



**Approved Faculty Senate Meeting Minutes
 September 21, 2016 • GT-105 • 3:00 pm**

Senators Present	
<ul style="list-style-type: none"> ● William Albritton, <i>Chair</i> ● Jayne Bopp ● Jeremiah Boydston ● Lexer Chou ● James Fujita ● Petersen Gross ● Junie Hayashi ● Robert Hochstein ● Warren Kawano ● Eiko Kosasa, <i>Vice-Chair</i> ● Steve Jacques 	<ul style="list-style-type: none"> ● Jeff Judd ● Tiana Loo ● Stanley May ● Wayde Oshiro, <i>Secretary</i> ● Suzette Scotti ● Christy Takamure ● Catherine Walker ● Danny Wyatt
Senators Absent	Guests
<ul style="list-style-type: none"> ● William Castillo ● Michael Cawdery ● Raymund Liongson 	<ul style="list-style-type: none"> ● Eric Wong, <i>Student Government Representative</i> ● Ashley DeMolive, <i>Lecturer's Rep (unofficial)</i>

I. Call to Order 3:01 pm after quorum was established.

The following are the Faculty Senate Meeting Minutes for September 21, 2016. The regular meeting takes place in GT-105 and is scheduled from 3:00 pm until adjournment. Faculty Senate Chair William Albritton, Vice-Chair Eiko Kosasa, and Secretary Wayde Oshiro were present at this meeting.

II. Approval of the MINUTES (August 24, 2016) - Approved as corrected.

III. Faculty Senate Reports

A. Chair's Report (Albritton)

1. Senator Eileen Cain, resignation
2. CCCFSC (Community College Council of Faculty Senate Chairs) meeting - No report (next meeting is September 23, 2016)
3. ACCFSC (All Campus Council of Faculty Senate Chairs) meeting - No report (next meeting is September 23, 2016)

4. Added names of committees members to FS website. Can add documents as well. If a committee would like a website, Google Sites is recommended.
- B. Vice Chair's Report (**Kosasa**) - No report.
- C. Secretary's Report (**Oshiro**) - No report.
- D. Standing Committees
1. Academic & Institutional Support (**Takamure**) - Report [link](#).
 - a) Parking issue

Committee is meeting with VCAS Lane on Oct 10. Seeking timetable for paving of Tuthill "overflow" parking area and Campus Security assistance with traffic flow. Recommending a review of handicapped parking stall location and inventory.

Senator Chou reported that Student Government will also meet with Lane about the parking issue. They will request covered motorcycle parking; share concerns with ongoing ticketing of vehicles parked on Ala Ike; recommend that the college explore an MOU with the C&C of Honolulu to allow legal parking on Ala Ike grassy shoulder; and propose a carpooling incentive program.

b) Designated Smoking Areas (DSAs)

Issue brought to committee's attention concerning DSA near FA Bldg. where individuals are observed smoking near gas meter/lines. At committee's request O&M contacted the Gas Co. for guidance. The rule is no smoking within 10 feet of a gas line. The company posted a new No Smoking sign but the committee feels that another sign conveying a stronger message is required.

2. Assessment (**Cawdery and Judd**) - No report.
3. Budget & Planning (**May**) - No report.
4. Curriculum Committee (**Fujita**) - Report [link](#).

16.11: Motion (Fujita) On behalf of the Curriculum Committee, Senator Fujita moved that the Faculty Senate adopt the following course modification: ART 107D (3 cr)

VOTE: 18 Y, 0 N, 0 A - Motion passed

16.12: Motion (Fujita) The Leeward CC Faculty Senate commends Senator Gross for his work on the new Kualii Student Curriculum Management system and for the assistance he provided to the campus community throughout the transition.

VOTE: 18 Y, 0 N, 0 A - Motion passed

5. Distance Education (**Gross and Kawano**) - Committee has met.
6. Elections (**Castillo and Hayashi**) - Current list of faculty and lecturers received from HR.

7. Faculty (**Wyatt**)
 - a) Faculty Committee Report on Proposed Changes to [Policy RP 9.214, Teaching Assignments for Instructional Faculty](#)
 - b) Note: UH System is asking for feedback by September 30th.

Senator Wyatt received no written feedback on his committee's proposal sent via email on September 18. During discussion several senators expressed concern with the proposed policy changes and a motion followed.

16.1: Motion. The Leeward CC Faculty Senate rejects the notion of publishing online "bio bibs" for instructional faculty as described in the proposed revision to Policy RP 9.214, Teaching Assignments for Instructional Faculty, because workload for community college faculty is clearly delineated in the UHPA contract and job performance is thoroughly vetted through contract renewal, tenure, promotion, and post-tenure reviews.

VOTE: 17 Y, 0 N, 1 A - Motion passed

8. General Education (**Scotti**) - FS transition to FQ update; last meeting discussed phase out date; CC date will precede Manoa; discussion continues on issue of transfers
9. Legislative Relations (**Jacques and Liongson**) - Planned meeting with admin in October.
10. Student (**Bopp and Chou**) - Established the membership of the student grievance committee.

E. Ad Hoc Committees

1. Alternative Course Schedule (**Boydstun and Chou**)

Includes representation from each division; shared survey results to all discipline coordinators about alternate course scheduling - responses heavily in favor of changing schedules; proposing system alignment (Windward & Honolulu have moved to 75 minute schedule, with 8:30 start), Leeward is the only campus with 5 day schedule; CTE scheduling needs must be taken into consideration

2. Policy on Curriculum Review and Revision (**Boydstun**)
 - a) Working on a proposed draft.

Committee asked four questions:

1. What is fundamental purpose of course syllabi?
2. Is a course syllabi a legal or academic document?
3. What information besides standardized items (course alpha, credits, etc.) is institutionally or legally mandated?
4. Is course syllabus an appropriate vehicle for non-standardized items?

Syllabi are not legally binding or enforceable contracts and should provide information pertaining to the respective courses only. Title IX or emergency alerts information should not be included based on the following:

- Inconsistency - wording, placement or inclusion is not always uniform for each syllabi
- Recognition - students will receive the same information in all their courses which makes inconsistency a problem
- Information overload
- Redundancy - information can be found elsewhere (course catalog, LCC homepage, etc.) where it can be maintained and updated

Draft recommendations:

- Non-standardized items should be standardized in how they are articulated and presented uniformly
- Information should be presented to students at NSO, via student handbook, in course catalog, and during the registration process
- Non-standardized items should not be included in course syllabi
- Link to important documents

IV. **New Business**

A. none

V. **Announcements**

A. none

VI. **Adjournment: 4:25 PM**

A. Next meeting date and time: **October 19, 2016, 3-5pm in GT 105**

B. Subsequent meetings for the academic year:

1. November 9, 2016
2. December 7, 2016
3. January 25, 2017
4. February 15, 2017
5. March 15, 2017
6. April 12, 2017
7. May 3, 2017