

# LEEWARD COMMUNITY COLLEGE

## 2003 – 2004 Faculty Senate

APPROVED Minutes of the November 26, 2003 Meeting

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James Goodman, Chair  
Nancy Buchanan, Vice Chair  
Candace Hochstein, Secretary

**SENATORS PRESENT:** N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, J. Goodman, K. Hill, C. Hochstein, W. Imada, P. Kennedy, K. Khan, G. Levy, P. Lococo, C. Martin, M. Nakano, R. Pfeiffer, D. Sakai, F. Sherry, S. Wood, C. Yokotake, Lily Grace (Student Government)

**SENATORS EXCUSED:** C. Ganne, S. Palombo

**GUESTS:** Jean Hara, Becky George

**CALL TO ORDER:** The meeting was called to order at 3:20 p.m. with a quorum.

**APPROVAL OF THE MINUTES:** The minutes of the November 5, 2003 meeting were read and approved with minor corrections:  
Legislative Relations Committee bullets should read –The Bargaining Committee met twice with the State’s negotiating team. – They are scheduled to meet with them again on November 12, 2003.  
Program Review Committee – delete the bullet stating that 76% of the Program Review Committee will be faculty.

### **COMMITTEE REPORTS:**

BUDGET AND PLANNING – Senator Chernisky reported the following:  
-the UH system will be assessed approximately seven million dollars a year for the Banner computer system, Risk Management issues, and UH Foundation.  
-the UH system is aware that there are faculty members in temporary positions that could be converted to tenure/promotion positions as is stated under the current contract.  
Leeward Community College has six temporary positions that fall into this category.

Senator Chernisky encouraged senators to review the proposed updated mission statement and give input to that committee’s members. This was especially important as the mission statement is one of the driving forces behind the Academic Development Plan and Budget. He hoped that the final version of the updated mission statement would be shared with the Senate for review.

He also urged senators to review the web site for the proposed Academy of Creative Media. He believed that the proposed academy may affect LCC programs, specifically

Television Production and Digital Media. Academic rigor and cost were two of the major issues being brought forward by UH Manoa.

FACULTY COMMITTEE – Senator Currivan reported that the Committee on Committees recommended 17 faculty names for the Chief Academic Officer/Vice Chancellor screening and interview committees, and two back-up names. The individuals were as follows:

-screening committee: Kay Caldwell, Ann Dorado, Bob Hochstein, Marilyn Kim, Raymund Liongson, Kabi Neupane.

-interview committee: Morgan Andaluz (Lecturer 8+), Marilyn Bauer (LA), Tommylynn Benavente (VT), Kay Caldwell (LA), David Coleman (AS), Leanne Chun (AS), Jake De Ste Croix (LA), Anne Dorado (StudS), Zenny Estrata (SocS), Bob Hochstein (VT), Janice Ito (MS), Marilyn Kim (AH), Della Kunimune (BT), Raymund Liongson (BT), Eric Matsuoka (MS), Kabi Neupane (MS), Jim West (AH).

-alternates for interview committee: Raymund Liongson (male alternate), Zeny Estrada (female alternate).

The composition of the interview committee will be 69% faculty, with 17 faculty members and 7 non-faculty members.

**Motion 03-36: (Imada/Pfeiffer) To approve the names for the Chief Academic Officer/Vice Chancellor search committees.**

**PASSED - Unanimously**

ELECTIONS COMMITTEE – Senator Imada shared that ballot counting would occur on Tuesday, December 2, 2003.

ACADEMIC/INSTITUTIONAL SUPPORT – Senator Martin reported that a Senate volunteer for the Travel Grant Committee was needed. Senator D. Sakai volunteered.

LEGISLATIVE RELATIONS – No report at this time.

STUDENT COMMITTEE – Becky George, Co-Chair of the Opening Day Experience, reported that the committee was meeting and preparing for the spring 2004 ODE. She shared that the committee was changing parts of the program to make it more interesting for students.

PROGRAM REVIEW – Senator Hill reported that she presented the Program Review proposal to the Division Chairs at their meeting. She would also be working with Cliff Togo, Bob Asato, and Lani Uyeno to tie the Program Review process into the Strategic Planning and Budget process.

The first meeting for the Program Review Committee would be on Tuesday, December 2, 2003.

CURRICULUM COMMITTEE – Senator Lococo recommended that the Curriculum Committee’s report to the Senate be presented in the following six sub-categories:

BUS 270 – Modification – Delete ENG 100 and SP 151/200 as pre-requisites. Make ENG 100 and SP 151/200 recommended preparation.

**Motion 03-37: To accept the deletion of ENG 100 and SP 151/200 as pre-requisites to BUS 270. Make ENG 100 and SP 151/200 recommended preparation to BUS 270.**

**PASSED – Y=17; N=0; Ab=1**

AAS in Business Technology – Re-designate the Associate in Applied Science degree designation for Business Technology to an Associate of Science degree. This re-designation was proposed as:

- all of the courses required for the present AAS in Business Technology are at the baccalaureate degree level and meet the rigor required for an AS degree.
- the Business Technology program has an articulation agreement in place with UH West Oahu. This Memorandum of Agreement acknowledges that credits from the Associate degree in Business Technology are accepted and applied to the Bachelor’s of Arts in Business Administration.

**Motion 03-38: To re-designate the Associate in Applied Science degree designation for Business Technology to become an Associate of Science (AS) degree.**

**PASSED - Unanimously**

Human Services (HSERV) 100, 102, 140, 150, 160, 245, 256, 262, 268, 270 – Modification. Delete the recommended preparation of ENG 21 or 22. Replace it with the pre-requisite of ENG 21 or 22.

