

**LEEWARD COMMUNITY COLLEGE**  
**2011-2012 FACULTY SENATE MINUTES**

**APPROVED Minutes of the March 21, 2012, Meeting**

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

**Senators Present:** Paula Asamoto, Michael Bauer, Eileen Cain, Christian Ganne, Candace Hochstein, Helmut Kae, Roy Kamida, Eiko Kosasa, Michael Lane, Paul Lococo, Susan Lum, David Millen, Kay Ono, Blanca Polo, Tara Rojas, Michael Scully, Melanie Van der Tuin, Greg Walker

**Senators Absent:** William Albritton, Eunice Brekke, Keith Knuuti, Erin Loo, Tracie Losch, Kabi Neupane, Natalia Schmidt

**Guests:** Tracey Imper

**Additional Document Links:** [Meeting Agenda](#)

**I. Call to order**

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

**II. Campus Report: *Accreditation Draft 3 Available for review***

Senate Chair Lococo reminded senators that the Accreditation Self-Evaluation Draft 3 is available (online) for review. The steering committee met yesterday and will be meeting again to create action plans. The final draft will come to the Senate for a final review and vote; senators are encouraged review the report once again, especially Standard IV (on leadership).

According to Sen. Ono, changes to the last draft included the addition of action items to Standards I and II; suggestions for items to be deleted were reviewed (to confirm the appropriateness of their deletion). The same process will be repeated for Standards III and IV, next week. Sen. Kae said that items included in the 2006 self study now need to be addressed. The next report draft is due May 31.

**III. Faculty Senate Reports**

## ***A. Standing Committees***

### **1. Curriculum Committee (Lane)—*Report***

Sen. Lane sent out an E-mail yesterday (3/20) to the faculty of Leeward CC, explaining that the committee is working on proposals, and that materials may still be submitted, but the deadlines may change. He invites feedback from senators about current deadlines, which will be discussed at the next Curriculum Committee meeting. The committee is also working on a survey and course/program question review—please send him any suggestions. Sen. Lane explained that the committee has guidelines within which it has to work, but questions can be changed. Chair Lococo thanked Sen. Lane for sending out his E-mail message and remarked that it was a good idea. Chair Lococo mentioned that he has already heard two comments so far about Sen. Lane's request; some faculty members are thinking about sending feedback.

### **2. Faculty (Ono)—*Voting Item (credit hour)***

Sen. Ono discussed the UHCCP 5.228 proposal. For accreditation, the ACCJC requires that the system define a credit hour and procedures for ensuring application of this definition for courses; the committee began by examining Maui College's definition and developed a broad, generic definition in order to allow each college to design its own process. Item V of the proposal says, "Flexibility is granted to each college to design a process that meets the requirements of UHCCP 5.228."

Chair Lococo reminded the senate that the definition has been created in response to federal (US Department of Education) mandates. A motion was made (Ono/Lum) to accept UHCCP#5.228 definition of a credit hour.

Sen. Kae asked about how the definition takes into account lab hours. Chair Lococo noted that work-study and vocational programs face similar challenges when defining credit hours; Sen. Hochstein pointed out that some art courses do as well. Sen. Ono responded that some lecture/lab classes and courses involving outside work (internships, studio work, etc.) are mentioned in the committee's document. Carnegie units are also discussed, and wording comes from that system. Sen. Ono mentioned that the credit-hour policy adopted (for accreditation) in 2011 was approved. She said that before asking the Senate to vote on the definition, she will be talking with Sen. Schmidt about the sciences lab issue.

Sen. Hochstein noted that it is important to understand the now-ambiguous definition. Chair Lococo mentioned that since the Leeward administration has not commented on the definition, it will probably approve the UHCC proposal.

The motion was tabled to the next Senate meeting.

