LEEWARD COMMUNITY COLLEGE
2011-2012 FACULTY SENATE MINUTES

APPROVED Minutes of the December 14, 2011, Meeting

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

Senators Present: William Albritton, Michael Bauer, Eunice Brekke, Eileen Cain, Roy Kamida, Keith Knuuti, Eiko Kosasa, Michael Lane, Paul Lococo, Erin Loo, Tracie Losch, Susan Lum, David Millen, Kabi Neupane, Kay Ono, Blanca Polo, Tara Rojas, Natalia Schmidt, Melanie Van der Tuin

Senators Absent: Paula Asamoto, Christian Ganne, Candace Hochstein, Helmut Kae, Michael Scully, Greg Walker

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.

II. Approval of 10/26/11 Meeting Minutes

Approval of the November 30, 2011, minutes was tabled until the January meeting.

III. Faculty Senate Reports

A. Standing Committees

1. Curriculum Committee (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.
**DIVERSIFICATION DESIGNATION PROPOSAL**

**ANTH 215L Physical Anthropology Lab (1)**

**Motion 11-58:**
To accept the diversification designation proposal above as recommended by the Curriculum Committee.

Motion was approved with 16 approvals, 0 disapprovals, 0 abstentions.

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**POLICY RECOMMENDATION**

**UHCCP 5.203 Program Credentials: Degrees and Certificates**

*Policy draft dated September 1, 2011, by the UHCC System, to replace CCCM 6004.*

**Motion 11-59:**
To accept the policy recommendation above as recommended by the Curriculum Committee.

Motion was approved with 16 approvals, 0 disapprovals, 0 abstentions.

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**COURSE MODIFICATIONS:**

- AMT 55C Wheel Balancing (1 credit)
- AMT 93D Cooperative Education (3 credits)
- DMED 131 Introduction to Digital Video (3 credits)
- DMED 132 Principles of Video Editing (3 credits)
- DMED 133 Sound Design for Digital Media (3 credits)
- ENG 251 British Literature I (Middle Ages-1789) (3 credits)
- ENG 252 British Literature II (1789-Present Day) (3 credits)
- ENG 253 World Literature I (Beginnings-1650) (3 credits)
- ENG 254 World Literature II (1650-Present) (3 credits)
- ENG 255 Types of Literature I (Short Story and Novel) (3 credits)
- ENG 256 Types of Literature II (Drama and Poetry) (3 credits)
- GG 101 Introduction to Geology (3 credits)
- GG 101L Introductory Geology Lab (1 credit)

**Discussion:**
Senator Ono asked about rationale for ENG 21/22 prerequisite for DMED 133. Prerequisite was a Language Arts recommendation, not a mandate from Faculty Senate.

**Motion 11-60:**

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To accept the course modifications above as recommended by the Curriculum Committee.

Motion was approved with 16 approvals, 0 disapprovals, 0 abstentions.

MUS 121D Classic Guitar I (2 credits)
MUS 122C Beginning Piano Class II (2 credits)
MUS 122D Classic Guitar II (2 credits)
MUS 221H Classic Guitar III (2 credits)
MUS 232G Applied Music: Classic Guitar (1 credit)

Discussion/provision:
Curriculum Committee chair will verify whether music courses above are repeatable for credit (a relatively minor issue).

Motion 11-61:
To accept the course modifications above as recommended by the Curriculum Committee, with the provision noted.

Motion was approved with 15 approvals, 0 disapprovals, 1 abstention.

2. Faculty Committee (Ono) — voting item (matriculation fee)

Sen. Ono discussed the matriculation fee with Warren (Mau), Admissions and Records, who felt it was important. He explained that it is a one-time, “up front” fee. He is not sure how students' financial obligations to the college will be handled with a system-wide fee. His office will need to check for financial holds on student accounts; the task of tracking down and handling these issues will be on our staff. Issues that come up with the fee will need to be addressed by administration.

Tracey Imper, Student Government President, said the major student concern was whether the fee would be transferable. (It would.) Even with this issue clarified, students did not come to a consensus. Some students are in favor of the fee as it will save them money (on transcripts); however there would be issues, for example, for students taking two classes (and not intending to graduate).

Sen. Ono said the fee would benefit students in the long run, and a one-time fee is reasonable. (The most transcripts ever requested by one student was 99.)

Sen. Bauer asked when students would be assessed the fee, and Sen. Ono clarified that it would be during the student's first semester. This would help keep track of students who skip a semester and return, for example. Sen. Bauer suggested waiting until a student registers a major or matriculates, so that there is incentive for the student to declare a major. It [the first-
semester assessment of the fee] might discourage students from declaring a major, which would cause programs (and the number tracking required for annual reviews) to suffer.

