APPROVED Minutes of the January 18, 2012, 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, Tracie Losch, Erin Loo, Susan Lum, David Millen, Kabi Neupane, Kay Ono, Blanca Polo, Tara Rojas, Natalia Schmidt, Melanie Van der Tuin, Greg Walker

Senators Absent: Michael Scully, Keith Knuuti

Guests: Donna Matsumoto (ALO), Becky George (International Programs Coordinator), Tracey Imper (SG President)

Additional Document Links: Meeting Agenda

I. Call to order (2012-2013 senators, for election of 2012-2013 officers)

The meeting was called to order at 3:15 p.m., with a quorum, for election of 2012-2013 officers.

II. Election of Officers for 2012-2013 (Albritton, Polo)

The following officers were nominated and elected:

Chair – Paul Lococo,
Vice Chair – Susan Lum,
Secretary (contingent on three hours’ release time) – Eileen Cain.

Upon election, the ’12-’13 Senate Chair Lococo asked the incoming Senate to approve the following appointments for the coming AY:

Curriculum Committee Chair – Michael Lane
Program Review Committee Chair—Eunice Brekke

Both were approved without objection.
III. Call to order (2011-2012 senate)

The regular meeting was called to order at 3:50 p.m., with a quorum.

IV. Campus Report, Part I

A. Accreditation Update from ALO Donna Matsumoto

Donna Matsumoto thanked senators for their assistance with the self-evaluation report. She reported that she received useful feedback from the campus and appreciated the faculty’s focused effort on the accreditation day. The second draft of the report has been posted on the campus Intranet, and she would appreciate the Senate’s review, as a group, especially of the FS section (mainly in the Standard IV section, but also under Standard II, where FS committees are addressed). She would like to ensure the report’s accuracy before submitting it for approval. To access FS sections in the pdf document, senators may do a search for, “senate.”

Drafts 3 and 4 will be completed this semester. Draft 4 (the semifinal draft) will come out in early April. Governance groups will be asked to review it carefully in April and May, for final approval before the finalized document is sent off.

At the moment, the Standard I and IV sections are still missing information. Some senators reported trouble opening the file; Chair Lococo was able to find and download draft 2 and will send the pdf file to senators.

Ms. Matsumoto thanked the senators who submitted comments last semester, and she handed out a timeline for review of the report. She asked senators to E-mail her any questions they may have. She said that it is reassuring to have FS is involved in the review process, and maintains open lines of communication with Chair Lococo.

Chair Lococo asked senators to review the Standard IV section in particular, which includes a great deal of information about FS committee work.

B. International Education update from Becky George, International Programs Coordinator

Coordinator Becky George introduced her program’s staff (including Bradley Moon, Steve Jacques, and Jenna Coursey) and gave a presentation of the International Program’s recent activities and accomplishments.

Enrollment of international students has grown from 105 in Fall 2010, to 124 in Spring 2011. Concurrent enrollment (i.e., students enrolled elsewhere but also studying at Leeward CC) also increased, from 14 to 29. While Japanese students still constitute the majority, a breakdown of
the student body by country suggests healthy diversity (surpassing Kapi‘olani CC’s program). The program’s financial contribution to the campus is an estimated $434,923.

Ms. George highlighted the program’s short-term contracts, which are customized and include cultural activities and interaction (e.g., weekend get-togethers) with Leeward CC students studying Japanese.

Marketing for the International Program uses Open Doors data for brochures, fact sheets advertisements, and agreements with educational agents abroad. While Hawai‘i is a “hard sell” (because it is often perceived as a vacation designation, not a study destination and not part of the “real USA”), the program is working on changing this image. To that end, a Department of State award enabled Becky to travel abroad.

Partnerships with colleges abroad include Japan College of Foreign Language, which will be signing a partner contract; and Johnson and Wales college (a high-school-to-Leeward-CC program to be offered in Korea).

Although Leeward CC study-abroad program enrollment dropped from 22 students down to 5, the new program in Korea and growth of the Josai program (an international university due to sign an articulation agreement this year) are expected to increase enrollment.

