APPROVED Minutes of the Faculty Senate Meeting of November 28, 2012

Paul Lococo, Chair
Susan Lum, Vice-Chair
Eileen Cain, Secretary

Senators Present: Yumiko Asai-Lim, Paula Asamoto, Michael Bauer, Eunice Brekke, Eileen Cain, Christian Ganne, Helmut Kae, Eiko Kosasa, Keith Knuuti, Michael Lane, Paul Lococo, Susan Lum, David Millen, Blanca Polo, Tara Rojas, Michael Scully, Christy Takamure, Irwin Yamamoto

Senators Absent: Candace Hochstein, Erin Loo, Kay Ono, Greg Walker, James West

Guests: Members of the Leeward CC Office of Planning, Policy, and Assessment (OPPA): Della Anderson, Interim Director; Alicia Grown, Policy Analyst; Jon Caffery, Grants Coordinator, Guy Nishimoto, Institutional Effectiveness Officer; Charlotte Watanabe, IT Specialist, Shuqi Wu, Institutional Analyst

Jan Shimabukuro-Lee, Counselor, Student Services and Campus Assessment Coordinator

Student Government Representative Laura Blakeslee

Additional Documents and Links:

1. Agenda (Lococo)
2. Curriculum Committee Report (Lane)
3. Response to the Faculty Senate Resolutions on Plagiarism from Dean of Student Services Christopher Manaseri

I. Call to Order

The meeting was called to order at 3:15 pm with a quorum.

II. Approval of Minutes of the Meeting of October 17, 2012

Minutes were approved unanimously.
A. Leeward CC Office of Planning, Policy, and Assessment (OPPA) Presentation

Della Anderson, Interim Director of the Leeward CC Office of Planning, Policy, and Assessment (OPPA) introduced the other staff members of OPPA. She then showed a slide show on “Institutional Effectiveness at Leeward CC.” OPPA was created in January 2004, when Leeward CC was placed on warning by the ACCJC as a result of a midterm report. In Feb 2009, Office was reorganized with 6 positions.

Leeward CC Model for OPPA consists of five branches:

1. Assessment: coordinates assessment for instruction and support, provide 50% assigned time for a Campus Assessment Coordinator, Jan Shimabukuro-Lee. Each Division has a Division Assessment Representative. Curriculum mapping: mapping degrees, programs and certificates. How courses align to the program learning outcomes.
2. Policy Development
3. Grants Management
4. Institutional Research: provides data in response to college and faculty and staff requests; coordinates the biennial Community College Survey of Student Engagement (CCSSE).
5. College Planning: facilitate annual report of program data, coordinate annual program review; support strategic planning

OPPA is trying to figure out how to simplify the Program Review process yet keep it effective.

OPPA submits annual reports to the ACCJC, the accreditation agency. OPPA submitted a new SLO status report.

Director Anderson asked several Senators to report on their use of OPPA’s services:

- Senator Polo obtained information regarding how many of her students transfer to UH-Manoa and how many students who took her ICS class did well in other classes.
- Senator Asai-Lim obtained data on Japanese Language students’ success rates.
- Senator Yamamoto received help while doing an Annual Program Review.
- Senator Brekke sought data to find out why Sociology 100 has gatekeeper status. The data revealed that new classes did not have such a good success rate.

Director Anderson asked the Senate if there is anything that OPPA does not do that we wish they did do?
Director Anderson mentioned that the Accreditors gave Leeward CC only 2 recommendations, and one of those was not really a recommendation – it was an affirmation of our work at Leeward CC-Wa’anae. There were some recommendations about the system level; Della hopes that they won’t affect Leeward CC’s results. We are still waiting for the final report.

Jan Shimabukuro-Lee spoke to the Senate about working with the Division Assessment Representatives (DAR). She meets formally with the group once a month, and at present they are working on assessment and curriculum mapping. She is also involved in a series of online classes and working with other institutions within the Western Association of Schools and Colleges (WASC).

Chair Lococo pointed out that OPPA originally grew out of a recommendation by the Faculty Senate, and began within the Senate’s Program Review Committee. He reminded Senators that Jan Shimabukuro-Lee is a faculty member and she represents the faculty interests with regard to campus assessment activities.