Imper asked whether a dollar amount (and/or cap) has been specified for the fee; Sen. Ono has heard figures like $15, $20, or $25, and expects it might start at $15 but increase eventually.

Sen. Lum suggested that we not postpone voting on the fee as John Morton has announced that he will be attending meetings to address matriculation fee issues.

Sen. Ono recommends supporting the fee so long as it is a reasonable one.

**Motion 11-62:**
To support the UHCC policy of one matriculation (Transaction and Service) fee, provided that students only pay one fee for any certificates and/or degrees within the UHCC system.

*Motion was approved with 17 approvals, 0 disapprovals, 1 abstention.*

Chair Lococo will mention this vote at the next FS chairs' committee meeting.

### 3. Academic/Institutional Support Committee (Cain)

Sen. Cain reported that the committee is considering making a motion to amend the bylaws to remove the clause stipulating that nonvoting administrators be included on committees. She pointed out that many senators have been surprised that the FS bylaws call for a representative from administration to be invited onto each FS committee, as a nonvoting member. She asked whether FS should consider making revisions to the bylaws.

Chair Lococo explained that the proposal would have to go out to faculty and administration for a vote, and that charter revisions must also be sent to the BOR. He added that this process takes a couple of semesters whether done for one change or several. Chair Lococo and Sen. Lane recommended speaking with Donna Matsumoto, who is familiar with the process.

Sen. Knuuti asked whether administration has taken advantage of the opportunity to attend committee meetings; Sen. Lane responded that members of the administration attend Curriculum Committee meetings about four times a year.

The decision on how to proceed was remanded to the Academic/Institutional Support Committee.

### 4. Program Review Committee (Brekke) – report

Sen. Brekke reported that the committee has been working hard on reviewing the campus program review and assessment policies. The feedback she received from committee members has been less focused on language and more on the exercise of thinking about the “big picture.”
The committee's initial plan was to E-mail senators the policies with a summation of its concerns, by January 4, as it will be an item of discussion at the next FS meeting. However, the pressure of self-study report drafts needs to be balanced with the priority of not pushing documents through that don't make sense. Although the policies have good intentions, issues of reality and implementation need to be addressed (through discussion and voting).

Sen. Brekke asked whether the discussion and vote need to take place in January. Chair Lococo clarified that if the committee has something to present formally today, it may be brought to a vote at the next meeting; however, anything presented at January's meeting will need to be approved at February's meeting (2/22/12).

This is a great opportunity for faculty to make notations on the documents and have some useful dialogue, Sen. Brekke pointed out. The policies need to be put into place; however, a vehicle is needed for faculty concerns to be expressed to administration.

Chair Lococo pointed out that this is not an ideal time of the semester to be making major policy recommendations. Sen. Ono emphasized the need for time for dialogue before we are asked, by accreditation, about the policies. She recommended a focus-group discussion.

Sen. Brekke will prepare a one-page synopsis by January 4 and would like each senator to read it from the perspective of a discipline coordinator, to prepare for the policy discussion at January's meeting.

5. GenEd Foundations Committee — report

Sen. Millen reported that several courses will be coming up for summer 2012 renewal. Voting is done, but paperwork will need to be completed/approved in January. Other courses may be added by then, for a total of seven.

6. Review of Mission Statement Ad Hoc Committee (Lum) — Report

Sen. Lum reported on the campus-wide “sneak peek” review of the current draft. She received significant enough feedback from Campus Council and Student Government to warrant another revision before the campus Open Forum in February.

The three primary concerns were international education, liberal arts, and learner-based college sections. There were also requests to shorten the mission. In addition, one comment suggested that the vision is “unrealistic”; therefore, the “college of choice” section was reworded, but Student Government did not like the revision.

Tracey Imper explained that our students do want to attend UH-Mānoa, so this wording sets us up for failure and sounds arrogant. She also commented on the global education emphasis:
students were not aware that there was supposed to be a global focus. She pointed out that it does not appear to be happening; she asked whether it should be.

Sen. Kosasa reminded senators that she and Sen. Rojas are working on an international-education resolution. She said that Becky George, International Programs, suggested some good changes.

Chair Lococo asked whether the mission is measurable. Sen. Schmidt asked what defines a “liberal arts” institution. Sen. Ono said that CTE has some problems with this focus because non-liberal-arts programs need to be recognized as well.

