UNOFFICIAL 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 CTE) explained that he oversees the OCEWD business division and shared an update of the new articulation agreement with West O'ahu, which has been in the works for a couple of years. In addition, the Health Information Technology program and others may get their permission to plan from John Morton's office in the coming weeks.

In other news, Leeward CC's Culinary Arts program won a Star Advertiser 'Ilima Critic's Choice award, making The Pearl the first student-run restaurant to be recognized. In the next few weeks, an articulation agreement requested by Johnson and Wales College of Culinary arts will be complete. The automotive training program received a donation of automotive parts from Servco, and DMED was awarded Perkins fund money for HD cameras and syntax display units. Leeward CC-Wai'anae also received an award for its team this week. Overall, more than
$500,000 has been awarded to us in Perkins grants this year.

Umehira emphasized that non-credit programs are not just about personal enrichment; Leeward CC 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.

Senator Ono added that non-credit programs are also a place for us [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).

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), has created the Health Information Technology program, and Senator Ono got the Authorization to Plan and to meet accreditation standards is seeking to have our programs certified by outside agencies (which will also be good for assessment). The Plan is in the hands of John Morton's office now; the curriculum was planned 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, and they were waiting for the “final push.” Jackson explained that exit certifications at each level make students employable.

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 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
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, Moser explained that students to need to achieve certain math and reading levels, depending on the courses required. 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.”

Umehira said that the rail maintenance building will be located here on campus, so the city and county will be building on the West-Oahu-side slope, and we will be looking at expanding our square footage. 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 11-50:**
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 11-51:**
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 11-52:
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 asked whether the course is currently an elective, and Sen. Lane explained that it is designated experimental. Sen. Hochstein recommended that a statement to that effect be added to the course description.

Motion 11-53:
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 11-54:
To accept the new course above as recommended by the Curriculum Committee.

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 11-55:
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, according to Tracey Imper, sent a letter 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.

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 by 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 11-56 (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 that the proposed matriculation fee covers the entire system, and no campus has a particularly big influx, so there is 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.

**Motion 11-57 (Lum/Rojas):**
To accept the resolution (as revised at the 11/30/11 meeting of the Faculty Senate) responding to the Faculty Survey regarding the Student/Instructor Success Memo of 9/5/11.
**Discussion:** Sen. Hochstein pointed out that there are financial-aid guidelines that cannot be changed, and she reminded senators to consider whether students’ financial aid will be affected by any changes [to the “success” formula].

Several senators voiced support for opposing the current formula and requesting action at the system level (since that is where it originated). Sen. Lococo said he will find out whether this is only a CC issue or whether the entire system should be addressed.

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

(The Senate then revised the Resolution collaboratively.)

**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: 81% of full-time faculty and about 40% of lecturers (who are eligible to vote if teaching eight credits or more).

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. Another recommendation suggested was an “OK?” button (since one faculty member reported having [accidentally] voted without selecting any candidates.

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 11-58:**
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 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: Once one college evaluates a student's transcripts, decisions on his or her transfer credits will be honored throughout the system. (Discussion to be continued.)

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 Manny to sponsor events. Chair Lococo reminded senators that if faculty gather one or more issues and a “faculty champion,” the system will sponsor meetings in any discipline (as discussed in item 5 of the Chair’s Report above).

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.