Other activities of the International Programs office include: faculty member Yumiko Asai-Lim will be taking her JPNS 202 class to Japan during spring break. Leeward CC students are earning Service Learning awards, and Chinese and Korean language courses (Language Arts Division) are involved in International Education Week activities. 20 students from Indonesia are expected; housing arrangements are being made.

The recent BOR international engagement memo prompted the formation of a system-wide International Education Engagement Committee, of which Ms. George is a member. One of Ms. George’s main goals for Leeward CC’s international programs is to secure more funding for faculty and student opportunities.

V. Approval of 11/30/11 Meeting Minutes

The November 30, 2011, minutes were approved (unanimously) as amended.

VI. Campus Report, Part II

(C). Student Government Survey—Tracey Imper, SG President

Tracey reported that Student Government discussed its survey results and what should be done
with them.

The results indicated that many students (20-30) felt their failing of classes was due to their not having sought assistance from tutors. Student Government thinks more students fail than reported, and many don’t know about withdrawal dates. They would like faculty to emphasize these.

Senator Cain sent LRC contact information. She suggested that the survey results may help the LRC justify hiring more tutors. Senator Albritton questioned the accuracy of the survey results, and Senator Polo pointed out that there are no tutors available for certain classes.

**Motion 12-01 (Cain/Polo):**
To accept the results of the Student Government Survey.

*Motion was approved with 19 approvals, 0 disapprovals, 0 abstentions.*

Senator Cain added that faculty responded, with many useful insights, to the FS Faculty Survey, whose results should also be part of the formal record.

**Motion 12-02 (Cain/Kosasa):**
To accept the results, with summary, of the Faculty Survey.

*Motion was approved with 19 approvals, 0 disapprovals, 0 abstentions.*

**VII. Faculty Senate Reports – Part A (Standing Committees)**

**1. Program Review Committee (Brekke)—Voting Item**

Committee Chair Sen. Eunice Brekke described the Policy on Annual Program Review process for providing data via the 26-age template. Campus Council creates a planning list which is in effect a budget, and the end document is the Institutional Plan (the biennium budget request). The Program Review Committee has no problem with the intentions of the process, she explained, but does have concerns with redundancy and parts of the process of which the faculty may not have a clear understanding.

The committee's recommendation is to accept the policy submitted for review but to note its concerns about unclear/missing analysis and deliverables. Sen. Brekke pointed out, for example, that the chancellor and other key individuals are not included on the list of reviewers of programs and areas (page 2 of Annual Program Review policy).

**Motion 12-03:**
To approve the Annual Program Review policy, with concerns (about unclear/missing analysis and deliverables) noted.

**Motion was approved with 19 approvals, 0 disapprovals, 1 abstention.**

Commenting on the [Assessment Policy](#), Sen. Brekke noted similar good intentions but a lack of clarity in the description of the process. The most confusing issue, she explained, is the five-year process for SLO assessment. With data only “fed” to OPPA every 5 years, it contains many holes, and while the college, on the surface, appears to be 85% in compliance, many course assessments have only completed the planning stages of the process.

With the Annual Program Review being completed every 5 years, there is no continuity in the process, and some decisions are being made based on data from 5 years ago. Sen. Brekke said she would like to know the origin of, and reasoning behind, the five-year cycle (e.g., whether it relates to accreditation visits).

Sen. Hochstein explained that originally, we decided on a six-year cycle (which seemed reasonable), and then this timeline was adopted to address accreditation; however, many faculty didn't have a clear understanding of the process.

Sen. Brekke suggested that data drawn from courses and programs should tell their story and identify curriculum issues. She said that she understands the requirements for accreditation, replacing the “panic response” to it with a consistent process would make things easier for faculty.

Chair Lococo praised ENG 100 faculty involved in that course assessment, “for doing what we all should be doing,” and he pointed out that approving the policy would give faculty something to which to refer. He asked senators to share their thoughts, and Sen. Hochstein asked for clarification on ramifications of FS “approval.” Chair Lococo explained that the policy would then be sent on to Campus Council and return to FS if changes were made to it by that body.

Sen. Hochstein suggested that all divisions provide feedback to OPPA.

