Chair Paul Lococo  
Vice Chair Eileen Cain  
Secretary Danny Wyatt  

Senators: William Albritton, Kristi Ayers, Eunice Brekke, Christian Ganne, Brent Hirata, Blake Hunrick, Jeff Judd, Helmut Kae, Keith Knuuti, Eiko Kosasa, Michael Lane, Raymund Liongson, Lance Morita, Kay Ono, Tara Rojas, Jay Sakashita, Christy Takamure, Erin Thompson, James West, Irwin Yamamoto

Guests:  
Mike Bayard – Student Government Vice President  
Amanda Byrd – Student Government President  
Gail Levy – Language Arts Faculty  

I. Call to Order  
The meeting was called to order at 3:23 pm in GT 105.

II. Approval of the Minutes (April 16, 2014)  
The minutes of the April 16 Faculty Senate meeting were approved as presented.

III. Campus Report  
A. Senate Chair Lococo reported that the two Vice Chancellors are working on a draft for re-organization of the college. Their desire is to re-align some reporting paths; 1) formally have an office for international programs. 2) Establish a Learning Commons structures are just a few of the items that need to be thought through before a draft can be presented. They hope to have a draft completed over the summer, and it will get input Senate and other constituencies in the Fall.

Chair Lococo also reported that the Campus Council took vote on the “Campus Priorities/Budget” for the next academic year. As there had been no response to the Senate’s two requests for subscribing to Turnitin.com, Chair Lococo voted no on the budget, and lodged a protest. VCAA Mike Pecsok stated that only budget requests that come through a division process will be recognized. Senate Chair Lococo stated that the Faculty Senate represents the full faculty of the campus and not just one division. There may be instances, such as this request, in which a particular division may not list an item on its priority list, yet faculty from several divisions have an interest. The Senate is the correct body to reflect that, and a formal vote from the Senate (on any issue) should be taken seriously and not merely discarded. He further stated that there should be a way to reflect Senate (and other constituency) concerns without completely revising the budget process of Leeward CC.

Chair Lococo informed the Senate that at both Honolulu CC and Kapiolani CC their senates have a vote on the budget and a formal role in setting the priorities for the campus.

B. SSC Update (Student Success Caucus)
It was reported that OPPA Director Dela Anderson and Arts and Sciences Dean Jim Goodman will be going to Foundations of Excellence Conference this summer. Senator Hunrick stated that 30 plus seminars on student success are scheduled for the fall semester. These are faculty-taught seminars with 36 faculty and staff volunteering to participate already.

Senate Chair Lococo stated that we’re already ahead of the curve in some ways, but expect more pressure from the upper administration on further Student Success initiatives.

IV. Faculty Senate Reports
A. Chair’s Report (Lococo)

1. Senate Chair Lococo provided the following report from ACCFSC Meeting of 4/25/14:

   A. Faculty housing issue took up a lot of time at the ACCFSC. The BOR took action already in addressing the problem of faculty living in temporary housing on a near permanent basis, so there’s nothing really more to discuss unless anyone wants the Leeward Senate to take a position.

   B. The search for a permanent UH system Vice-President for Academic Affairs is ongoing and that committee expects a recommendation soon. Three members of the ACCFSC are on the committee. They are considering a delay in formally sending a recommendation in order to wait for the new UH president to weigh in.

   C. UH Manoa is developing a “Sustainability” bachelor’s degree that would be cross-disciplinary and designed to include the Community College’s in its continuing development and offering of courses. Senator Brekke stated that the Food Security degree is having similar problems. No one division wants to house it. It appears to be a cross-campus, cross-disciplinary issue. It is, nevertheless, still in the process of being developed.

2. Senate Chair Lococo provided the following report from the CCCFSC Meeting of 4/25/14:

   A. VPUHCC John Morton informed the CCCFSC on budget matters—pay raise for faculty was funded by the legislature, though not the “snap back” for the first two years. But, as this has already been paid out, it is not a burden for the coming academic year. There is no funding for deferred maintenance, but CCs received an $1 million extra for CC but are not sure how it will be divided up. VP Morton says that our funding (for CC’s) is now back to the level of six years ago.

   B. It looks like UH Manoa is definitely moving to revise their Foundations requirement to QR—Quantitative Reasoning. CC’s will have to follow. The earliest possibility of implementation is in Fall 2015, but most likely would be Fall 2016. VP Morton believes ACCJC will eventually go along with WASC and we’ll have no choice but to change. Senate Chair Lococo asked the Senate: can we offer PHIL 111 as replacement? Will students want to take this?

