

**LEEWARD COMMUNITY COLLEGE  
2013-2014 FACULTY SENATE MINUTES**

**Approved Minutes: September 25<sup>th</sup> Faculty Senate Meeting**

Paul Lococo, Chair  
Eileen Cain, Vice Chair  
Danny Wyatt, Secretary

**Senators Present:** William Albritton, Yumiko Asai-Lim, Kristi Ayers, Eunice Brekke, Eileen Cain, Christian Ganne, Brent Hirata, Blake Hunrick, Jeff Judd, Helmut Kae, Eiko Kosasa, Michael Lane, Raymund Liongson, Paul Lococo, Lance Morita, Kay Ono, Jay Sakashita, Christy Takamure, and Danny Wyatt.

**Senators Absent:** Keith Knuuti, Tara Rojas, Erin Thompson, James West, and Irwin Yamamoto

**Guests:** Ariel Makini, Student Government Representative, Dean of Arts & Sciences Jim Goodman, Vice Chancellor/CAO Michael Pecsok

**I. Call to Order:** The Meeting was called to order at 3:18

Senate Chair Paul Lococo noted that the Vice Chancellor and Dean will be coming to talk later after their meeting. The agenda will be suspended and they will be given time to speak.

Chair Lococo asked for approval of the appointment of Senators Yamamoto and Takamure to Co-Chair the Budget Committee. Senate unanimously approved.

**II. Approval of the Minutes** (September 4, 2013)

Minutes were reviewed and approved, 17- 0

**III. Campus Report**

A. Briefing by VC/CAO Michael Pecsok and A&S Dean Jim Goodman

**VC/CAO Mike Pecsok** thanked the Faculty Senate for the invitation to speak. He then reviewed major topics pertinent to the Faculty. These included:

- **Accreditation:** He summarized by reviewing the college's performance on accreditation which "We sailed through," and he thanked the faculty for its excellent work. The one Leeward CC recommendation was dealt with. He noted that UHCC system recommendations impact Leeward CC and he also was not particularly happy about the UHCC recommendations which left Leeward CC no opportunity to comment. However, those recommendations do need to be dealt with and he will keep the faculty apprised of institutional actions. The Accreditation team will visit in October, most likely one for the UHCC system instead of one for each campus, but as of now it is still unclear.

- **Class attendance policy:** The Leeward CC Administration will continue to talk to Senate Chair Lococo before moving on it. The college is seeking to get the problem fixed rather than create more problems.
- **New UH policies:** UHCC Policies provide uniform practices across the system.
- **Lecturer evaluations:** The proposed UHCC Policy on Lecturer Evaluation provides for yearly evaluations for those hired as lecturers and their rehiring will be contingent upon positive evaluations. Lecturer evaluations are currently individual academic division responsibilities. VC Pecsok reiterated that he will be working with the academic divisions in order to devise and implement a standard lecturer evaluation practice across the College.
- **Turnitin.com:** The question of what happened to instructor access to Turnitin.com, and he noted that the school piloted it in the past, but that not all that many people used it. It was found that it is cheaper to purchase individual access rather than a college-wide approach. While there was a budget request from Language Arts division, it didn't get funded because it was not deemed a high enough priority. As a result, without enough interest it was dropped. If there is still interest, it should be put in as a budget request and if it is considered a high enough budget priority, it may be budgeted.
- **Campus Reorganization:** VC/CAO Pecsok noted that the last college reorganization took place about 10 years ago. The Leeward CC administration was reorganized, now the "below the line" non-administrative positions are in line for reorganization. He suggested that since Accreditation is over, maybe now is the appropriate time to do so. A lot of informal reorganizations have occurred including the IT Group, International Programs, the Learning Commons, APTs in the library, Administrative Services, Enterprise and Emergency Management, TV Production, Digital Media and the Cashier's Office. An institutional reorganization must involve everyone, unions too, and is a long and involved process. In short, a systematic reorganization is coming. It took over a year the last time it was undertaken, so expect action in the coming year.

Senate Chair Lococo pointed out that Leeward CC has the fewest academic divisions in UH system, with only six.

The overriding question for reorganization is how to best deploy our workforce?