IV. Faculty Senate Reports

A. Standing Committee Reports

1. Curriculum Committee (Lane)

Curriculum Committee Chair Michael Lane proposed that the Senate approve all of the course modifications, proposals, and deletions approved by the Curriculum Committee, as listed in his report dated November 28, 2012, which had been distributed to the Senate.

Motion 12-49 (Lane)

To approve all of the course modifications approved by the Curriculum Committee, as listed in the Committee Chair's report dated November 28, 2012:

- AMST 201, 202, 211, 212
- BLAW 200
- CULN 125
- ECON 120
- ESL 2A, 3A, 8B, 9B, 18, 19, 21, 22, 23.

Motion was approved with 18 Approvals, 0 Disapprovals
**Motion 12-50 (Lane)**

To approve the new course REL 209: Understanding Islam.

Motion was approved with 18 Approvals, 0 Disapprovals

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**Motion 12-51 (Lane)**

To delete ACC 126 College Accounting III

Motion was approved with 18 Approvals, 0 Disapprovals
Motion 12-52 (Lane)

To approve the new ASC Global Studies

ASC Global Studies Catalog Description: The Academic Subject Certificate in Global Studies is designed to promote cultural sensitivities and international engagement by students at Leeward Community College. It builds upon the strengths of our Hawaiian and multiethnic communities in the Pacific. This program correlates with the system-wide efforts to position the University of Hawaii as a preeminent center of international learning. The purpose of this certificate is to prepare students to meet the challenges of an interconnected and interdependent world as globally conscious and internationally engaged citizens.

The Academic Subject Certificate in Global Studies will total 18-20 credits. Students will select five courses (15-16 credits) from the core requirements and one course (3-4 credits) from the list of electives (any of the core courses not previously selected as one of the core requirements may be taken as an elective).

Core Requirements: Choose one course from each of the five groups (15-16 credits):

**GROUP 1 (Culture, Society and Globalization) = 3 credits (mandatory one course)**
- ANTH 152 Global Perspectives in Humanity
- ANTH 200 Cultural Anthropology
- GEOG 102 World Regional Geography
- GEOG 151 Geography and Contemporary Society

**GROUP 2 (Global Business and Economics) = 3 credits (mandatory one course)**
- BUSN 277 International Business Protocol
- BUSN 279 International Business Analysis
- ECON 120 Introduction to Economics

**Group 3 (Global History, Politics and Religion) = 3 credits (mandatory one course)**
- HIST 152 World Civilizations II
- HIST 260 Twentieth Century World History
- POLS 120 Introduction to World Politics
- REL 150 Introduction to the World's Major Religions

**Group 4 (Global Arts) = 3 credits (mandatory one course)**
- ART 176 Survey of Global Art II
- COM 210 Intercultural Communications
- ENG 254 World Literature II
- MUS 107 Music in World Cultures

**Group 5 (Hawaiian and Foreign Language) = 3-4 credits (mandatory one course or equivalent)**

(continued next page)
Motion 12-52 (Lane) (cont.)

Electives 3-4 credits (mandatory one course or equivalent). Any of the core courses not previously selected as one of the core requirements may be taken as an elective or any course from the following list:

AMST 212 Contemporary American Issues: World
ART 172 Introduction to Western Art II
ART 180 Introduction to Eastern Art
ASAN 203 Philippine Culture: A Survey of Philippine Cultural History
ASAN 205 Contemporary Philippine Issues
BIOL 124 Environment and Ecology
ECON 131 Principles of Macroeconomics
ENG 252 British Literature (1800-Present Day)
HWST 107 Hawaii: Center of the Pacific
HWST 261 Hawaiian Literature
HWST 270 Hawaiian Mythology
HWST 291 Contemporary Hawaiian Issues
HIST 231 Modern European Civilizations I
HIST 232 Modern European Civilizations II
HIST 242 Asian Civilizations II 3 credits
HIST 244 Introduction to Japanese History
HIST 251 Islamic Civilization
HIST 284 History of the Hawaiian Islands
HUM 220 Introduction to Japanese Culture
HUM 225 Japanese Culture: Man & Nature
HUM 262 Literature of Oceania
LING 102 Introduction to the Study of Language
MUS 266 History of Western Music after 1750
PACS 108 Pacific Worlds
PHIL 102 Introduction to Philosophy: Asian Traditions
PHIL 212 History of Western Philosophy II
PHIL 213 History of Western Philosophy III
PHIL 213 History of Western Philosophy III
REL 202 Understanding Indian Religions
REL 203 Understanding Chinese Religions
REL 204 Understanding Japanese Religions
REL 207 Understanding Buddhism
Study Abroad

