LEEWARD COMMUNITY COLLEGE
2010-2011 FACULTY SENATE MINUTES

APPROVED Minutes of the November 30, 2011, Meeting

Paul Lococo, Chair
Susan Lum, Vice Chair
Melanie Van der Tuin, Secretary

Senators Present:  William Albritton, Paula Asamoto, Michael Bauer, Eunice Brekke, Eileen Cain, Christian Ganne, Candace Hochstein, Helmut Kae, Roy Kamida, Eiko Kosasa, Michael Lane, Paul Lococo, Erin Loo, Tracie Losch, Susan Lum, David Millen, Kabi Neupane, Kay Ono, Blanca Polo, Tara Rojas, Natalia Schmidt, Michael Scully, Melanie Van der Tuin, Greg Walker

Senators Absent:  Keith Knuuti

Guests:  Charlene Akina (OCEWD Coordinator), Tracey Imper (Student Government President), Patrice Jackson (OCEWD Coordinator), Bill Labby (Program Coordinator, OCEWD), Chris Matz (Head Librarian), Wendy Miyake (Language Arts: English instructor), Michael Moser (Senior Coordinator, OCEWD), Tad Saiki (OCEWD Promotions), Patrick Tamaye (OCEWD Coordinator), Ron Umehira (Dean of CTE)

Additional Document Links:  Meeting Agenda

I.  Call to order

The meeting was called to order at 3:15 p.m., with a quorum.

III.  Campus Report

Dean of CTE Ron Umehira and Mike Moser - Briefing

Ron Umehira, Dean of Career and Technical Education (CTE) explained that he oversees the Business Division, Professional Arts and Technology Division, the Office of Continuing Education and Workforce Development (OCEWD), Leeward CC – Waianae, and is the Principal Investigator for the Carl Perkins Grant.

In the Business Division, Dean Umehira shared an update of the new articulation agreement in Management with UH West O‘ahu which has been in the works for a couple of years. In addition, an Authorization to Plan for a new Health Information Technology Program is awaiting approval from John Morton’s office. Leeward CC’s Culinary Arts program was recognized with the Star Advertiser’s “Critic’s Choice” ‘Ilima Award, making The Pearl Restaurant the first student-run restaurant to win this award. In the next few weeks, an articulation agreement
between Leeward CC’s Associate in Applied Science Degree in Culinary Arts and Johnson and Wales University’s Bachelor of Science Degree in Culinary Arts and Food Service Management will be signed. The Automotive Technology Program received a very generous donation of automotive parts and equipment from Servco Auto Windward totally over $200,000. The Television Production and Digital Media Programs were recently awarded Perkins funds for high definition cameras and Cintiq display units respectively. Leeward CC - Wai’anae was the University of Hawaii’s nominee for “State Team of the Year” and was recognized at the Board of Regents Meeting in July and at the Governor’s Office in October. In regards to the Perkins Grant, over $500,000 was awarded to various CTE Programs and Student Support Units for FY 2011 - 2012.

Umehira emphasized that non-credit programs are not just about personal enrichment as OCEWD has taken more of a workforce development/training path, and our OCEWD is probably in that sense the best in the state.

Michael Moser (Senior Coordinator, OCEWD) introduced Tad Saiki (OCEWD Promotions, who distributed the brochures he created, with OCEWD's new offerings, to senators. He explained that he, too, wants to dispel the myth that non-credit programs are all about enrichment. Most of OCEWD's programs are in the workforce development area, and OCEWD is like “a college within a college,” with some 3,200 students and its own registration system and clerical staff. Since his arrival in January, 65 different classes have been offered, through 20 programs, by 100 lecturers/instructors. Mr. Moser introduced Tad Saiki who created a very impressive array of OCEWD’s new program offerings that were distributed to the senators.

Senator Ono added that non-credit programs are also a place for instructors of credit courses to test out new programs like Health Information Technology. Many OCEWD programs are based on national standards/accreditation and attract students who have degrees but return for additional certifications. Credit instructors should think about partnerships (like Business Technology’s or one with Plant Bioscience) designing programs that could also lead students into credit programs (not take away enrollment from them).

