum

3.1 Quorum Established? **Yes**

### 4. Open Forum Guest

4.1 Alan Rosenfeld, John Stanley, Gloria Niles - Accreditation Presentation

<https://westoahu.hawaii.edu/academics/surveys/>

<https://www.wscuc.org/>

<https://nsse.indiana.edu/nsse/>

If you're interested in reading more about the results of the NSSE Survey, you can access all of our NSSE aggregate reports here (we're in the process of putting this on the web after the documents go through ADA remediation): <https://drive.google.com/drive/u/0/folders/11WqNv3OxaE617hqnAR99prYqzXidUoGv>

Survey deadline is April 30

[uhwoirr@hawaii.edu](mailto:uhwoirr@hawaii.edu) for questions/concerns

- We're using the NSSE/RISC/IRR survey results to better understand how students are connecting with the university and to identify effective programs and practices and then apply this information to guide curriculum development and co-curricular program design. Student feedback is critical in this effort
- Accreditation is outside look to do quality control
  - Adds merit to our degrees, you prefer to have a degree from an accredited institution
  - Required for financial aid
- UHWO has been acc. By WSCUC (western association of schools)
  - Largest accreditation body in CA/HI
  - Been accredited since 1981
    - Last time awarded 2015 for 7 years... runs out spring 2022
    - So Spring 2022 we are up for accreditation again
    - UHWO must examine itself, then report on itself to WSCUC
    - Final draft will go out in June 2021 to WSCUC review team
    - March 2022 accred. Team will do a site visit to the university campus to talk with faculty, admin, ASUHWO, etc.
  - Already created a draft of report and sent out to campus, soliciting feedback thru the anonymous survey for one month.
    - Report is 84 pages. 3 page primer posted on website to go over what accreditation is for students who choose to read.
    - 9 components of report, you can choose to read whichever components interest you
    - YOU can take survey only over sections you read if that's what you choose to do
  - Annual reports sent to WSCUC even during the 7 year accreditation term to keep up with what's happening
  - 10-20 students saying we did well/not well in an area is significant and will be focused on in the report
    - Student perspective is important so they can have an accurate, well rounded report
  - Data tracks demographics, enrollment, outcomes, retention, graduation time, employment and debt after grad, etc.
  - Review team is looking for 4 standards (set by WSCUS, contains 30 criteria)
    - Determine if we are in compliance with those standards
    - Are we complying with federal regulations (credit hour policies, transfer, website info, DE, etc)? This ties to financial aid.
      - Feds don't do their own reviews, they rely on the accreditors
  - They receive the report months earlier than the site visit because they need time to review, ask for evidence, and determine commendations/lines of inquiry. They use this info to focus their visit.
    - Before the visit the review team will open an anonymous email that anybody can send concerns to for them to focus on, school cannot access these
    - They will want to meet students.

- June 2022 they will determine re-accreditation
  - Better to have multiple perspectives so they want students to be active in the process

**Brian Moyer & Kealohi are open forum guests also (will speak later).**

## **5. Approval of Agenda and Minutes**

### 5.1 Agenda for Meeting 21-0021

Motion: **Alan**

Second: **Kylie**

Vote: **Unanimous Aye**

### 5.2 Minutes for Meeting 21-0020

Motion: **Coral**

Second: **Mika**

Vote: **Unanimous Aye**

## **6. Internal Reports**

### 6.1 President

- March 30 - activities committee to discuss Discord
- 3/30 & 4/6 - student retention workgroup
- Several writing sessions with communications director from chancellors office to prepare a commencement speech
- Legislative meeting - amending bylaws
- Recording sessions to record commencement speech
- Meetings with Briant & Kylie about their bill

### 6.2 Vice President

- Met with Briant about Pueo gaming bill
  - Encouraged him to ask them to do more on their end
  - Met on discord about Pueo gaming bill, how we got bills passed in the past
- Reached out to new senate members
- Held legislative meeting
- Left activities committee
- Attended HERF meeting

### 6.3 Secretary

- Office hours - focused on drive organization, emailed about how to best update senate initiative files
- Met with Alan about using Discord for outer island students
- Updated the Pueo Parents discord almost daily
- Attended executive meeting (to be discussed)
- Attended multiple discord meetings about the PUEO gaming bill and one meeting to finalize editing on the CLEP resolution

### 6.4 Treasurer

- Received report for our current budget balance

- Budget/Finance Meeting
- Office Hours

## 6.5 Advisors

- Sexual assault awareness month
  - Mental health workers on campus and confidential resource advocates (they are not obligated by law to disclose what you tell them, other staff members are required to disclose)
- Student govt is not my primary job - please be patient with response times
- Mandatory candidate orientations, recording talk stories, editing those videos
- Attended HERF meeting
- This week is national library week
- Naulu center has cultural events lined up next week
- Opportunities for male discussion around masculinity and gender

## 6.6 Standing Committee Reports

### 6.6.1 Budget & Finance

- Discussed creating a rubric for the requirements for the candidates to qualify for the scholarship
- Emailed Nicole to post award nominees for ASUHWO and set deadlines
- ASUHWO members not eligible for scholarship
- Emailed Caton and Rouel to see if ASUHWO members were eligible for scholarships
- Set deadlines for scholarships and ASUHWO awards
- Promotional items will be printed in summer and sent out prior to beginning of fall semester
  - Raffle will happen early fall semester