## IV. Unfinished Business

### *A. Common Course Numbering proposal from ACCFSC—Voting Item*

Chair Lococo explained that this proposal was not rejected in principle by last year’s Senate, but was rejected since there was no agreement on how it would be enforced. This proposal revision addresses the enforcement issue, such as pressuring the three or fewer campuses with differences (when the rest of the campuses agree); UH-System administrators will pressure campuses with different course numbers for the same course, providing the necessary funding for faculty meetings to come to a solution.

Sen. Hochstein commented that this issue was brought up this morning at a system meeting on articulation, as a practice that needs to be instituted at the campus level (through the Curriculum Committee) but is not really not possible at the system level. More conversations are required during the development phase of new courses; contact should be made during the research phase.

Chair Lococo said this particular initiative is geared to Foundations courses only, but if successful could then expand to Diversification and other courses; however, if it is not successful for general-education courses, it certainly won’t be a possibility for other courses. Sen. Hochstein said the system has concerns over how the necessary conversations will take place, and who will change the alpha and number for a course for which our campus uses one number and UH-Mānoa uses another.

Sen. Lococo said the idea is to work collaboratively on existing courses and also work proactively as future courses are developed. Sen. Hochstein said she believes in the purpose but objects to the lack of a process. Sen. Ono explained that the system is planning to fund face-to-face meetings to help faculty come to agreements over proposals since common course numbers are important for our students, for transfer.

#### **Motion 12-25 (Ono/Kae):**

To accept [Draft 4](#) of the (ACCFSC) Common Course Numbering proposal.

**14 approved, 0 opposed, 3 abstentions: motion passed.**

### *B. Posting of Final Exam Schedule with Schedule of Courses (Ono)—Voting Item*

Sen. Ono introduced the issue by stating that campus administration should be posting the Final Exam Schedule for the next semester at the same time that the course-availability page is posted online, and in the same location.

Sen. Hochstein mentioned the "old-days" Schedule of Courses (which later became the online "Registration Guide"), complete with withdrawal dates, the final exam schedule, etc., all in one place. This spring's final exam schedule is posted, but next summer's and fall's are not. Sen. Hochstein would like to see all that information--not just the final exam schedule--posted early.

Sen. Ono suggested posting the schedule in multiple places (including the *Classes* tab) for students who want to plan ahead (e.g., for final exam studying, etc.). Sen. Hochstein said that problems arise with these "things all over place" and recommended including all the information in one pdf file (versus having to tell students, "It's online"); Sen. Rojas said that she, too, would like everything up at once, in the same place.

Sen. Hochstein pointed out that class information is available now under SERVICES FOR STUDENTS, but that you have to know where you're looking. Sen. Ono said the final exam schedule needs also to be linked to the CLASSES tab and under "Student Services."

**Motion 12-26 (Ono/Polo):**

The Leeward CC campus administration should be posting the Final Exam Schedule at the same time that the course-availability page is posted online, and in the same location.

**17 approved, 0 opposed, 0 abstentions: motion passed.**

**V. Faculty Senate Reports**

***A. Chair's Report (Lococo)***

**1. Executive and Faculty Salaries at UH System**

Chair Lococo informed the Senate that the ACCFSC has requested data on Executive position salaries going back 20 years. The Honolulu Civil Beat web site already lists current salaries of all employees of the University of Hawaii system. Chair Lococo pointed out that the proliferation of executives--and what they're earning--is a big issue on some campuses; he will gather

information at the ACCFSC's April meeting on the results of this salary research, and report back to the Senate.

## **2. Lack of DE documentation—question concerning “curriculum matters”**

The Faculty-DLAC committee of the ACCFSC reported that over the years there have been a number of UH policies concerning Distance Education, online teaching, etc. However, many of the documents of the policies do not contain dates and/or issuing authority. Another issue concerns “curriculum matters” in the context of DE. Some administrative policies may be encroaching on an area that is primarily the responsibility of the faculty.

Chair Lococo reported that the committee is looking at distance education throughout the system and finding some contradictory policies as well as missing dates and approval names. Some important questions are, "What are our policies?" and, "What is administration and what is curriculum when it comes to DE?"

