

LEEWARD COMMUNITY COLLEGE

2001 – 2002 Faculty Senate

APPROVED Minutes of the January 23, 2002 Meeting

James Goodman, Chair
Jean Hara, Vice Chair
Jack Pond, Secretary

SENATORS PRESENT: N. Buchanan, P. Cravath, A. Dabrowski, Z. Estrada, R. Flegal, P. Frary, C. Ganne, J. Goodman, J. Hara, K. Hill, W. Imada, J. Kappenberg, G. Levy, P. Lococo, C. Martin, M. Minasian, D. Pascual, J. Pond, M. Reese, R. Toyama.

SENATORS EXCUSED: R. Tanimoto.

SPECIAL GUESTS: Stella Ho-McGinnes, Dean of Student Services.

CALL TO ORDER: The meeting was called to order at 3:25 p.m. with a quorum.

APPROVAL OF THE MINUTES: The minutes of the December 12, 2001 meeting were read and approved.

SPECIAL REPORT:

The Dean of Student Services, Stella Ho-McGinnes, reported on the Senate's November question regarding the process for allocating budget amounts for student publications as approved by the BOSP. She reported that the BOSP Treasurer and Chair prepare the budget, which is then sent to the Provost for approval in much the same fashion as the budget for Student Government. This year Mark designated the Dean of Student Services take responsibility for the approval. The budget was presented to her in the summer of 2001 without narrative, and shortly thereafter, all members of the BOSP left. The budget as submitted was based on \$50,000, which far exceeded the projected income of \$25,000, and after several meetings between the Provost and the faculty advisor for Harvest a revised budget was developed. The Senate questioned the management of the BOSP, the enormous reserves (as much as \$75,000) that appear to remain unspent, and the lack of policy on the expenditure of such reserves. It was reported that the current BOSP (consisting of 5 student members and 4 faculty) will need to grapple with that issue this year as the planned renovation of the Student Center may force the newspaper office to move. At that time, additional equipment, etc. may be needed, and it is expected the reserve can be used for that purpose. It is also anticipated that the newspaper will

become active this semester. The Dean of Student Services stated that she would take a more active role in the BOSP so that budgeting and communication difficulties can be avoided in the future.

COMMITTEE REPORTS:

BUDGET AND PLANNING – Senator Kappenberg reported that the ADP is moving along. Goals have been finalized; objectives are being developed (the next meeting on campus objectives is scheduled for January 29 in GT-105 at 12:30); action plans will be forthcoming. The entire time frame for this project needed to be compressed because the Chancellor wants all campus ADPs by the end of the summer. Senator Reese reported that LCC's budget is in terrible shape. We are currently operating near deficit levels. After salaries and the College's huge electric bill are paid, there is little left.

ACADEMIC AND INSTITUTIONAL SUPPORT – Senator Martin reported that the first meeting of the year will be held on January 30.

PROGRAM REVIEW – Senator Levy renewed her question to the Senate. What role does it want to play in Program Review especially if we want to accomplish a review of 20% of the curriculum/programs each year? Does the Senate wish to make this a regular part of its business in much the same fashion as the Curriculum Committee? Another model would call for the bulk of reviews would be done at the divisional level with Senate oversight. Does the Senate also wish to have input on the review of non-instructional areas such as Student Services, Bookstore, Operations/Maintenance? Senator Pond recommended that the College contact the Accrediting Commission and ask for colleges with model Program Review processes and examine Senate roles in them. Senator Levy stated in closing that the Program Review Committee can/may take an active role in the process once finalized.

STUDENT COMMITTEE – Senator Pascual reported that the Opening Day Experience was once again successful with between 110 and 120 students attending. She also noted that a new Student Government has taken office this semester and an invitation for them to take part in Faculty Senate meetings has been extended.

CHAIR'S REPORT:

The Chair presented several items to the Senate. The first was a preliminary report of enrollment figures for the Community Colleges as of the first day of instruction. It appears that Leeward's enrollment is up from Spring 2001. Final figures were not available, but are expected later today that will include adds and drops through the late registration period.

Second, the Provost has requested the name of a Senator to serve on the Excellence in Teaching Award Committee. Senator Pond volunteered.

Third, the Chair discussed some the details of the Strategic Planning meeting held on January 11. Copies of the resultant list of directives (Effectiveness, Mission, Student Success, Environment, Resources, and Research) were distributed to Senators via email by the Provost and are in the Campus Bulletin.

Fourth, the All Campus Council of Faculty Senate Chairs held a meeting on January 18 and discussed articulation. It appears that articulation of courses from colleges outside the UH System may in fact be easier than articulation of courses within the System.

Fifth, Chancellor Tsunoda met with the CC Senate Chairs and urged all to be vigilantly protective of the CC mission (accessibility and affordability). How will a new UH System structure impact us? How will we fit in to the new structure? What will the new structure be? Senator Martin will be organizing discussion groups on campus to discuss community college restructuring. The first meeting is scheduled for February 7 at 12:30 in G-105. Senators Kappenberg and Imada volunteered to assist.

Finally, the Chair announced that a new Student Information System will soon be installed system-wide and will replace Aldrich. John Morton will oversee this project. The new system will be demonstrated on our campus at a meeting to be held on January 29 in GT-105 at 9:45 am.

ANNOUNCEMENTS:

Senator Pond announced that the Accrediting Commission for Community and Junior Colleges will hold its retreat in Honolulu on March 13, 14 and 15. At that time, faculty and others from the Hawaii colleges and the Western Pacific colleges will have the opportunity to comment on the proposed new accreditation standards. More details on this will follow.

The next Senate meeting will be on February 13.

ADJOURNMENT: The meeting was adjourned at 5:40 pm.

RESPECTFULLY SUBMITTED: Jack Pond, Secretary