Sen. Schmidt pointed out that several of our courses are offered by Leeward CC alone (and others only by Kapi‘olani CC and Leeward CC); many students from other campuses are taking them—half of her online students are not Leeward CC students—so we are already the “college of choice on O‘ahu” and beyond, at least for biology.

Sen. Brekke pointed out that the “college of choice” wording suggests an enrollment emphasis.

Sen. Lum explained that the committee had to come up with a vision because it wasn’t really given one (a vision is supposed to be a source of pride and inspiration). Sen. Brekke asked whether perhaps it should be, “to be a good quality college to those here” instead. Tracey Imper, Student Government, reminded senators about the “Last Chance College” perception. Sen. Loo recommended remembering that this [mission] is a vision of where we want to go, and she recommended the following wording “the college of choice for all those seeking a quality liberal arts and career-technical education.”

Sen. Rojas said she appreciated Becky George’s reminder that our mission statement drives everything we do, and her suggestion that we use wording that includes us: “world cultures” (versus “different cultures”). Sen. Rojas recommended wording such as, “people of diverse experiences.” Chair Lococo added that “exchange” sounds positive whereas “interaction” can also be negative. Sen. Kosasa appreciated “locally, nationally, and internationally.”

Returning to discussion of “liberal arts” wording, Chair Lococo indicated that the term does exclude some; however, we are the most “liberal arts” college of all the CCs. Still, he added, that is not all we teach, and our non-credit programs have been recognized internationally. Sen. Ono added that we offer great options for students (including opportunities to change programs, etc.). Sen. Brekke reminded senators that everything going through the Curriculum committee has to align with our mission statement, and Chair Lococo said that we must be careful to include “liberal arts” because everything must link to it; he suggested also including “workforce development,” for which we receive much funding. (He added that he appreciates “learning centered,” versus “student centered.”)

Sen. Knuuti voiced support for mentioning examples like liberal arts even if not everyone is in liberal arts. Sen. Ono said she takes issue with “liberal arts” as a focus (and would vote the statement down) since workforce development funds for our campus are big money that goes
to all programs, including AAT, DMED, etc. Sen. Cain agreed that workforce development / CTE become invisible if not mentioned, and that the mission then reads more like a description than a statement of goals. Sen. Lane suggested “higher education” instead of “liberal arts,” keeping the wording brief.

Sen. Lum announced that the committee will meet January 26 (before the February 7 open forum) and would appreciate feedback before then. Chair Lococo reminded the Senate that the college mission is supposed to be reviewed every six years and that major changes have been necessary this time because the previous mission read more like a list of what we do (i.e., a “funding wish list”); this revision looks more like a mission statement.

### Library update: Chris Matz (guest)

Today was last day of LRC in its home location; from now until August, it will be located in BE-101.

The Library and KI office move went well. Due to a lack of space, student IDs (as well as faculty and staff IDs) will not be offered in the Library again until fall; Lexer will facilitate ID processing through the Office of Student Life until then. (Tracey Imper, Student Government, said that the Student Government office will provide IDs after the first week of school in January.)

Because print newspaper subscriptions cannot be received over the break, they will go to the Security office, so faculty members receiving newspapers on campus are urged to please suspend their service during break.

The last day to drop items off in the Book Drop will be Friday; it will then be sealed. Due dates for items due Dec. 16 through Jan. 8 will be moved forward to Mon., Jan 9, for physical handoff.

Reference books and DVDs will still be available, but they must be secured in person.

Chris thanked faculty for their support during this transitional period, and he emphasized that the Learning Commons, with “everything under one roof,” will be worth the wait.

### 7. Student Committee (Losch) – report

Sen. Losch reported that there were no student grievances this semester. The committee reviewed the UAP (unsatisfactory academic progress) policies, trying to decipher them and align them with Maka‘ala, the Early Alert initiative and others. The committee will continue its research over the break and meet in January. The committee would like to get instructional
faculty involved; it currently includes only Losch and five counselors. She asked senators to please E-mail Nancy Buchanan if interested in participating.

Chair Lococo asked whether the issue of students suspended from other campuses has come up; Losch says it has not yet been addressed. Chair Lococo said it will likely become an issue, and Sen. Ono said it may cross over into academic policy.

Tracey Imper reported that Student Government surveyed students (107, in a short time) about whether they had failed classes and, if so, why. The majority of students reported that they had not, but those who responded “yes” attributed their failure to not having sought help from tutors. 47 students said they had withdrawn from courses; 60 responded that they had not. The top reason for course withdrawals cited was students not liking the instructor's teaching style.