### 6.6.2 Activities

- Decided to go to Legislative committee to discuss creating a new position for someone to manage the discord server next year
- Discussed asking Mika to make a discord tutorial, we need to iron out more details before we do this
- Decided we should ask teachers and department heads to promote individual servers for their departments/majors
- Created a section for Pueo Parents on the discord server
  - Discussed collabing with creative media to make UHWO coloring pages to post
- Will speak to Rouel about promoting Pueo Parents discord on Laulima

### 6.6.3 Legislative

- 

## 6.7 Ad Hoc Committee Reports

### 6.7.1 Elections Committee **N/A**

### 6.7.2 Transition Committee **N/A**

## 6.8 Senators Reports

### 6.8.1 Senior Class **N/A**

### 6.8.2 Junior Class

- Attended 6th work efficiencies group
  - Looking over more in-depth about the business model
- Organized existing files into appropriate folders in drive
- Attended Legislation committee and made some notes on the bylaws

- Worked with Sec. Kylie in composing some questions for clarification to Pueo Gaming to provide specifics about the t-shirts
- Worked with Sec. Kylie in regards to modifying Pueo Gaming bill and revising PLA-CLEP resolution.
- Looking over more in-depth about the business model and how each of our sub team within the Work Efficiencies group can format their recommendations and suggestions.
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- Improving on UHWO websites
- Assign a team for software programs and for managing course scheduling.
- Creating concise training videos
- Reinstate the P Cards, and minimize the threshold of Procurement Forms to get approved

### 6.8.3 Sophomore Class

- Office hours have been continuing as usual. Was working on my initiatives prior to the notice about the hotspots.
- Hotspot initiative will now be taken care of by the No'eau Center, as they are proposing making an order of 50 and 30, respectively. So I will continue my initiative to work with the commencement committee.
- Bill SB-005 relates to the funding of the commencement committee for the upcoming graduation. The bill will be presented at the meeting.
- Attended activities committee meeting.

### 6.8.4 Freshman Class

- Office Hours
  - Sent emails
  - Looked over commencement bill
- Commencement meeting March 29

### 6.8.5 Business Administration Division

- Held Office Hours
  - Met on discord about gaming bill
- Attended Compliance Hui meeting

### 6.8.6 Creative Media Division

- Held office hours, every Tuesday/Thursday
- Need to meet with Cam and Jasi for initiative
- OER
  - Met 3/25, next meeting 4/20/21
  - They are working on TXT0 (a way to have reading materials for classes for free)
  - I will be helping them create an instructional video to further explain that
  - Working on upcoming workshops
- Budget/Finance - missed meeting, read minutes
  - Met last Friday
  - Set deadlines for scholarships
  - More details for scholarships

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### 6.8.7 Education Division

- Emailed Rouel and Taylor to meet for initiative
- Organizing documents
- Worked on Draft of laulima initiative
- Trying to get a resolution made to be presented next meeting

#### 6.8.8 Humanities Division **N/A**

#### 6.8.9 Math and Science Division

- Planning to send monthly newsletters to math and science majors about volunteer opportunities for initiative
  - Many professional schools in health fields require community service and/or shadowing
- Will reach out to math degree majors to find out how to better assist and target them

#### 6.8.10 Public Administration Division

- Office Hours
- Budget/finance meeting
- Starting initiative #2 collaborating with Cameron on program to assist students with preparing for Career Fair/ Internships/ Workforce
- **Compliance Hui**: Discussed social media posts for alcohol and drug abuse awareness for April. Hosting event on April 21 to watch video "The Mask You Live In" and panel discussion after. Next meeting: 04/08/21 - Went over the event again!
- **Student Learning Work Group**: Have not met again yet

#### 6.8.11 Social Sciences Division

- Brainstorming initiative ideas
- Emails, asking questions

### 6.9 Assignment Reports

#### 6.9.1 DE Hawaii Island Representative

- 4/1 Attended Chancellor's Advisory Hui on CARES funding.
  - 2 hours per week
- Working on solidifying position, aligning with other senator initiatives
- Orientation, discord
- Met with Kylie about activities outreach to outer island

#### 6.9.2 DE Maui County Representative **N/A**

#### 6.9.3 DE Kauai Representative **N/A**

#### 6.9.4 Caucus Ambassadors

- **Held Office Hours (3/31/2021, 4/1/2021, 4/7/2021, 4/8/2021)**
  - Checked Emails
  - Updated senate hour log
  - Created my report for the general meeting
  - Worked on my UH Caucus report
  - Met with Rouel about next steps for laulima resolution
    - Worked on Laulima Training Initiative Draft
    - Looked into creating a resolution and how to put one together
- **Attended the Activities committee meeting (3/30/2021)**
  - Helped to come up with new sub areas in discord
  - Discuss on how to get more student and teacher engagement in the discord
- **Next UH Caucus Meeting (4/10/2021)**