- For example, we have divided the instructional area into Arts & Sciences and Career & Technical Education. However some CTE programs are housed in Arts & Sciences divisions. Should they be moved to CTE? Is the workload equal between the Deans? It is a good idea to revisit our organizational structure once every 10 years, so maybe it is time.
- **Federal Grants:** Leeward CC has received two large \$2.5 million grants. These include:
- **A Trade Act Adjustment grant** for the AAT program to improve and expand the program. The grant is similar to previous system grant, C3T which brought training money and opportunities primarily for non-credit instruction.
- **New Title III Grant:** This grant will provide facilities upgrades, including, for example, the Halau, Male Hawaiian Programs, STEM programs, TEACH UP, and TAP.

- **Teaching Equivalencies:** There is a new UHCC policy since March 2013. VC/CAO Pecsok provided some background on faculty workload for the UHCC system and how it may not be equitable in some instances. One of the issues is the need to separate students' credit load from faculty workload and insure uniformity of workload across the system. The new policy uses a Teaching Equivalency (TE) that is a unit of faculty workload similar to the student credit hour but based on faculty time and responsibilities.
- The UHCC System has defined modes of instruction and set values for different teaching activities. For example, one hour of lecture, lab, studio, and shop produce different workloads as measured by TEs. Other modes of instruction such as Distance Education (DE) and Hybrid courses have not yet been defined and assigned TEs.
- In addition, the college needs to examine the TEs given to different courses to insure fairness. This will affect those teaching labs, studios and shop courses. TEs for the same course need to be the same for all UHCC campuses. For accountability, UHPA wants to make sure there's an annual report on teaching, teaching equivalencies and other related work as well.
- While the 9-month faculty workload is 27 TEs, the total number of TEs taught by faculty may not always be exactly 27. If the TEs exceed 27, our campus practice will be to pay overload to faculty and not bank TEs for the next year. If the TE's are less than 27, then faculty will be given a non-instructional assignment to "make load."

In addition, the 11-month faculty workload is not defined. The Vice Chancellors have recommended it be 33, however the UHCC System Office has not given an official response to this recommendation.

There are two areas of concern by faculty that while not a consequence of TEs are included in the TE Policy:

- 1) One is **when do faculty get paid for overload?** The new policy is that payment is made for overload AFTER it is earned. Hence faculty will only be paid overload when their annual teaching load exceeds 27 TE. For 9-month faculty, that means payment will be made in the spring semester. While this has been standard practice on most campuses, Leeward's practice was to pay overload in the fall semester when faculty taught more than 15 TE. However, to conform to the new policy, Leeward must change its practice and pay faculty only after they taught more than 27 TE. The rationale for the policy is that if faculty teach less than their expected loads in spring, they will then have been overpaid. While this has not been a problem at Leeward, it has been a problem at other campuses and there is the need for uniform application of the policy.
- 2) The other is **non-instructional teaching equivalency.** For faculty such as Division Chairs, and Coordinators type positions who receive TE for non-instructional duties (commonly called assigned time), they cannot be assigned teaching assignments that would result in overload payments. In other words, they cannot be paid overload if they accept paid non-instructional assignments. There were 29 individuals on Leeward CC campus last fall that had non-instructional assignments. The cost of lecturer replacement for this was close to half a million dollars.

- 3) On the Leeward CC campus, of those 29 faculty who received “assigned time,” 21 also received overload. Under the new policy, those 21 would have their teaching assignments reduced so they would not receive overload or they could choose not to do the non-instructional and teach more classes to receive overload. If they chose to go back to teaching in order to continue to earn overload salary, this might be a problem. On most other campuses their practice has been not to have non-instructional overload, so the impact is more significant at Leeward. He emphasized that this will be a problem in the future as it is being implemented system-wide. It may be that the system approach is to hire lecturers.

A question came up about faculty who teach at other campuses. If teaching at the other campus is in addition to the faculty member’s normal load, then it’s overload

Senator Ono thanked the VC for being understanding but she is concerned about effects of the strict implementation of the UHCC overload policy. He replied that since Leeward CC pays more overload but hires fewer lecturers while other campuses do the opposite, it is not clear what the impact will be.