Sen. Losch asked Imper what students would like the Senate to do with this information. Chair Lococo suggested that we could add the survey results to our permanent record. Student Government could then come up with recommendations (later) if wanting to go through FS. Student Government will consider formally presenting the results of the survey to us.

B. Chair's Report (Lococo)

Chair Lococo mentioned that Campus Council will now have minutes, and he reported on the following agenda items.

1. Campus Construction Projects

Renovations to GT 105 are expected to be completed by March or April. Construction of the new education building (out to bid now) is due to begin in spring and be complete in 2015. Preliminary engineering (digging, etc.) for rail construction has begun.

2. Votes in Senate and Campus Council

Campus Council, which represents all constituencies, supported the budget initially. Of the 18 attendees at the last meeting, only half were voting members (administrators are nonvoting members). The issue of who should vote first (Faculty Senate or Campus Council) was raised.

Chair Lococo pointed out that program proposals have to come back to Faculty Senate anyway; the chancellor created Campus Council, but Faculty Senate (a creation of the BOR) voted on it, so curriculum matters need to go through FS first. He asked the Senate to consider whether it wishes to take a position on the issue.

C. Executive Committee (Lum)
Senator Lum reminded senators about the lack of a common definition of “credit hour,” which is being applied inconsistently across campuses. She also reported that John Morton's office is working toward the system-wide goal of common course alphas, numbers, and GE designations between UH-Mānoa and the CCs.

IV. Campus Report

A. International Engagement Mission Statement

Sen. Kosasa reminded senators that the goal of this statement is to expand student awareness of the world and globalization. She asked that we review it over the break, and bring it to a vote at January's meeting. Please contact senators Rojas and Kosasa with feedback.

Senator Rojas added that international engagement needs to be a part of our institutional culture and should be included now, with the revised [college] mission statement. Chair Lococo commented that this may be a timely resolution, given our position in the accreditation process.

V. Unfinished Business

A. Acceptance of Mainland Transfer Credits

Chair Lococo said he would like to do more research on Maui College's resolution. Maui would like a system-wide process for handling the acceptance of transfer credits (i.e., a system office handling the task for all campuses, or a system-wide agreement to accept the decisions of a student's home campus), versus the current system (where the student must go through [re-do] the process at each UH college he or she attends.

B. Faculty/Campus Information and Interaction (Ono)

Sen. Ono said the committee needs to meet with Manny in spring to plan some get-togethers for preserving institutional memory, fostering community, and generating new ideas. Senators who would like to assist with this project should talk to Sen. Ono, Sen. Lane, or Chair Lococo. (Sen. Lane and Chair Lococo reminisced briefly about the Morale Committee [of the 1990s].)

VI. New business: Lab contact hours (Schmidt)

Sen. Schmidt explained that we are able to schedule lab meetings for two hours forty five minutes, to allow for a 15-minute break. Other colleges moved from the historically established three hours to 2.75 hours. Sen. Ono asked whether there is an issue with UHPA's agreement on workload (science having a higher one). Sen. Schmidt said Honolulu CC has 32 hours versus our
Chair Lococo said that by the end of month, we will get UHPA's report on this. Sen. Neupane said John Morton agreed to count a one-credit, three-hour lab as two credits of workload time, for the sake of uniformity. Six contact hours currently equate to five credit hours but different campuses use different calculations; our math and science instructor teach labs but are only paid for one of the three hours of work, said Schmidt. Chair Lococo commented that this indicates some overlap with UHPA workload issues. According to Sen. Ono, UHPA President Musto said that an on-site co-op would fall under the standardized one credit for every five students, and that Sen. Ono can request that our campus (Vice Chancellor Pecsok) address her extra duties.

VII. Announcements

A. Accreditation Update

Accreditation will be the focus of the Spring 2012 Convocation (January 4, 2012, in the Student Lounge, from 9:00 a.m. to 12:00 p.m.).

B. UHPA Update (Cain)

Sen. Cain was appointed to the political-endorsement committee to interview candidates; the committee will meet in January. Leeward CC’s position on the UHPA Board of Directors, formerly that of Jake De Ste Croix, will come up for a vote in February.

Faculty are urged to participate (march) with UHPA in the Martin Luther King, Jr., Day parade, on January 16, 2012.

VIII. MEETING ADJOURNED: 5:10 P.M.

Next Faculty Senate meeting: January 18, 2012

Remaining 2011-2012 AY Faculty Senate Meetings (Spring 2012):
1/18, 2/22, 3/21, 4/25, 5/9