Mr. Moser discussed many new initiatives from the last four months, including sustainability (for which a biofuels course and rail component are being developed) and a Retail Sales Associate Training program (through Business Technology). He described how such programs are a “stepping stone between the community and the college,” bringing students into AS programs. A new security guard training program is also in the works, and new national certification programs are being explored.

Patrice Jackson (OCEWD Coordinator) and Senator Ono created an Authorization to Plan for the new Health Information Technology program that meets accreditation standards is seeking to have our programs certified by outside agencies (which will also be good for assessment). The new curriculum was planned with exit certifications at each level which makes students very employable, and met all Curriculum Committee deadlines. Our administration is in support of the program, which addresses the projected 20 percent increase in high-pay, high-skill jobs.
Senator Ono said the program could not have been created without Jackson.

Mr. Moser pointed out that such programs are an excellent example of cooperation between non-credit and credit programs. He cited another example: Ready, Set, Grow, a math/reading/college preparedness program which was originally started at Windward CC, through a remedial/developmental education initiative (through John Morton’s office). It is not meant as a replacement for other courses but can be a supplement to them. We are the second college to offer the program. We are the second college to offer the program Kapi'olani CC will be the third. Students at sixth- through ninth-grade math and reading levels can enter the program, which is designed to shorten their time on the path to 100-level courses. He suggested keeping the program in mind for struggling students and/or those with low compass scores. John Morton’s office will assess the program after one year and decide whether it should be continued.

Bill Labby (Industry and Trades Program Coordinator, OCEWD), discussed the Process Technology program, which maintains national standards here. Courses are taught primarily by engineers, and students can take the national exam, which makes them employable—April graduates will be eligible for jobs like those with $45,000 starting pay at the Tesoro refinery. The program received a grant for this program and also one to test out a biofuels program (which has an active advisory group working on a design for biodiesel training; OCEWD will house a 150-gallon-a-day processing plant). The industry is seeking workers trained in process control systems.

Mechatronics is another new opportunity, requiring employees with a manufacturing background and many different skills sets. 100 workers will be needed to operate O‘ahu’s rail system. Grant funding was requested for a credit/noncredit program, which will start as non-credit and develop into credit. The rail program is “alive and well,” and in January, equipment (including a transmodeler from Manoa’s civil engineering program, which simulates an entire traffic system) will arrive, enabling overlays (over rail) for “what if” simulations.

When asked (by senators) about student requirements for these programs, Mr. Moser explained that students to need to achieve certain math and reading levels, depending on the courses required. Mr. Labby mentioned the 60-hour math program, taught by a retired Kamehameha Schools teacher, which covers basic addition through statistics, “weaving” math and statistics into other programs so that students can apply what they are learning. He summed up the nontraditional route to education as, “We don't tell them what they're doing.”

Moser invited senators to stop by the “grass shack in the back.”

Dean Umehira said that the rail maintenance building will be located just adjacent to the Automotive Building. Additionally, the rail station will be built right on top of the existing OCEWD buildings, therefore, the City and County of Honolulu will build a new portable facility for OCEWD adjacent to the OM Building. He re-emphasized his desire to integrate non-credit and credit programs, explaining that some of our students may not be destined for credit
programs while some students in credit programs may also be interested in non-credit courses for workforce development.

### III. Approval of 10/26/11 Meeting Minutes

The October 26, 2011, minutes were approved as amended.

### IV. Faculty Senate Reports

#### A. Curriculum (Lane)—Voting Items

The Curriculum Committee approved the following course/program modifications or course deletion proposals and asked the Faculty Senate to accept the committee’s recommendations.

**PROGRAM MODIFICATIONS:**

- ASC Writing

**Motion 11-49:**
To accept the program modification above as recommended by the Curriculum Committee.

Motion was approved with 20 approvals, 0 disapprovals, 0 abstentions.