**Motion 03-39: To accept the deletion of recommended preparation of ENG 21 or 22 for HSERV 100, 102, 140, 150, 160, 245, 256, 262, 268, 270 and making ENG 21 or 22 with a grade of C or better or equivalent the pre-requisites for these 10 courses.**

**PASSED - Unanimously**

ESL 7b, 10b, 11c – course deletions. These courses were recommended to be deleted as new, updated courses have been created and replaced these three courses.

**Motion 03-40: To accept the course deletions of ESL 7b, ESL 10b, and ESL 11c.**

**PASSED – Unanimously**

HORT 110 – to approve the creation of a new course.  
This request was tabled to the next meeting.

Proposal to add HORT 110 to the Natural Science 1 (Biological Science) AA core.  
This request was tabled to the next meeting.

**SERVICE COMMITTEE:** Senator Nakano reported that this committee would present its mission statement to the Senate in spring 2004.

The Service Committee has been working on guidelines on how to award faculty and students for their service to the college. It was also working on starting a faculty fellowship award. The campus would be willing to donate \$1000 to help start the fellowship.

### **CHAIR'S REPORT:**

At the ACCFSC meeting at Kauai Community College of November 20-21, 2003, the following was discussed:

1. The Board of Regents approved the Reorganization Proposal of the University of Hawaii System Administration – community colleges. This action formally ends the office of the Chancellor of Community Colleges and approves the reassignment of administrative personnel from that office to various UH community college campuses or UH system offices.
2. Linda Johnsrud, acting liaison between the ACCFSC and David McClain's office, agreed to the ACCFSC assertion for more involvement in the distribution of EIF monies sent to their respective campuses.

Prior to the UH system reorganization, EIF grant monies were distributed to the four units of the University of Hawaii system, UH Manoa, UH Hilo, UH West Oahu, and the community colleges. Although it was not the tradition of the first three units, it was the practice of the Chancellor of Community Colleges to involve the community colleges' Faculty Senate chairs in reviewing the proposals and assigning priorities for the funds. Last year, as the EIF funds were sent directly to each campus, the community college Senate Chairs were not consulted on any of the campuses. Collectively, the ACCFSC asked that language such as "Each campus should involve faculty governance bodies in

the setting of campus priorities...” accompany any letter that carries EIF monies to the campuses.

3. There is an effort to create a UH system ID Card. This card will include a home-campus designation, and the use of the student or faculty identification number versus the social security number. It is projected that the new ID card will be in place for the fall of 2004.

4. The office of the Vice President for Academic Affairs has asked each Faculty Senate Chair to recommend faculty members from their campus to serve as representatives on the Distributed Learning Advisor Council (DLAC). This body will advise and counsel administrators, policymakers and other groups such as the Council of Chancellors and Council of Chief Academic Officers on issues that relate to the mainstreaming and integrating of Distributed Learning (Distance Learning) technology in and outside of the classroom.

5. Minutes of the Council of Chief Academic Officers will be available at <http://www.hawaii.edu/vpaa/>

#### **NEW BUSINESS:**

TOFEL Policy Change. Becky George, the Coordinator of the English Language Institute at LCC, proposed three amendments to the existing LCC TOEFL policy to the Senate. The requested policy changes and each motion made were as follows:

1. Requirement for all F-1 (non-immigrant alien) students to take the Michigan test (LCC’s designated English placement exam) for placement into appropriate English classes, regardless of ESL transfer courses from other institutions, unless the applicant has completed English 100 or the equivalent.

**Motion 03-41: To accept the proposal of requiring all F-1 (non-immigrant alien) students to take the Michigan test for placement into appropriate English classes, regardless of ESL transfer courses from other institutions, unless the applicant has completed English 100 or the equivalent.**

**PASSED - Y=17; N=0; Ab=1**

2. Waiver of the existing TOEFL requirement for F-1 applicants to enter the credit program if the Michigan test (LCC’s designated English Placement test) is administered by the LA Division prior to application, or if the applicant has successfully completed the advanced level in the College’s Intensive English Program.

**Motion 03-42: To accept the proposal of waiving the existing TOEFL requirement for F-1 applicants to enter the credit program if the Michigan test is administered by the LA Division prior to application, or if the applicant has successfully completed the advanced level in LCC's Intensive English Program.**

**PASSED – Y=16; N=0; Ab=2**

3. All F-1 applicants who score below 500 on the TOEFL are restricted to enrolling in the Intensive English Program offered through the ELI program. In addition, F-1 students with a TOEFL score of 500 or above are still required to take the Michigan test, and they may still be restricted to the Intensive English Program for at least a semester, depending on their Michigan score.

Prior to the creation of the non-credit Intensive English Program (IEP), F-1 applicants with a TOEFL score under 500 could take appropriate level credit ESL courses and also register in other low level credit courses to meet the visa requirements.

**Motion 03-43: To accept the proposal of having all F-1 applicants who score below 500 on the TOEFL are restricted to enrolling in the Intensive English Program offered through the ELI program. In addition, F-1 student with a TOEFL score of 500 or above are still required to take the Michigan test, and may still be restricted to the Intensive English Program for at least a semester, depending on their Michigan score.**

**PASSED – Y=15; N=1; Ab=2**

**ANNOUNCEMENTS:** All faculty members were encouraged to attend the fall graduation. It was announced that this would be the last fall graduation that LCC would be having.

**ADJOURNMENT:** The meeting was adjourned at 5:30 PM.

**RESPECTFULLY SUBMITTED:** Candace Hochstein, Secretary