The Vice Chancellor stated there are benefits to the TE Policy in that it provides a uniform measure of workload across the system.

- **Final issue: Discipline Coordinators & Division Chairs:** Division Chairs compensation and workload are covered by the new UHCC Policy. Faculty Senate governance as well. For faculty who are discipline coordinators, the non-instructional assignment is defined as 1 to 6 TE. Does everyone get at least 1 TE? In addition, there seems to be an overlap of duties so that is another area of concern and compensation needs to be addressed.

The Vice Chancellor reminded the senators that UHCC Policy impacting the UHPA-UHBOR Agreement is vetted with UHPA and that their concerns should be shared with the Union.

**Arts & Sciences Dean Jim Goodman** Recounted his work in the Faculty Senate and as an instructor on campus and he emphasized that he found that open communication with administration was the most effective way of getting things done. He reviewed several changes he helped to implement like the revision of the AA Degree, eliminating the N grade and so on, plus he is working with the OPPA on the program review process to help streamline it for the Arts & Sciences degree programs. He thanked the Senate for their support of a faculty AA Program Coordinator and for their recommendation of Senator Brekke. Their work will also be used to help the program review process of the new AS in Natural Science and the AA in Hawaiian Studies.

**B. Accreditation Follow-Up Report:** This was covered primarily in the Vice Chancellor’s remarks. The Executive committee has agreed to the Faculty Chair’s signing of the report with some reservations.

#### **IV. Faculty Senate Reports**

##### **A. Chair Lococo’s Report**

**1. CCCFSC Report of 9/13/13 Meeting:** Senate Chair Paul Lococo reported on the recent CCCFSC meeting of 9/13/13 show that,

- a. overall the UHCC campuses saw an enrollment drop, but total enrollment is still far above projections. UH VP John Morton notes that the surge in enrollment began two years prior to the

economic downturn. The legislature and BOR have approved some funding specifically geared toward enrollment growth. VP Morton argued that there was a lot of pent-up demand, and the surge in enrollment appears to have vindicated him.

b. Leeward CC has a lower percentage of part-time students than the other CC campuses, but it still has the worst graduation rate. Also, the part-time students generally are taking fewer than 9 credits per semester.

c. On a better note, Leeward outshines all the other campuses in success in getting STEM graduates the past 3 years. Chair Lococo noted that this increase precedes the implementation of Leeward's new AS-NS degree, and argues that our new degree arrived at an opportune time.

d. VP Morton informed the group that while the automatic awarding of degrees and certificates has been approved, only Leeward CC has begun implementation.

e. At the meeting it was also noted that the shift to Kualii for curriculum development has led to concerned discussions on the UH-Manoa campus. Curriculum Development appears to be going to the UH system rather than at College level and this would cut out Faculty Senate from Curriculum Development and Kualii in order to standardize all campuses.

f. Chair Lococo also relayed the position of VP Morton that while faculty do play a role in student success, and this should be considered when evaluating faculty, there should be no judgment of faculty based on student success in SLOs.

g. Concerning e-cigarettes, Chair Lococo informed the senate that there is as yet no UH-System policy, but that Honolulu CC and Kapiolani CC have policies treating them the same as tobacco cigarettes.

**2. UH President Search Committee:** Chair Lococo also gave an update on the UH President search committee, of which he is a member. The committee is still engaged in outreach to the community and expects also to conduct such outreach on each campus. As for UH campuses, so far only UH-Manoa and UH-West Oahu have been visited. The committee will be on the Leeward campus October 26, but as part of the UH-System Student Caucus meeting on that day.

## **B. Executive Committee (Cain/Wyatt)**

Vice Chair Cain discussed the ACCJC follow up report on "student success" and reiterated that the college was late in getting the report. She pointed out that the UH Recommendation on faculty being evaluated based on SLOs is still in the report and the issue of E Portfolios for evaluation remains an issue that needs resolution and Vice Chair Cain is on the committee to review E Portfolio in evaluation. The issue of UHPA lecturer evaluation involvement remains an issue as well. She stated that sanity would be nice but while SLOs are good for program review, they should not be an issue in determining faculty review or the result could well be grade inflation happening which is not a service to the students.