**COURSE MODIFICATIONS:**

- ACC 201 Financial Accounting I (3 credits)
- ANTH 150 Human Adaptations (3 credits)
- ANTH 200 Cultural Anthropology (3 credits)
- ED 100 Introduction to Education and Teaching (3 credits)
- ED 290 Foundations of Education (3 credits)
- ENG 250 American Literature (3 credits)
- ICS 251 Advanced Database Programming (3 credits)
- MATH 16 Math Study Skills (1 credit)

**Discussion:** Questions were raised about the IS cross-listing of the Math 16 course. Sen. Lane said this is a study-skills course, and Sen. Hochstein explained that it is being cross-listed so that it may be taught by [math] counselor Tiana Cho.
Motion 11-50:
To accept modifications to the courses above as recommended by the Curriculum Committee.

Motion was approved with 20 approvals, 0 disapprovals, 0 abstentions.

SPAN 102 Elementary Spanish II (3 credits)
SPAN 201 Intermediate Spanish I (3 credits)
SPAN 202 Intermediate Spanish II (3 credits)

Discussion: The suggestion was made to add “or instructor approval” to the prerequisites listings for the above courses (but not SPAN 101); Senator Rojas agreed this would be appropriate.

Motion 11-51:
To accept modifications to the Spanish courses above as recommended by the Curriculum Committee, and with the addition of “or instructor approval” to their course prerequisite statements.

Motion was approved with 20 approvals, 0 disapprovals, 0 abstentions.

NEW COURSES:

ED 289 Educational Psychology (3 credits)

Discussion: Sen. Hochstein recommended that a statement be added to the course description to denote that the course previously was offered as PSY 298, an experimental course.

Motion 11-52:
To accept the new course above as recommended by the Curriculum Committee, and with the addition of an elective/experimental statement to the course description.

Motion was approved with 21 approvals, 0 disapprovals, and 0 abstentions.

ENG 24 Reading, Reasoning & Writing (6 credits)

Discussion: Clarification on this course’s similarity to the parallel sequencing being done in math; the ENG 18/19/21/22 sequence is here reduced to six credit hours.
**Motion 11-53:**
To accept the new course above as recommended by the Curriculum Committee, with the addition of a statement denoting the course's previous alpha and number.

Motion was approved with 21 approvals, 0 disapprovals, and 0 abstentions.

**ENG 212 Screenwriting Workshop (3 credits)**

*Discussion:* Sen. Hochstein said that in Curriculum Committee, it was pointed out that there may already be similar existing courses here. Sen. Lane said the issue was raised in reference to TVPRO 211 but that the committee was satisfied with different emphases if the courses.

**Motion 11-54:**
To accept the new course above as recommended by the Curriculum Committee.

Motion was approved with 21 approvals, 0 disapprovals, and 0 abstentions.

**B. Faculty (Ono)—Voting Items**

*NOTING UH CC COLLEGE CREDENTIALS*

Student Government President Tracey Imper sent a letter from Student Government opposing both motions discussed at the last FS meeting: this one (on noting UHCC credentials, which would have academic credentials automatically noted upon student completion of certificate and/or degree requirements) and the matriculation fee motion (to cover issuance of transcripts and graduation) as well.

Ms. Imper pointed out that students may not want to graduate for many reasons—including the potential changes to, or disappearance of, their internships, financial aid packages, etc.—and that there is also the issue of their not wanting to be told they have no choice; many want to apply for graduation and go through the process at their own pace.

Sen. Ono said that she concurs with this student information and knows that some students purposely delay graduation for the sake of internships and completing their required numbers of work hours. She said she would also vote the proposal down.

Sen. Hochstein added that there is no guarantee that students read their Email and that if a student didn’t apply for degree (and didn't know he or she had earned it), he or she may appear to be lying on applications to other colleges if this information were to “pop up” during that application process.

Sen. Ono said that the responsibility [of applying for graduation] needs to be on the student but
that we need better communication to remind them to apply. Sen. Polo suggested automatic reminders. Sen. Ono remarked that the system has proposed this motion to raise the number of “finishers” but that some students are not eligible, so we need to send them reminders [manually] to complete required steps.