3. UH President Search Update

Senate Chair Lococo reported that the UH President Search Committee—of which he is a member—reported the names of the nominees, and both have been made public by the Board of Regents. There will be a series of public forums with the two nominees—Interim UH President David Lassner and retired LTG Frank Wiercinski—and Chair Lococo encouraged senators to attend these forums and/or go online to watch the taped presentations.

B. Executive Committee (Cain/Wyatt)
Vice Chair Cain recounted the lecturer survey that has been devised and sent out last Monday. 128 lecturers received it and over half have replied.

Vice Chair Cain reviewed the initial findings from the “Leeward CC Faculty Senate Survey of Lecturer’s Concerns” in “Report to the Faculty Senate May 7, 2014”. Findings include lecturers having been at Leeward CC for between one semester and 30 years. About 2/3 are only teaching at Leeward CC while 91% have no long term contract. About 2/3 of respondents are teaching more than 8 credits. The top four concerns include job security (23%), benefits (17%), salary (14%) and lecturer evaluations (12%). Half of respondents have an M.A. or M.S. as their terminal degree and 85% want to be lecturers. There are extensive comments that still need to be analyzed which will be done in the upcoming fall semester.

Vice Chair Cain noted that because of possible confusion, maybe follow up should be considered. She left it open to be determined by upcoming Faculty Senate.

The concerns that brought this issue up include whether the UHCC relies too heavily on lecturers.

Language Arts faculty member Gail Levy asked what percentage of teaching faculty are lecturers. No specific figures were available at that time.

Senator Kay Ono commented about salaries including the summer school faculty salary differential. Full-time salaries need to be clearer as lecturers get more than full-time faculty in some instances.

C. Standing and Ad Hoc Committees
1. Curriculum (Albritton)—Voting Item

Motion 14:53

To approve the following course deletions as recommended by the Curriculum Committee

AMT 23 – Automotive Lubrication and Service
AMT 40C - Electrical Sys (4 credits)
AMT 55C - Wheel Balancing (1 credit)
AMT 80 - Small Engine Repairs (2 credits)
AMT 81 - Motorcycle and Small Engine Repair --2-stroke (4 credits)
AMT 82 - Motorcycle and Small Engine Repair --4-stroke (4 credits)
AMT 86 - Outboard Engine (4 credits)
AMT 87 - Outboard Engine II (4 credits)
AMT 93D/E – Cooperative Education (3-4 credits)
AMT 93E - Cooperative Education (4 credits)

The motion passed 19 – 0 – 0

Discussion: For the first class, AMT 23, this course has been replaced by another course, AMT 20 in order to articulate with both Kauai CC and Honolulu CC. AMT 40C, AMT 55C, AMT 80, AMT 81, AMT 82, AMT 86 and EMT 87 are courses that have not been taught for an extended period of time or are no longer being offered. AMT 93D has taken the place of AMT 93D/E and AMT 93 and AMT 93D replaces AMT 93D/E and AMT 93E hence the deletion.

Annual Report Review
Senator Albritton also presented the *Annual Report from the Curriculum Committee* and he recommended that senators review the Annual Report indicating the number of actions taken this school year. For example, he noted that there were 269 course proposals, 39 program proposals, 6 diversification proposals, 12 experimental proposals were recommended, while 68 experimental outlines were deleted.

Senate Chair Lococo noted that the Curriculum Committee worked very hard and did a lot of work. He further reiterated that it is the most important committee on campus, and stressed that continued faculty control of curriculum is essential.

Senator West stated that lecturers are not getting health insurance in summer, nor does the Human Resources Office follow the belief that lecturers are offered positions because their position is essential. For lectures, their likelihood for further contracts is iffy at best.

2. **Review of Student Evaluation Process** (Rojas)—*Report*

*Student Evaluation Committee*—Compiled questions and sent out a survey to evaluating bodies for their input. Based on results, UHPA was consulted this year. In fall, UHPA’s responses were considered and a standard student evaluation was then drafted. There are 10 standard questions with potential for customizing them for more specific classes. The committee reviewed 4 sections as well as open ended questions for qualitative responses. In addition, they simplified instructions. All divisions were represented and all questions are applicable to both ‘face to face’ and ‘online courses’. Additional input was provided as recently as right before this meeting. Next semester, Fall, 2014, they’ll be reviewing through faculty forums for final changes and approvals.

Student Government President stated she thinks the shortened version is better.