Motion was approved with 18 approvals, 0 disapprovals.
Motion 12-53 (Lane)

To approve the new CA Digital Media Production

**CA Digital Media Production Catalog Description:** The Certificate of Achievement in Digital Media Production is designed to provide the student with entry-level skills or job upgrading for positions under direct supervision in Multi-Media and Web Development. Student must earn a GPA of 2.0 or better for all courses required in this certificate.

**CA: Digital Media Production**

The program consists of general education courses, including oral and written communications, as well as courses in Arts and Digital Media to provide a basic foundation for entry-level jobs in Multi-Media and Web Development. Admission and counseling are consistent with other programs at the college. There are no special admission requirements.

**Requirements (30 credits):**

<table>
<thead>
<tr>
<th>Course Alpha</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ART 112</td>
<td>Digital Art</td>
<td>3</td>
</tr>
<tr>
<td>DMED 150</td>
<td>Film Analysis and Storytelling</td>
<td>3</td>
</tr>
<tr>
<td>DMED 140</td>
<td>Principles of Animation</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100 or higher</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 100 or higher</td>
<td>Survey of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>ART 113D</td>
<td>Introduction to Computer Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DMED 121</td>
<td>NetPrep Web Site Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 107D</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>DMED 131</td>
<td>Introduction to Digital Video</td>
<td>3</td>
</tr>
<tr>
<td>DMED 200</td>
<td>Electronic Portfolio</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Credits</td>
<td>30</td>
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</table>

Motion was approved with 18 approvals, 0 disapprovals.

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Motion 12-54 (Lane)

To approve five new CCP’s: CCP Database Support, CCP Information Security, CCP Mobile Developer, CCP Network Support, and CCP Software Developer.

Motion was approved with 18 approvals, 0 disapprovals.
All of these changes will be effective in Fall 2013.

Senator Lane reported on two more curriculum items:

- Those who program Banner had a request with regard to the comment in course descriptions to the effect that students must pass a course “with a grade of C or better.” It is requested that if a student can pass a class with a grade of “D,” the course description should say so.

- Hawaiian Studies wanted to offer an independent study course (199), but the procedure for creating such a course is unknown. Michael Lane will work with Alicia Brown on a procedure for creating new 199 & 299 courses.

V. Campus Report (cont.)

B. Disenrollment and Plagiarism Resolutions (Lococo)

The Administration is fine with the Senate’s resolution concerning disenrollment because of failure to meet prerequisites and is now working out the actual policy for disenrollment with Warren Mau.

In regard to disenrollment of no-shows, Dean of Student Services Manaseri is going to write up a proposal and submit it to the Senate for review, revision, and approval. If he can do so in time
for the Senate’s December 12 meeting, we can discuss it and then vote on it in the January meeting.

Dean Manaseri sent a response to Faculty Senate, dated October 1, 2012, regarding our proposals related to plagiarism. Chair Lococo asked how we should respond to the Dean’s memo.

Senator Albritton mentioned that Student Government supported this policy.

Sen. Lane suggested that this matter should come under the Senate’s Student Committee:

Senator Asamoto agreed that Student Committee will look into this and make a report.

C. Leeward CC Information Technology (IT) Standing Committee (Albritton)

The committee met and is getting organized and needs to choose a chair. They will pull together information from the portions of Annual Program Reviews which discuss technology and will look at what resources the college has in regard to IT for the whole campus.