**Motion 11-55 (Ono/Lum):**
To oppose the Noting UH CC College Credentials proposal.

**Motion was approved with 21 approvals, 0 disapprovals, and 0 abstentions.**

### MATRICULATION FEE

Chair Lococo clarified from the Vice-President for UH Community Colleges office that the proposed matriculation fee covers the entire system, and no campus has a particularly big influx, so it is expected that there will be a fairly even transfer across the system.

Tracey Imper said students' main reason not to support the fee would hinge on whether the fee would have to be repeated; students would support it only if it were a one-time-only fee.

The following motion was made and tabled: “To support the UHCC policy of ONE matriculation fee provided that students only pay one fee for any certificates and/or degrees within the UH system.”

Sen. Hochstein pointed out that the registrars are firmly against the proposal because their staffing is funded through current fees; downsizing and the need for high-level employees (for the handling of sensitive records) make these current fees important. With the current position freeze and two- to three-week backlog, they can only hire students, and only if funded through those fees (including five-day-processing and priority fees); without them, the functioning of the college (especially Admissions and Records) will be affected. Their functioning is important to the college.

Chair Lococo said that the data shows there will be only a minor drop in funding, if any.

Sen. Hochstein cited other concerns that were put forward by Admissions and Records, including the supply budget (e.g., coverage for diplomas, inserts for multiple degrees, etc.); it is unclear where in the budgetary system these items will be covered. She added that from a student-services perspective, the proposal is not beneficial for a student taking only one class.

Sen. Ganne pointed out that students only pay this fee if graduating. Sen. Ono suggested tabling discussion on this proposal until December, to allow time for contacting Warren (Mau).

Chair Lococo will investigate whether other campuses share these same concerns.
C. Faculty Survey regarding Student/Instructor Success Memo of 9/15/11

Sen. Lum said she worked together with Senators Cain and Losch on a draft Resolution of the Faculty Senate (28 November 2011) and would like feedback on it and also to vote on it (as discussion of the memo has been ongoing for a while, and it is time for some action).

Sen. Cain suggested that it would be best for the resolution to make recommendations on what should be done (versus simply complain), especially since such good recommendations came out of comments from the Faculty Survey. She would like to share them with colleagues on other campuses as well.

Sen. Lum acknowledged that some senators might have concerns/issues/input, and that the resolution may require time to digest, but these kinds of resolutions work best [in terms of prompting action] when made and voted on, not waited on.

After collaborative revisions, the [following] resolution was presented for a vote.

Resolution of the Faculty Senate
30 November 2011

WHEREAS, the responsible use of data is expected in academic institutions, and that includes identifying and addressing all causal variables affecting student success;

WHEREAS, the data used to determine Student Success Rates, as noted in the Student Success Memo of 9/15/11 do not take into account students who are registered but never attend class, students who withdraw from a course because of personal reasons (such as work conflicts, sickness, family crises and taking too many classes), students who, according to Community College Survey of Student Engagement (CCSSE) data, do not spend the requisite time outside of class preparing and completing assignments, and students who are ill-prepared for coursework prior to entering certain classes;

WHEREAS, according to data from faculty responses to the Faculty Senate Survey administered in October, 2011, faculty identify college readiness (98%) and completion of assignments (95%) as the most important variables that enhance student learning;

WHEREAS, according to Board of Regents policies and the current Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii, decisions regarding faculty teaching assignments, faculty scheduling, and curriculum are under the purview of faculty and their Division Chairs;

WHEREAS, Student Success Rates should not be used to make decisions regarding faculty teaching assignments, faculty scheduling, and curriculum;

WHEREAS, the Division Chairs have stated that Student Success Rates should not be used in
the evaluation of teaching effectiveness nor should they be included in tenure and promotion decisions;

WHEREAS, according to data from faculty responses to the Faculty Senate Survey administered in October, 2011, 64% of faculty who teach multiple sections of the same course reported that Student Success Rates varied from section to section taught by the same teacher;