Chair Lococo reiterated that we don't have a problem with the Leeward CC part of the report, it is the UHCC part that we aren't happy with it.

## C. Standing Committees

### 1. Budget & Planning (Takamure/Yamamoto)

The motion to approve Takamure and Yamamoto to co-chair this committee was covered earlier in the meeting.

### 2. Curriculum (Albritton)

Senator Albritton noted that he had sent out requests for review by Senators for fast tracking approval for 6 courses which he then reviewed.

#### **13-10: To approve fast tracking of the following courses as recommended by the Curriculum Committee.**

Chem100B, CHEM 151B, FSHN 185, PHYS 100B, FAMR 230, MUS 146.

**Motion passed with 17 approvals, 0 against.**

During discussion, it was mentioned that it does skip over the regular approval process, but actions are still reviewable. Course discussion included that MU 146 was changed due to prerequisite changes.

#### **13-11: To approve Diversification Designation (DA) for THEA 240 as recommended by the Diversification Board and Curriculum Committee.**

**Motion passed with 17 approvals, 0 against.**

The new course, QM 107C was changed by beefing up the math course requirement. Though this course is not required yet, the idea is to first create, then offer it.

#### **13-12 To approve the creation of QM 107C as recommended by the Curriculum Committee.**

**Motion passed with 17 approvals, 0 against.**

Senator Albritton reviewed the courses and rational for course modifications as presented by the Curriculum Committee.

#### **Motion 13-13**

#### **To approve the following course modifications as recommended by the Curriculum Committee and listed in the Committee Chair's report dated September 25, 2013.**

AMT 20 Introduction to Automotive Mechanics (2 credits)  
AMT 30 ENGINES (7 credits)  
AMT 40 ELECTRICAL/ELECTRONIC SYSTEMS I (6 credits)  
AMT 41 ELECTRICAL/ELECTRONIC SYSTEMS (3 credits)  
AMT 43 HEATING & AIR CONDITION, VENT (3 credits)  
AMT 46 - MAN DRIVE-TRAIN & TRANSAXLES (3 credits)  
AMT 50 AUTOMATIC TRANS AND TRANSAXLES (6 credits)  
AMT 53 BRAKES (4 credits)  
AMT 55 SUSPENSION AND STEERING (5 credits)

BIOC 141 - FUNDAMENTALS OF BIOCHEMISTRY (3 credits)  
HIST 232 - MODERN EUROPEAN CIVILIZATION II (3 credits)  
HIST 242 - CIVILIZATIONS OF ASIA II (3 credits)  
HIST 244 - INTRODUCTION TO JAPANESE HISTORY (3 credits)  
ICS 136 - Introduction to Mobile Device Application Development (3 credits)  
MATH 22 - Pre-Algebra (3 credits)  
MATH 82 - Accelerated Algebraic Foundations (3 credits)  
MUS 146 -

**Motion passed with 17 approvals, 0 against.**

During discussion, Senator Ono, concerning AMT 40D, asked the reason for the change from 6 to 9 credits. It results from combining two courses. This was set aside to be voted on separately.

The AMT changes are due to National Accreditation standards.

Senator Ayers asked why isn't ENG 100 listed and it was eventually pointed out that it is required on prerequisites so it doesn't need to be listed on this course.

#### **Motion 13-14**

**To approve the following course deletions as recommended by the Curriculum Committee and listed in the Committee Chair's report dated September 25, 2013.**

AS 101 - Foundations U.S. Air Force (1 credit)  
AS 102 - Foundations U.S. Air Force (1 credit)  
AS 201 - Evolutions of the USAF Air & Space Power (2 credits)  
AS 202 - Evolutions of the USAF Air & Space Power (2 credits)  
BUSN 141 - PRESENTATIONS--MS POWERPOINT (1 credit)  
BUSN 145 - DIGITAL COMM USING MS® OUTLOOK (1 credit)  
BUSN 200 - SPEECH RECOGNITION (3 credits)  
MATH 18 - Essential Mathematics for Algebra (3 credits)  
MSCI 105 - INTRODUCTION TO MILITARY SCIENCE I (3 credits)  
MSCI 105L - Intro Mil Sci I Lab (1 credit)  
MSCI 106 - INTRODUCTION TO MILITARY SCIENCE II (3 credits)  
MSCI 106L - Intro Mil Sci II Lab (1 credit)  
MSCI 205 - INTERMEDIATE MILITARY SCIENCE I (3 credits)  
MSCI 206 - INTERMEDIATE MILITARY SCIENCE II (3 credits)  
MSCI 99 - Military Science Elect (3 credits)  
MSCI 999 - Military Science Elect (3 credits)  
MUS 102 - College Chorus (1 credit)  
SOC 275 - INTRODUCTION TO SOCIOLOGICAL INQUIRY (3 credits)