VI. Faculty Senate Reports (cont.)

B. Chair’s Report (Lococo)

1. The All-Campus Council of Faculty Senate Chairs met Oct. 19, 2012.

   • The issue of Faculty Dependent Scholarships was raised. Some faculty of Leeward CC took advantage of this scholarship in the past. There is interest in reviving it. President Greenwood is in favor of reviving it, but there are financial concerns. There is a system-level committee looking into this. If faculty are interested in serving on this committee, they should let Chair Lococo know.

   • There is also a concern about salaries of administrators in the UH system and the use of APT’s in administrative roles. This is primarily an issue at UHM. There is a proposal being discussed at the ACCFSC to cut administrative salaries, but the issue does not seem to have any real interest among the CC’s. If the Leeward CC Senate wants to support this, Chair Lococo will represent that support; otherwise, we’ll leave it to the UH-Manoa campus.

   • Term limits for Admin, including deans, were discussed. President Greenwood opposes this. Deans are on one-year contracts, making them perpetually “lame ducks.” This is not the norm at mainland higher educational institutions, and President Greenwood would like the contracts to be longer.

   • President Greenwood: is expecting the State Senate hearings on the UH-Mania’s Athletic Division’s concert blunder to impact the UH’s biennium budget.
• President Greenwood is open to new, non-academic programs that could serve faculty throughout the UH system. Senators were urged to notify Chair Lococo with ideas for new programs (note: programs) that would serve faculty throughout the system and which are non-academic. Examples given were “Travel Assistance Fund” for attending workshops/conferences, and an “Improvement Fund.”

• The Board of Regents is looking at measures of faculty effectiveness and wants each campus to engage in discussion concerning what these “effectiveness measures should be. President Greenwood noted that the UHCC’s are already engaged in this, but the UH four-year schools hardly at all. She further stated that the University of North Carolina’s system is engaging in this effectively and is a model for this.

• Chair Lococo asked if anyone on the Senate is concerned about faculty housing. Faculty at UH-Manoa are concerned about it. No one in our Senate expressed concern about it.

2. Ad Hoc Planning Review Committee is a committee of the Campus Council looking at how we review programs. There is a concern about how we review academic programs, meaning certificates and degrees. The committee wants to keep academic review under the faculty’s purview. Senate Chair Lococo will work with Curriculum Committee Chair Lane and Program Review Committee Chair Brekke to devise and propose an Academic Review Policy for our campus. The timeline is to present such a proposal to the Senate for review and approval by the March or April meetings.

VII. Campus Report (cont.)

D. Campus Council (Lococo)

The Campus Council represents all constituencies of the campus. They are concerned with how their members let their constituency know what goes on in the Campus Council. Both the Senate Chair and Vice-Chair are members, and Chair Lococo and Vice-Chair Lum will present a formal memo to the Council at its December 3 meeting concerning this topic. If there are any other ideas, let either Chair Lococo or Vice-Chair Lum know.

VIII. Faculty Senate Reports (cont.)

C. Executive Committee Report (Lococo/Lum/Cain)

1. New Faculty Orientation (Cain)

Senator Cain reported that she would like to have the Faculty Senate be involved in any orientation program for new faculty. There is information that new faculty would not obtain otherwise. Examples include the positions the Senate has taken in its resolutions regarding
faculty evaluation and what kinds of information should be included in faculty dossiers when applying for contract renewal or tenure and promotion. The Senate has tried to be part of the new faculty orientation in the past.

Chair Lococo mentioned that there has been some resistance in the past to any formal Senate involvement in new faculty orientation.

2. Contract Renewal and Tenure/Promotion Guidelines (Lum)

Senator Lum raised the issue of inconsistencies between guidelines for contract renewals, guidelines for tenure/promotion dossiers, and the letter that the Vice-Chancellor sends to faculty regarding the guidelines. She asked the Senate what should be done about this. Divisions normally advise faculty to do contract renewals like tenure/promotion dossiers. Contract renewal guidelines need to be revised.

Senator Lane expressed the view that there is a need for some kind of agreement on what should or should not go into dossiers. He reported that he was expected to type all of the comments his students made on course evaluations and put them in his dossier.

Senator Albritton asked if we can just make the contract renewal and tenure/promotion guidelines the same.