WHEREAS, Student Success rates are not solely determined by faculty, but by all college and community stakeholders, including legislators who do not provide adequate funding for infrastructure or new faculty hires; administrators who oversimplify issues associated with student success by ignoring variables (such as those mentioned above) that influence student success; data collection services that do not survey students before allowing them to withdraw from a course in order to determine the reason for the withdrawal; counseling services, who while doing their best, cannot influence students to avoid taking too many courses during a given semester or successfully convince a student to stay in a class if the student is not interested in improving or putting in the effort; and the students themselves, who often are not putting in the requisite amount of work—as, again, illustrated through CCSSE data;

WHEREAS, the recommendation that student course failure rates should lead to revamping of courses and/or teaching strategies is illogical and inappropriate because it implies that instruction is the cause of the students’ failure, when, in fact, there are many causal variables that need to be identified and addressed;

WHEREAS, informed decisions regarding possible changes in instruction can only be after confounding variables have been identified and addressed;

RESOLVED, that the Faculty Senate vigorously rejects the use of Student Success Rates in determining any personnel-related matters, such as hiring, tenure and promotion, faculty teaching assignments, scheduling and/or curriculum decisions.

RECOMMENDATIONS

Research and identify and use multiple measures of student success;

Implement a procedure for students who wish to withdraw from a course to indicate why they wish to withdraw;

Implement assessment of personal and affective variables which may influence student success;

Re-evaluate late registration policies and practices and their effect on student success;

The Faculty Senate requests a response from Administration.

Motion 11-56 (Lum/Rojas):
To accept the resolution responding to the Faculty Survey regarding the Student/Instructionor
Success Memo of 9/15/11.

**Motion was approved with 17 approvals, 3 disapprovals, and 1 abstention.**

Senate Chair Lococo informed the Senate that he will present the resolution to the Chancellor and Vice-Chancellor and request a response. He will also distribute the resolution to the faculty at large.

**D. Elections Committee (Albritton/Polo)—Report**

Sen. Albritton attributed the election’s success to Therese Nakadomari’s hard work on the election Web site. He said that the electronic process was quicker and easier (than paper-ballot voting) but that there was lower voter turnout. 134—about half of the faculty—voted.

The committee would like to be able to gather more information on next year's Web page (e.g., good statistical data to pull out on divisions, full-time faculty versus lecturers, etc.) and compile a report with breakdowns by division.

Formal recommendations of the committee:

1. An opening webpage where the user has to click what department they are in, and whether they are instructors or lecturers, so we can collect data on this;
2. A final webpage that displays a list of the candidates that the voter selected and two buttons: “Click here if this is your final choice,” or “Click here to return to the voting page”;
3. After the election is completed, the system should generate a report with a breakdown of the votes by instructor/lecturer and by departments.

Sen. Albritton said changes will be rolled into the next software version. Sen. Polo remarked that this was the first time faculty voted electronically, and we—like our students—need to get used to the technology; the process will improve as we go. She suggested putting up “Don’t forget to vote online” signs in divisions next year. Sen. Hochstein recommended providing faculty with something physical (to replace the ballots we used to receive). Sen. Bauer suggested sending out reminder E-mail messages with links to the voting site.

**Motion 11-57:**
To write/send a letter to Therese Nakadomari, thanking her for creating and maintaining the election Web site.

**Motion was approved with 20 approvals, 0 disapprovals, and 0 abstentions.**

Chair Lococo said he will draft and send the letter.
E. Review of Mission Statement Ad Hoc Committee (Lum)—Report

The latest draft of the Mission Statement will be presented on February 7, 2012.

F. Chair’s Report (Lococo)

Senate Chair Lococo reported on the following:

1. UCA Report on Auto-admit of AA students

At the last University Council on Articulation (UCA) meeting, there was a report on the latest data on the Auto-Admit of AA Students. Students a semester away from finishing an AA degree are notified that they are automatically admitted to 4-year school in the next semester. They must formally accept to actually be admitted, and not all do. From Leeward CC in Spring 2011 (first semester started), there were 103 who went to UHM, and 65 to UHWO. None went to UH-Hilo. Out of 276 eligible. Awaiting figures on this semester.