- If you have anything specific or important you want me to add to the report please let me know by TOMORROW (4/9/2021)

### 6.9.5 Social Media Coordinator

#### **Social Media Analytics:**

- Facebook: (April 1-7)
  - Post Reached - down 37% (total 26 people reached)
  - Page Views - stayed the same (total of 10 views)
  - Post Engagement - down 47% (total 8 post engagement)
  - Page likes - up 100% (2 likes)
  - Page follow - up 100% (2 followers)
  - Post with the most reach and engagement were
    - All of general elections candidates posts
- Instagram: (since April 1-7)
  - Total followers - 427 (lost 4 followers)
  - Accounts Reached - up 23.3%
  - Content interaction: went up by +1,427.2% (168interactions)
    - Post interactions: 166 interactions
      - Total of 127 likes
    - Story Interactions: 2interactions
  - Since April 1
    - Most liked post was all the general elections candidates' posts. They all did well engagement wise too.
- Began posting the list of our Spring 2021 General Elections Candidates Profile and Flyer on social media
- Began prompting the ASHUWO Awards on social media
  - Ends 4/14 at 11:59pm
- Promoting the General Elections Application
  - Posted IG story videos of senate members (Brient, Taylor, and Michelle)
- Finished posting for women's history month on social media accounts
- Attended 2 Compliance Hui Meeting (3/31 & 4/8)
  - Making flyer for their upcoming VAWA event on 4/21
    - Documentary viewing and panel discussion

### 6.10 Campus Committees Report

#### - Academic Grievance Committee

- Haven't met yet, scheduled for 4/9 9:30 AM

#### - Health, Transportation and Technology (HTT) Committee

- Meeting 4/9 1PM

#### - Commencement Committee

- Presenting bill today for commencement committee funding for spring graduation
- Recorded ceremony to be aired 9 am May 8
- Organizing drive through celebration for graduates
  - Grad makana with picture and having name read out loud
  - Volunteer opportunities available, follow up to find out if this is available for students as well



- OER Committee
  - Next meeting 4/20
- Compliance Hui Committee
  - Planning event 4/23 to show documentary “the mask you live in” to raise awareness for sexual assault awareness month
  - Planning social media campaigns
- Senior Staff Committee
  - Next meeting 4/21 9 AM
- Faculty Senate Committee
  - Meeting 4/9 11:30 AM
  - Will be sharing report about senator’s initiatives
- Student Affairs
  - Meeting 4/20
  - CLEP resolution will be presented today

#### 6.11 Other

- CSO Collab
  - Get reports before the meeting for things concerning student activities
- PUEO Work Groups
  - Student recruitment/retention:
    - 2 meetings
    - Identifying responsible parties for various recommendations that have been made
    - Next meeting in 2 tuesdays
  - Business Model:
    - No Report
  - Student Learning:
    - Haven’t met
  - Campus efficiencies:
    - Looking at business model formatting
    - Maintaining programming
    - Thinking of how to maintain hybrid courses
- HERF
  - Format of how people will propose to use herf funds (higher ed. Emergency relief)
    - Proposed Math115 ML
      - Students don’t have to test into it, can go straight into the class
    - Will place cost breakdown in the drive
  - Stipend will include DE students this time as well
    - If your initiative ties in to covid impact then you can apply for this funding

## 7. Unfinished Business

### 7.1 General Elections

### 7.2 SB 21-004 Pueo Gaming (RISO) Club Member T-Shirts Expenses

Motion to make line 15 \$100, line 14 \$200, and include "envelopes":  
Kulanui  
Second: Alan  
Vote: Unanimous Yes

Vote to pass SB 21-004: Aye (Kulanui, Kylie, Brient, Cassandra, Jasika,  
Cami, Mika, Aiga, Kaylee, Coral, Alan)  
Nay: Michelle

## **8. New Business**

### 8.1 SR 21-02 Expanding PLA & CLEP Exams

Motion to correct spellings of names in final be it resolved statement,  
remove humanities chairperson, and include faculty senate: Kulanui  
Second: Mika  
Vote: Unanimous Aye

Motion to change title to 21-002: Kulanui  
Second: Cami  
Vote: Unanimous Aye

Vote to approve resolution: Unanimous Aye

### 8.2 SB 21-005 To Appropriate Funding for Commencement Spring 2021

Motion to add additional \$1000 expense line for decorations: Kulanui  
Second: Kylie  
Vote: Unanimous Aye

Motion to change total from \$1900 to \$2900: Kulanui  
Second: Kylie

Vote to approve bill SB 21-005: Unanimous Aye

## **9. Announcements and Open Forum**

- 9.1 Save the Dates: General Meeting 21-0022 - April 22nd, 2021, 4pm-6pm
- 9.2 Reminders:
- 9.3 Member To-Dos: continue working on initiatives
- 9.4 Committee To-Dos: continue holding committee meetings

- Consider that there is only 2 senate meetings left this semester, so April 22 is last opportunity. Final meeting is after finals week and that meeting is meant for budget and stipends.

## **10. Adjournment**

Motion: Kylie

Second: Kulanui

Vote: Unanimous Aye

Meeting Adjourned: 6:57 PM

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