Senator Albritton asked if they were the same questions as is currently used on the eCafe system. eCafe will be adopting the same base questions.

The committee will be looking for additional input during Fall forums as well as looking for new faculty support.

Language Arts faculty member Levy recounted that there needs to be support because of the system that is now in place is not working. There is certainly the need for a simplified and clearer form so the measurements are better. How they will be used is another issue. The course evaluations were not originally intended for faculty evaluation, their intention was for more course evaluation, but uses have changed over time which the faculty senate needs to monitor.

**Motion 14:54 (Rojas/Brekke)**

*To approve the extension of the Student Evaluation Ad Hoc Committee through next year.*

The motion passed 19 – 0 – 0

**Discussion:** In order to complete the student evaluation of courses, the committee needs to be extended through the upcoming year. The evaluation instrument needs to be reviewed by faculty institution-wide and that is scheduled to take place next year. Senator Ayers was asked to chair the committee the upcoming year and she agreed to take on that task.
3. Academic/Institutional Support (Morita)
The Campus Safety office will be posting security numbers in each class. This idea was accepted but nothing much has happened as yet.

A further issue is a “names and faces” web site or brochure to match employees’ names and faces. This will be more an 'o hana, family-like, approach.

Updating signage is also in progress and Senator Morita gave a couple of examples in which signs don’t match the office allegedly located within.

Future Considerations: The replacement key issue hasn’t gone away and is a major inconvenience to many people, Senator Morita asked if it is appropriate for the faculty senate to pursue it? One big question is why only one person (the secretary) has the master key? Division Chairs have not received master keys. If keys are restricted, then security has to fill in the gap because even student help cannot get access to that key. It was stated that this appears to be an administrative issue.

On a more positive note, the recycling bins are out so congratulations are in order for that improvement.

4. Budget & Planning (Takamura/Yamamoto)
The committee chair reviewed the purpose of this committee and examined duplication of campus council and this committee. This committee was not involved in the budget process. Administrators have stated to the Faculty Senate chair that the Faculty Senate should be involved in the budgeting process except for when confidentiality issues arise. The claim is that the Campus Council is the “transparent” committee in their work.

5. Faculty (Lane)
Senator Lane pointed out that a survey was completed and the committee will continue its work in the fall.

6. GenEd Foundations (West)
Senator West thanked Committee and reviewed the work that they have undertaken as presented in the “General Education Foundations Board Annual Report 2013-2014”. Senators were encouraged to check Laulima for system-wide the Gen Ed Foundations update. The GenEd Foundations Board, with Senate concurrence, is continuing on pursuing the Foundations Articulation Agreement.

7. Legislative (Kosasa)
Senator Kosasa reported on the “Legislative Committee Report” in which John Morton said that the increase in salary for August and back payments are expected to be made as well as a 3% increase for this and next year to be covered with funding coming from the State.

In sum, the CC campuses will get 50 positions more funded, but none of those positions have been identified and it was pointed out that the governor has line item veto power. It has been verified to date that Leeward CC is scheduled to get one (security guard) position.

Senate Chair Lococo stated that CCs have in the past had faculty protest rallies to show what is going on. Morton has reprogrammed general funds for positions at other CCs.

8. Program Review (Judd)
1) All course assessments are at the division level. The Assessment Committee provides support group for divisions. OPPA was established to deal with assessment but now it is being moved to
division level and division chairs will be responsible for assessment input. It was pointed out, again, that the decision made to withhold funding for summer courses for percentages below what it should be.

2) Senator Judd commended Senator Brekke on AA assessment. “Surrender to your Rubric” – AA Program Review coordinator (Brekke) – look at degree level assessment. The Committee reviewing the SLOs on Critical Thinking, Cultural Diversity and Written Communication are outcomes the committee has developed rubrics for and there will be initial pilot testing of assessment in fall semester.

OPPA to develop survey on graduates and outcomes.

It was asked how is cultural diversity assessed? In reply it was stated that this is indeed a good question. Maybe the “Top 25” is one approach with the “Top 25” courses graduating students enrolled in may be examined for the outcomes in those courses.

9. Student Committee (Brekke)
Senator Brekke reported that the Leeward CC administrative approval to allow students as voting members on student academic grievance committees has been added. She also stated that everyone should keep their eyes open for notification of this formally being adopted. She referred as well to the report from the previous meeting.

Senate Chair Lococo also thanked the student government representatives for attending Faculty Senate meetings, and their role in convincing the senate and administration to make the change to the SAG policy.