Chair Lococo remarked that before 2002 or ‘03, these guidelines came from the UHCC system office. He is not sure if these guidelines are standard now or have been formally or informally changed.

Senator Cain pointed out that the Contract Renewal guidelines are badly written and force people to repeat themselves. She also mentioned that one faculty member was told to photocopy both sides of each course evaluation and put it in the dossier, but some DPC members don’t want copies, so many faculty just make a note that the originals of the evaluations are available in their office.

Senator Lum expressed the view that the Contract Renewal should prepare faculty for writing their tenure/promotion dossier.

Senator Albritton pointed out that now we have electronic course evaluations available on café. The evaluations are anonymous. His students do them in a computer lab. However, if the students are not in a computer lab, they may not do them.

Several Senators agreed that students won’t do electronic course evaluations at home.

Senator Yamamoto said that he was told to put all the of the students’ comments on course evaluations in his dossier.

Senator Brekke responded that this shows that the institution does not know how to use data. Data should be summarized and analyzed, not regurgitated.
Chair Lococo mentioned that, when he came to Leeward CC, at first it was merely recommended that faculty include course evaluations in their dossiers, but later it was required.

Senator Millen pointed out that faculty cannot be required to include student evaluations in the dossier, and he agreed that it is difficult to understand the guidelines.

Chair Lococo asked if this matter should be assigned to a committee or if Senator Lum would take charge of it.

Senator Lum replied that she will work with Kay Ono, Chair of Faculty Committee on this.

Chair Lococo then remanded this matter to the Faculty Committee.

D. Standing Committee Reports

2. Ad Hoc Committee on Student Evaluations (Rojas)
   The Committee did a pilot survey to find out what each Division does with the information on student course evaluations. They will report on their findings at a later senate meeting.

3. Program Review (Brekke)
   The Program Review committee is conducting a survey that asks about professional development needs regarding course assessment. In the first phase, they are surveying the Division Assessment Representatives (DAR). In the second phase, they will survey Program Coordinators. Survey results will be discussed with respondents and shared with Senate.

4. Faculty Committee (Lococo)
   The UHCC Academic Policies Committee met. Chair Lococo sat in on this for Committee Chair Kay Ono, and reported the following.

   There is no change to the update earlier provided on UHCC policy proposals; however, new items the committee is considering taking up include:

   • Should a student who was suspended from one campus be automatically suspended from all campuses?

   • Should courses with same alpha, number, and title ALSO have the same prerequisites and essentially the same SLO’s?

   • Should there be a common grading policy across campuses? Examples would include the use of the N grade or the use of plus and minus grades (e.g., B+, B-)? That issue came up years ago. People’s views on this may have changed since then.
Senator Kosasa mentioned that UH-Manoa, UH-Hilo, UH-West O'ahu have plus and minus grades.

Chair Lococo mentioned that we can have plus and minus grades if we wish, and that it is probably a good idea for Leeward CC to at least revisit this issue anyway.

- Should it be policy that a student has to earn a C to get credit for writing intensive classes? Now this is decided campus by campus.

- Should there be a system-wide no-show disenrollment policy?

- Should applications for admission be valid for one year or longer? If students take a class one semester and then stop and then come back after a year, should they have to re-apply? That is the present policy.

Senator Lane indicated that he had to re-apply for admission in order to take a class. UH should simplify the re-application process for people whose data is already in the computer.

Senator Albritton asked if financial aid would be an issue if students do not have to re-apply?

Senator Lane gave an example of a professional who might want to come back for a class or two; they should not have to go through a complex application process to do so. That could discourage people from taking classes.

Chair Lococo mentioned that UH-Maui College has proposed that the data stay in the database for two years. This issue will come up next semester with the UHCC Academic Policy Committee.

- A policy being drafted by Vice-Chancellors regarding common academic warnings and suspension.

5. Elections Committee (Takamure)

There are 26 candidates. There was a computer glitch on Monday - one candidate was not listed. It was necessary to invalidate votes that were cast before 3:30 pm on Monday, so the voting period has been extended to 4:00 on Friday, November 30. We should remind our colleagues to vote. Results will be reported to Chair Lococo on Friday, and he will disseminate them.