**Motion passed with 17 approvals, 0 against.**

Reasons for deleting courses include the Air Force no longer teaches the AS courses.

## 13-15

**To approve the proposed course modification of AMT40D: ENGINE PERFORMANCE (9 credits) as recommended by the Curriculum Committee and listed in the Committee Chair's report dated September 25, 2013.**

**Motion passed with 17 approvals, 0 against.**

Program modifications:

Senator Albritton reviewed the report provided to Senators concerning Program modifications.

There was extensive discussion as to which courses are prerequisites, how many credits were changed and so on. It was pointed out, for instance, that with the creation and popularity of ENG 24, it may be unclear to some that those who may take ENG 22 that is listed as prerequisite that they have met that requirement in taking ENG 24. Eventually the following motion was made:

## Motion 13-16

**To approve the following program modifications as recommended by the Curriculum Committee and listed in the Committee Chair's report dated September 25, 2013.**

Automotive Technology (CO - Certificate of Competence) - Certificate of Completion

Automotive Technology (CA) - Certificate of Achievement

Automotive Technology (AAS) - Associate in Applied Science Degree

**The motion passed 17 in approval and 0 against.**

## V. Old Business

### B. Course Syllabus online via Library—*Voting Item*

**Motion 13-17 (Brekke/Kae):** "The Leeward CC Faculty Senate supports an initiative to collect, digitize, and make publicly available online all course syllabi, and encourages support for this initiative from the Leeward CC administration and all faculty members."

Among the reasons is that students will have that available to review when signing up for classes. The Library volunteered to make it available, but there is still a need to figure out how to make it available and how often. While the Library offered to take the lead on this, who and how needs to be more clearly settled.

Chair Lococo said that this was done in the 90's, but no one knows where it is now.

Senator Ono pointed out that it's already done, but this issue is nowhere does it say who will do it, divisions? disciplines?

Senator Brekke offered to settle the issue with the library on this. Senator Hirata reviewed the work that the tutor center does to help students and that this will provide them another source of information to check assignments and course requirements when helping students. He recommended that the Faculty Senate just asking to endorse the project and let the college figure it where to go to make it happen. The

Senate Chair recommended that he discuss the issue with head librarian Chris Matz. **The motion was tabled until the next meeting.**

Senator Brekke also brought up the Serial Plagiarism Issue. While the current practice is for the Academic Dean to investigate, there is no data as of now on how big the problem is. Also if a more institutional and formal approach is to be taken, this is suggesting that we need to modify the student conduct code. Some suggested that the best course of action is to leave it to faculty to deal with on a class by class and case by case basis. The Student Conduct Code is a UH system issue, not an Leeward CC policy.

Senator Liongson asked if we are getting administration to get too involved?

Senator West clarified that is the SERIAL offenders that the proposal seeks to address.

Senator Morita suggested that the Maka'ala program may be a more viable approach and asked if that can be employed instead?

Chair Lococo recommended the matter be tabled for now and be looked into later, especially the issue of modification of the Student Conduct Code. Senator Brekke volunteered to take the lead on this issue.

## **VI. Announcements**

Senator Michael Lane informed the Senate of data from the new AS in Natural Science program. This program has grown dramatically from 130 to 231 at present.

**VII. Adjournment:** At 5:38 the meeting was adjourned.

The Next Meeting: October 23, 2013 in GT 105 at 3:00 -  
(**Refreshments:** Lance Morita, Christy Takamure & Keith Knuuti)