10. Contingent Faculty/Adjuncts (Knuuti)
The report referred to Senator Cain’s lecturer survey. She is continuing to analyze the results and she states that there is the need to sort out comments as well. Diversity of issues including full-time, health insurance and evaluations are continuing.

Senator Ono stated “How do you assess the SLOs” is the assessment issue on the lecturer’s evaluations.

11. Review of Charter/By-Laws Revision (Kosasa)
Senator Kosasa said that the idea is to recommend survey faculty about elections before recommendations to the senate. Plus, there needs to be a questionnaire on Senate structure as well. The roll of the Faculty Senate is also questionable since BOR’s charter to the Faculty Senate varies by the school. In addition, UH Manoa also has the Chancellor’s signature – do they have more transparency as well?

Senator Kosasa reviewed the report presented to the Faculty Senate “Revision of Leeward Voting and Representation Annual Report 2014”. The ad hoc committee gathered the charters and by-laws from all nine other UH campuses as well as a few from mainland schools. Specifically the committee focused on “How fair are the Faculty Senate elections in terms of division representation?” and “Does the Senate have enough ‘teeth’ to do its job properly?” Ultimately, the committee will continue to gather information from the faculty during fall semester through surveys of the faculty elections as well as review the standing committees.

On behalf of the Leeward CC Faculty Senate, I would like to thank you for voting to approve the two proposed amendments to the Senate ByLaws.
Results are below. We needed 2/3 to approve for the proposals to move on; and, as you can see each proposal gained well over that percentage:

**Proposal for an Amendment to Faculty Senate Bylaws (Creation of Distance Education Committee)**
Yes 73 votes 91%
No 7 votes 9%

**Proposal for an Amendment to Faculty Senate Bylaws (Revision of General Education Foundations Committee)**
Yes 75 votes 94%
No 5 votes 6%

Senate Chair Lococo stated that there is a precedent of the Faculty Chair being notified but that has been inconsistent at best. He also stated that motions need to be clearly stated since “motion passed” doesn’t help when reviewing actions taken later.

12. **Information Technology** (Hirata)
Faculty Senator Hirata provided a copy of correspondence to the Vice Chancellor for Academic Affairs on budget requests for the upcoming budget year and justification for those requests.

V. **Old Business**
   A. **Turnitin.com**
Vice Chancellor Pecsok stated that the Faculty Senate did not follow established budgeting and planning processes in making its request to purchase Turnitin.com. He reviewed the process and stated that by not following the established process, it would set a dangerous precedent. He recommended that the faculty supporting its purchase should work with their respective academic divisions during fall semester.

The overall consensus was for the next Faculty Senate follow up on the appropriate action in Fall Semester.

B. **DMED Movement to Arts & Humanities**
Vice Chancellor Pecsok argued that the Faculty Senate’s request to move the DMED program to Arts and Humanities will not be occurring but should be brought up for serious consideration when the more formal institutional reorganization initiative takes place beginning fall semester.

C. **Dog Days** – West/Liongson
Senator West presented the “Annual Participation in National Work with Dog Day”.

**Motion 14:55 (West/Liongson)**
The Senate endorses participating in the National Work with Dog Day which is an annual event celebrated on the Friday following Father’s Day. This year the dates is June 20, 2014. This annual celebration will be part of any animal policy currently existing or included in any animal policy created in the future or be a permissible exception to any policy existing or created.

The motion passed 19 – 0 – 0
**Discussion:** In Senator West’s review, he stated an organizing committee will be developed to establish rules and regulations. Committee formed after motion accepted. This is in response to the college being in the process of coming up with an animal, specifically feral cat, policy. He also provided several justifications for this measure related to employee morale and community interaction.

VI. **Announcements**

Ad Hoc Committee on “College Credit Equivalency Program” (Ono)

Senator Ono presented the “Policies and Procedures for College Equivalency Program” report which started meeting in April. Because of the committee’s composition, they were unable to get past page 7 of the document which they had decided to review page by page in order to be thorough. For those interested in participating in this Ad Hoc committee, September 8 and 22, October 6 and 20, November 3 and 17, and December 1, are proposed meeting dates with all in BE 229A from 9 to 11 a.m.

Standing Committee Chairs are only year appointments, so if you are interested, see the incoming Faculty Senate Chair Momi about that.

VII. **Adjournment**—Next Meeting: Fall, 2014

Senate Chair Lococo thanked everyone, especially Vice Chair Cain, Secretary Wyatt, and Senators Lane and Albritton for their Curriculum Committee work and support.

The meeting adjourned at 5:10 p.m..