



Approved Faculty Senate Meeting Minutes
December 7, 2016 • GT-105 • 3:00 pm

Senators Present	
<ul style="list-style-type: none"> ● William Albritton, <i>Chair</i> ● Jeremiah Boydston ● William Castillo ● Michael Cawdery ● Lexer Chou ● Ashley DeMerville ● James Fujita ● Petersen Gross ● Junie Hayashi ● Robert Hochstein ● Warren Kawano 	<ul style="list-style-type: none"> ● Eiko Kosasa, <i>Vice-Chair</i> ● Jeff Judd ● Raymund Liongson ● 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"> ● Jayne Bopp ● Steve Jacques 	<ul style="list-style-type: none"> ● Hae Okimoto, <i>Director of Academic Technology Services</i> ● Della Teraoka, <i>Vice Chancellor of Academic Affairs</i> ● Eunice Brekke, <i>Assistant Professor, Sociology</i> ● Rawley Riccio, <i>Student Government Representative</i>

I. Call to Order @ 3:00 pm after quorum was established.

The following are the Faculty Senate Meeting Minutes for December 7, 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 for November 9, 2016 - Approved as submitted.

III. Faculty Senate Reports

A. Chair's Report (Albritton)

1. Hae Okimoto, Director of Academic Technology Services: Answer questions and discuss concerns about the new Course Evaluation System (CES). View notes [here](#)

2. Vote on new Course Evaluation System (CES) motion

16.20: Based on information presented in memorandums from VP for Academic Affairs Risa Dickson ([April 20, 2015](#)), President David Lassner ([March 8, 2016](#)), and milestones presented on the ITS Course Evaluation System website (<http://www.hawaii.edu/its/course-evaluation-system/>), the Leeward Community College Faculty Senate opposes the implementation of the New Course Evaluation System (CES) for the reasons outlined in the [Manoa Faculty Senate Resolution 16.16](#) approved on May 4, 2016.

VOTE: 13 Y, 0 N, 7 A - Motion Passed

3. Next meeting (January 25, 2017), we will elect the new Executive Officers
4. CCCFSC (Community College Council of Faculty Senate Chairs) meeting on November 18, 2016
 - a) [UHCCP #4.203 Institution Set Standards](#) (asking for review, comment, and endorsement by end of January) - Revision added Standards 7 and 8 (see last page)
 - (1) Comments: Will additional funding be available to help students achieve these goals? Really addressing student achievement not student learning.
5. ACCSFSC (All Campus Council of Faculty Senate Chairs) meeting on November 18, 2016
 - a) Discuss "[Principles for Strategic Planning Processes Across the UH System](#)" draft resolution (asking campuses for comment and/or endorsement).
 - (1) Comments: How does the data inform the planning process and budgetary decisions?
 - b) Discuss "[Resolution calling for a revised committee structure for BOR](#)" (asking campuses for comment and/or endorsement).
 - (1) Comments: Changes to BOR membership requires a change to State law. Senator Liongson volunteered to investigate law on BOR membership.
6. Oral Communication Hallmarks memo on October 13, 2016.
 - a) [Memo](#) from Della. Administration approved the first three hallmarks, but not the fourth hallmark, citing limited resources as a reason for not approving a class size limit of 20 students for OC focus courses.

B. Vice Chair's Report (**Kosasa**)

1. Motion to form an Ad-Hoc CES Committee to gather faculty feedback and make recommendations for the new Course Evaluation System (CES)

Proposed Motion for vote at January 25, 2017 meeting: On behalf of the Faculty Senate Executive Committee, Vice Chair Kosasa moves that Faculty Senate establish an Ad-Hoc Course Evaluation System (CES) Committee to gather faculty feedback and make recommendations for the new Course

Evaluation System.

C. Secretary's Report (**Oshiro**) - no report

D. Standing Committees

1. Academic & Institutional Support (**Takamure**) - no report

2. Assessment (**Cawdery and Judd**)

a) [AA Program Review Task Force report](#) - Eunice Brekke summarized a task force report on the Liberal Arts degree. Assessed written communication, critical thinking, and cultural diversity using final assignments from WI courses. Sample size: 175. Over 50% of students meet or exceed proficiency for written communication and critical thinking and 30% for cultural diversity. Seeking comment. FS sent report to Assessment Committee for further discussion and next steps.