2. Growth in Transfer rates from CC's to 4-year schools

Also reported from the UCA: since 2008, have seen a tremendous growth in transfers from UHCCs to 4-year schools. Leeward is okay, but not as impressive as some of the other schools. Some of the possible reasons for this growth: STARS online from Fall 2008; non-resident caps reached; bad economy. Clearly there is much room for improvement in Leeward’s transfer numbers, even if somewhat better than other CCs.

About 60% of Community College transfers get Bachelor’s degrees, a higher percentage than “native” students. Roughly half have an AA already. But those transferring have lots more credits (155 on average); could better alignment with degree help that? Suggestion that maybe didn’t need to complete AA degree would help. It does appear that the AA transfers have higher rate of success in getting Bachelor’s degree.

3. Common Course numbering at UH-System campuses

At both ACCFSC and UCA, this issue continues to come up. Key issue is how discrepancies will be resolved. At UCA meeting, it was suggested that CAOs must impose this. Chair Lococo mentioned to the UCA members that maybe Legislature should be mandating this—surprisingly was not summarily rejected. Paul Briggs, Senate chair at Windward CC is heading a UH-System level committee to once again look at this.

4. Budget Transparency Resolution at ACCFSC

The ACCFSC unanimously approved a resolution that there should be transparency in the use of all funds, including RTRF and UH Foundation.
Issue also came up regarding budget and UH campus and system responsibilities. Seems to be a number of VP’s for research and VP’s for students, though UH system does not do any research and has nothing to do with students directly. The ACCFSC will receive detailed organization charts and lists of responsibilities.

5. UH Discipline Meetings—funding available

Joanne Itano, of the UH System VP of Academic Affairs office, states that the UH system will fund meetings of disciplines as long as there is a “faculty champion” to work with her on setting up the meeting and setting the agenda. There should be one or more issues on which a discipline from across the system would benefit from such a meeting. In the past there have been such meetings for Math, Engineering and others. Chair Lococo mentioned that there has already been expressed interest by at least one discipline on the Leeward campus lately, and he encourages senators to make this information widely known.

V. New business

A. Acceptance of Mainland Transfer Credits

Update/clarification: Maui College senate has proposed a system-level policy that once one college evaluates a student’s transcripts, decisions on his or her transfer credits will be honored throughout the system. After the college has approved a formal proposal, the Maui College Senate will ask for discussion to be continued on all campuses.

B. Faculty/Campus Information and Interaction (Ono)

Sen. Ono said a conversation Shanah Trevenna gave her an idea to address the campus’ lack of mentoring, and that fact that it is losing its institutional memory. We (faculty) have great resources but need to meet each other and find out what is going on across the campus. The chancellor needs to offer socials, and we need to take time to get to know our own campus people.

Chair Lococo said he would like to take up this issue at the next meeting. Sen. Ono will ask Chancellor Cabral to sponsor events.

Sen. Hochstein suggested resurrecting EIE day on a campus each year, since we have the day available. Sen. Lococo said he would investigate system interest in EIE and try to urge chancellors to support it.

VI. Announcements
Curriculum Committee (Lane): Feb. 16 is the Curriculum Committee deadline for modifications to be included in the Fall 2012 catalog.

Library (memo): Chris Matz says the [renovation] move went well, and the Library has maintained the same number of computers.

Program Review (Brekke): Sen. Brekke will send out assessment documents for review. Sen. Hochstein requested that, after their initial rounds, they be sent to others who will be affected [by the policies]. Sen. Lococo stressed the importance of senators looking over the two policies before our next meeting, so as not to have to rush such important issues.

Accreditation Update: Sen. Kae said that 56 people attended the first accreditation work day. Revisions to Draft 1 are due Friday, Dec. 2. The second draft will be out in January. An open forum on accreditation will be held tomorrow, in the Student Lounge, 12:00-1:30.

International student engagement: Senators Rojas and Kosasa are working on an engagement proposal.

VII. MEETING ADJOURNED: 5:50 P.M.