Sen. Cain asked whether, as stated on page 2 (in the second paragraph), assessment procedures “are uniform for all instructional courses, and academic and support areas.” She also pointed out the following sentence fragment: “Although, instructional courses assess student learning outcomes (SLOs) and academic and support areas assess outcome measures.”

Sen. Kae suggested a (page 3) procedure flow chart. Sen. Bauer asked whether *all* (versus two) course SLOs need to be assessed for all courses in a five-year cycle. Sen. Hochstein pointed out that the “all,” if effective immediately, will be problematic.

Sen. Brekke asked for a definition of “ongoing,” and Chair Lococo suggested whether the term “periodically” might be more appropriate. Sen. Rojas asked whether we (faculty) will continue
following the traditional two-SLO course assessment format or replace it with an “all-SLO” rule.

Sen. Brekke said the question comes back to, “Why are we doing assessment?” She added that we should not be “rushing around once every five years.” All SLO’s in a course must be assessed at least once in a five-year period.

Sen. Cain added that ENG 100 assessment is conducted every year and includes annual discussions of whether any changes to curriculum are necessary; Sen. Brekke pointed out that this is what course assessment is supposed to be.

Motion 12-04:
To accept the committee's recommendation on The Policy on Assessment, with concerns (about a lack of clarity in the description of the process) noted.

Motion was approved with 19 approvals, 0 disapprovals, 0 abstentions.

2. Curriculum Committee (Lane)—Voting Item

COURSE MODIFICATIONS:

ENG 204 Introduction to Creative Writing (3 credits)
ICS 113 Database Fundamentals (3 credits)
MATH 9 Whole Number Skills (1 credit)

Motion 12-05:
To accept the course modifications above as recommended by the Curriculum Committee.

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

PROGRAM MODIFICATIONS:

CA Accounting

Rationale for Change: Our advisory board believe that this would be a much more efficient route for students and would provide students with more valuable and marketable skills once they complete the certificate's requirements. This modification will allow the Certificate of Achievement to align with both the Associates of Science Degree and the Certificate in Small Business Accounting.

AS Accounting

Rationale for Change: If the proposed sequence is followed, students can qualify for a CA in Accounting and continue on to the Associates of Science (AS) in Accounting degree. This change
allows students to more efficiently achieve both the CA and AS degrees by simply following the proposed sequence of courses. Also, since we are simultaneously proposing a modification to renumber ACC 155 to ACC 255, we have changed the reference to ACC 155 in field 3.

Motion 12-06:
To accept the program modifications above as recommended by the Curriculum Committee.

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

VIII. Unfinished Business

A. International Engagement Mission Statement (Kosasa/Rojas)—Voting Item

Sen. Kosasa presented a resolution in support of international engagement.

Discussion followed presentation of the Resolution. Sen. Lane asked for clarification on the reason for the resolution, and Sen. Kosasa described the college’s goal of creating a Global Studies Certificate (and possibly a degree eventually). Sen. Rojas added that a system-wide committee for international engagement has been formed. Chair Lococo confirmed that campuses are expected to show initiative in international engagement, and that past resolutions have spawned activity and growth since the 1990s.

Sen. Kosasa stressed the importance of the resolution in securing future funding.

Sen. Hochstein expressed concern that the “resolved” statement gives the feeling that we need to build an international focus into everything we do, which is not necessarily appropriate.

Sen. Lum mentioned the mission statement’s intent to address international/global education.

Sen. Hochstein warned against voting on promises we cannot keep. Sen. Ono shared a memo with concerns on including international engagement sections in the system mission statement.

Sen. Rojas explained that international engagement fits into our own (Leeward CC) strategic plan.

Sen. Lane recommended revisions to the wording. Senators Kosasa and Rojas approved the revisions (see blue text below), leading to the following:

To acknowledge the need to prepare Leeward CC students to be globally conscious, internationally engaged citizens and to support all University of Hawai‘i (UH) System and
Leeward Community College documents (Mission statements, strategic plans) that have similar goals.