On curriculum matters, there is a gray area (for which the BOR left primary responsibility with faculty); with DE, there are technology issues because of methodology, and they sometimes encroach on curriculum. Next fall, we will need to address the friction of the disagreement over what DE “curriculum” is.

## **3. Windward CC revision/replacement of eCafe for Student Evaluations.**

Senators were also informed that Windward CC has apparently decided to go its own way in devising a replacement or revision for the eCafe system for DE Student Evaluation. At the ACCFSC meeting Friday, Senate Chair Lococo will learn what campuses are doing. As far as Chair Lococo and Sen. Walker (DE) know, faculty CAN create a campus system/questions, but Sen. Walker has not been receiving updates/developments.

Sen. Rojas asked Sen. Ono whether the ad-hoc evaluation committee should be a standing subcommittee look at student evaluation methodologies.

## ***B. Executive Committee (Lum/ Van der Tuin)***

Vice Chair Lum expressed deep appreciation for the mission statement committee. Their new (revised) statement was approved by all governing bodies and is now in Chancellor Cabral's hands. Vice Chair Lum asked him to keep her updated on process and changes.

**Motion 12-27 (Lum/Ono):**

To extend our appreciation to the following Mission Review Committee members for their work on revising the mission statement: Laurie Lawrence, Momi Kamahale, Jim West, Christian Ganne, Tracey Imper, and Therese Nakadamori

**15 approved, 0 opposed, 0 abstentions: motion passed.**

Vice-Chair Lum remarked that the learning-centered focus of the BOR questions at the lunch/presentation she attended was impressive.

## **VI. Announcements**

### **Academic/Institutional Support (Cain)**

OPPA people attended the committees meeting to discuss Community College Survey of Student Engagement (CCSSE) data. OPPA requested that more faculty administer the survey in their colleagues' classes. Five faculty members are needed to visit other teacher's classes in April (for 55 minutes per class); please E-mail [alicia.brown@hawaii.edu](mailto:alicia.brown@hawaii.edu).

CCSSE results (response to survey questions asking for reasons students withdraw from courses) suggest the following are the three main reasons (consistent over the last three years) for withdrawals: transfer, lack of finances, working full time. Students "told on themselves," with low scores for coming to class prepared and high levels of skipping class.

Sen. Cain also mentioned that questions have been posed as to whether the campus is actually saving money by shutting down during breaks. Mark Lane says that this is difficult to determine for an isolated week but that we have reduced overall energy consumption by 10 percent.

### **Agenda item for April FS meeting (Hochstein)**

Sen. Hochstein would like to request earlier posting of the course registration guide online; she would like this issue on the April agenda.

She also wanted to make senators aware of the "15 in 2 and 15 to Finish" initiative (i.e., 15 credits a semester to graduate in two years (there is a big push for counselors to encourage it). Sen. Hochstein was concerned that we may not have enough classes, summer bridge opportunities, etc. Sen. Polo asked about students flunking with only 12 credits (and whether the students taking 15 credits are successful by virtue of being more prepared). Sen. Lococo explained that the reason for the push is that Pell grants are now for 12 semesters, which means students cannot stretch their studies out. Sen. Hochstein recommended advertising summer bridge programs in high schools, and offering remedial and developmental classes at a discount in the summer. She and Chair Lococo agreed that there will be implications for this initiative for faculty, and we will have to deal with these issues.

**House Bill 2639 (Ono)**

Sen. Ono reported that Suzette Robinson mentioned this bill proposing that necessary credit equivalency assessment be available to military. Veterans are facing barriers with different credit equivalencies at different schools (unlike HPU). Susan Lee, at the system office, received a PLA grant to assess when, where, and how veterans prefer their classes. System deans met today and will be addressing veterans. Sen. Ono said that veterans have identified many problems at our campuses, which will hopefully help us service our vets.

**VI. Adjournment— 4:30 p.m.**

Next Meeting: April 25, 2012.

Remaining Spring 2012 Faculty Senate Meetings: 4/25, 5/9.