Senator Asai-Lim mentioned that she does not remember what time she voted.

Senator Takamure replied that she should try again. The program won’t let anyone vote twice.
IX. Old Business

A. New Education (AAT) Building and Space Concerns (Lococo)

Senate Chair Lococo reported that the Administration was not favorable to the Senate’s Resolution regarding faculty involvement in decisions about space utilization. He asked Senators if they have any suggestions as to how we should proceed from here.

Senator Rojas asked what the Administration’s response was.

Chair Lococo replied that we had asked that faculty, especially Division Chairs, have primary input on decisions regarding classroom allocation. The Administration took the position the whole campus should have a say.

Senator Kosasa asked if the Administration had indicated how we are all going to have input?

Chair Lococo said that although there is a Space Committee, the Administration did not refer this matter to the Space Committee.

Senator Rojas asked what is being done with the old UH-West O‘ahu buildings. They are not in good condition.

Chair Lococo replied that the Administration was supposed to decide on allocation of space at the end of October. The UH-West O‘ahu buildings need maintenance. He was given the impression that they will gain one more maintenance position.

Senator Yamamoto brought up the topic of space availability for computers for student use. Digital Media students have difficulty because they need iMacs with specific programs, and they need them at night or on weekends.

Senator Cain mentioned that Head Librarian Chris Matz had told the Senate at our last meeting that there is not enough money to pay staff to keep the Learning Commons open in the evenings. However, Vice-Chancellor Mark Lane said that whatever funds were being used to pay staff to work in the computer labs in BS at night should still be available.

Chair Lococo said that the Senate may need to get information and take action on the issue of computer availability.
X. Announcements

1. Peace Bench Dedication

Senator Cain announced that there will be a dedication ceremony for the new Peace Bench near the Peace obelisk and the new tiled sidewalk near the parking lot. The ceremony will be on Thursday, December 6 at 1:00 pm. There will be a Kahu to give a blessing.

Senator Bauer indicated that the Peace Bench and the sidewalk with ceramic tiles is a project of Phi Theta Kappa. The tiles were created by our ceramics students. It is a student project. This area will be designated as a non-smoking area.

A. Informal Standing and Ad Hoc Committees

1. Ad Hoc Distance Ed Committee (Kae)

Senator Kae asked who came up with the quotas regarding who should be on the committee?

Chair Lococo replied that the quotes came from Senator Walker and himself when drafting the committee. They wanted the committee to be representative of faculty and non-faculty.

Senator Walker sent out a student satisfaction survey for DE courses. The committee is looking for recommendations that they can pass along to new DE teachers. The goal is to derive basic strategies for teaching DE.

Chair Lococo mentioned that in his interview with the Accreditation Team last month, the Accreditors were really concerned that faculty have input on Distance Education.

2. Social Committee (Brekke/Scully)

Senator Scully reported that we were having a party, and then the administration got involved. The event is an Accreditation Mahalo and End of Semester Celebration Party in the Uluwehi Café on December 6 at 3:00. There will be banquet tables. Volunteers are needed to set up for the party and clean up afterward. A sign-up sheet was circulated.

3. Other Announcements

Senator Lane pointed out that we offer an AA in Liberal Arts, but our catalog simply calls it the AA. Could we ask the Administration to refer to this as AA in Liberal Arts? We are now offering other AA degrees, such as the Associate of Arts in Teaching (AAT) and the AA in Hawaiian Studies.
Senator Lane also asked a question about a recent letter that faculty received which said that Leeward CC has distributed a large sum of financial aid. Can we find out if those figures are correct?

The Student Government Treasurer Blakeslee pointed out that Financial Aid only pays for 12 credits per semester, so it could be accurate.

Chair Lococo suggested people who could verify the amount: Aileen Akana-Lum, the financial aid officer, one of the Vice-Chancellors, or DOPPA Della Anderson.

**XI. Adjournment**

The meeting adjourned at 5:07 pm.

The next meeting will be December 12, 2012 at 3:00 pm in GT-105.

Respectfully submitted,

Eileen Cain
Faculty Senate Secretary