WHEREAS, the University of Hawai‘i System Mission Statement and Strategic Directions for International Engagement, 2010-2020 calls for all of its campuses “to make the University of Hawai‘i a preeminent center of international learning”; and

WHEREAS, it continues to state all campuses “should enhance, intensify, expand and diversify their international activities”; and

WHEREAS, it further affirms the University’s need to foster “among students and faculty global perspectives and attitudes”; and

WHEREAS, Leeward CC documents such as the strategic plan and mission statement are in alignment with the UH System’s Mission Statement where all emphasize in various ways the importance of the global environment and economies, therefore, be it

RESOLVED, that the Leeward CC Faculty Senate expresses support of all existing and any new initiatives, programs and certificates/degrees dedicated to international/global education for the benefit of all faculty and students who are dedicated to upholding the UH System’s Mission Statement and implementing its strategic directives; and

Be It Further RESOLVED, that the Leeward CC Faculty Senate strongly encourages the Leeward CC Administration to endorse and support international/global education with funds to bring the Leeward CC campus into alignment with the University of Hawai‘i System Mission Statement and Strategic Directions for International Engagement, 2010-2020.

**Motion 12-07:**

To approve the International Engagement Resolution as revised above.

Motion was approved with 19 approvals, 0 disapprovals, 1 abstention.

Chair Lococo said he will present the resolution formally to the administration.

**B. Faculty/Campus Information and Interaction (Ono)**

Sen. Ono said she talked with faculty members in favor of an “interaction” committee; many will sponsor an end-of-year get-together when we send the accreditation report out. (Sen. Kae added that it will be a “bon voyage to the report,” with four bars [representing the four Standards].)

Sen. Ono asked for committee/event suggestions and received the following:
tea (for non-drinkers)
free food
funding from the college
volunteers for grilling
event on Friday afternoon
door prizes.

Sen. Ono suggested going back to divisions and asking faculty members, “What would get you to go to a campus function?” She urged senators to send suggestions to her.

IX. Faculty Senate Reports – Parts B and C

(B) Chair’s Report (Lococo)

Chair Lococo asked for suggestions as to whom we could invite to brief the Senate on various programs and activities taking place on and off campus, such as the presentations OCEWD and the Office of International Programs have presented in recent meetings. He suggested Leeward CC – Wai‘anae, and said he would discuss this with the Leeward CC-Waianae Coordinator, Laurie Lawrence.

Chair Lococo also announced to the senate that Administration has agreed to respond to the student success memo formally, in some form.

(C.) Executive Committee (Lum/ Van der Tuin)

Vice Chair Lum invited senators to the Feb. 7 open forum on the revised mission statement (whose current draft is the result of feedback from Campus Council, and Student Government). She will be seeking approval of the final draft (which will incorporate open-forum feedback) at the Feb. 22 FS meeting.

X. Announcements

A. UHPA Update (Cain)

Sen. Cain explained that each CC campus can appoint a member to the Board of Directors, for a three-year term; any UHPA member can be nominated. On Feb. 4, a faculty representative forum will be held at the Ala Moana Hotel, with a Q/A session with President Greenwood. Sen. Cain urged senators to attend the forum or send their questions to her. Ben Cayetano, now a possible mayoral candidate, will be there as well.

B. Committees (Lococo)
Chair Lococo said an additional Faculty Senate member to join Sen. Schmidt is needed for the Space Committee; please let him know if you wish to volunteer. One positive thing about the committee, he said, is that unlike other campus' space committees, ours actually does have a say on space allocation.

He also announced the UHCC Academic Policy Committee meeting (tomorrow), which Sen. Ono will be attending—she can deliver comments from senators there. Chair Lococo will be attending the CC Faculty Senate Chairs meeting and UH System Faculty Senate meetings on Friday; he asked that senators send him any questions they would like addressed in those fora.

**B. Public site for minutes (Ono)**

Sen. Ono reminded the Senate of the need for access to all FS minutes on a public site. Chair Lococo confirmed that necessary links are being fixed, and that access to our minutes is also necessary for accreditation. At present all are on the emedia server and so minutes will be accessible to everyone.

**XI. Adjournment: 5:35 p.m.**

Next Meeting is on February 22, 2012.

*Spring 2012 Faculty Senate Meetings:*
1/18, 2/22, 3/21, 4/25, 5/9