3. Budget & Planning (**May**)

a) [Discussion item](#)

Proposed Motion for vote at January 25, 2017 meeting: On behalf of the FS Budget & Planning Committee I (Senator May) would like to make a motion to request that more of an effort be made to make the operating budget understandable to the campus community and that financial analysis of the operating budget be shared with the campus. This financial analysis should include financial ratios, especially efficiency ratios, such as administrative costs (administrative expenses/total revenues), instructional expenses (including the growth of non-tenure track positions to tenure track positions), and track the growth in non-academic administrative and professional positions at Leeward CC. These ratios should be tracked over time for a minimum of the last 10 years (is the percentage growing or shrinking) and should be compared to other schools of comparable size (is our percentage of administrative costs in line with other schools, for example).

4. Curriculum (**Fujita**)

a) [Report](#)

b) Music Courses - Kuali System needs to align with the catalog.

16.21: Motion (Cawdery) Senator Cawdery moves that faculty senate allow Petersen Gross to correct a technical issue in KSCM to align with the Leeward 2016-17 Catalog page 131 regarding repeatable Music courses.

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

16.22: Motion (Fujita) On behalf of the Curriculum Committee, I (Senator Fujita) move to amend the submission of ED 330, ED 331, ED 332, ED 334 and ED 335 which were approved by the Faculty Senate on November 9, 2016. There is a technical problem with KSCM in which all prerequisites retained part of

the original wording which was revised but would not go away. Prerequisites incorrectly state: Complete this many years of degree 2 years of any associate-level degree or higher.

Due to technical issues with Kuali the desired statement cannot be displayed properly at this time. "Complete this many years" was part of the original wording of the prerequisite that could not be removed. Petersen Gross is working to remove it and replace it with the description accepted by the Curriculum Committee which is: Completed any 2 year associate-level degree or higher.

We ask the Faculty Senate to accept the Curriculum Committee approved prerequisite statement over the incorrect statement which will be displayed until the technical issue is resolved.

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

16.23: Motion (Fujita) On behalf of the Curriculum Committee, Senator Fujita moved that the Faculty Senate adopt the following:

New Courses: HWST 105L - Mea Kanu Hawai'i: Hawaiian Ethnobotany, SCI 295EN - STEM Research Experience in Engineering

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

16.24: Motion (Fujita) On behalf of the Curriculum Committee, Senator Fujita moved that the Faculty Senate adopt the following:

Course Modifications: ECON 130, ECON 131, HWST 105, HWST 107, HWST 291, ICS 141, ICS 270, PHYS 170, PHYS 170L, PHYS 272, PHYS 272L, ICS 293D, SP 151, ED 310A, ED 311A, ED 312A, ED 313A, ED 314B

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

16.25: Motion (Fujita) On behalf of the Curriculum Committee, Senator Fujita moved that the Faculty Senate adopt the following:

Program Modifications: ASC-ICS - Information and Computer Science, CA-CULN - Culinary Arts, CA-ICS-ISSP - Information Security, CA-ICS - Information and Computer Science, AS-ICS - Information and Computer Science, CO-ICS-HDS - Help Desk, CO-TCH-ACTE - Alternative Certification in Teaching Certificate of Competence

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

5. Distance Education (**Gross and Kawano**) - no report
6. Elections (**Castillo and Hayashi**) - no report
7. Faculty (**Wyatt**) - no report
8. General Education (**Scotti**) - Implement FQ Fall 2018, FS to be phased out 2020.
 - a) [Report](#)

9. Legislative Relations (**Jacques and Liongson**) - no report

10. Student (**Bopp and Chou**) - no report

E. Ad Hoc Committees

1. Alternative Course Schedule (**Boydston and Chou**) - Meeting with Della next week to pitch the alternative course schedule.

2. Policy on Curriculum Review and Revision (**Boydston**)

- a) Committee remains opposed to adding mandated statements to course syllabi. A syllabus is not the best vehicle for conveying important information to students. Committee revised Policy L.5201 which removes mandated statements, adds grading policy, and academic honesty.

IV. Old Business

A. Vote on Motion to rescind Motion 16.14

16.26: On behalf of the Faculty Senate Executive Committee, Vice Chair Kosasa moves that Faculty Senate rescind [Motion 16.14](#): The Leeward Community College Faculty Senate recommends that the Board of Regents consider adding a faculty representative to the Board to facilitate better communication operationally with the regents. The regent should be selected by the All Campus Council of Faculty Senate Chairs.

VOTE: 14 Y, 1 N, 2 A - Motion passed

V. New Business

A. None

VI. Announcements

A. None

VII. Adjournment @ 5:40 PM

A. Next meeting: January 25, 2017, 3-5 pm in GT105

B. Subsequent meetings for the academic year:

1. February 15, 2017
2. March 15, 2017
3. April 12, 2017
4. May 3, 2017

Compiled and submitted by Wayde Oshiro, Secretary