



Faculty Senate Meeting Minutes November 8, 2017

The regular meeting of the Leeward CC Faculty Senate was held in the Ka'ala Room (GT-105), Chair, James Fujita, was present and presiding with Wayde Oshiro, Vice-Chair. A quorum being present, the Chair called the meeting to order at 3:02 p.m.

Senators Present: Milton Ayakawa, P. Jayne Bopp, Jeremiah Boydston, Weirong Cai, Petersen Gross, Junie Hayashi, Betty Ickes, Jeff Judd, Genai Keli'ikuli, Gholam Khaleghi, Tiana Loo, Stanley May, Michael Oishi, Suzette Scotti, Jaydene Kale'a Silva, Catherine Walker, and Christine Walters.

Student Government Representative Present: Rawley Riccio

Senators Absent: William Castillo, Lexer Chou, Warren Kawano, Danny Wyatt

I. Approval of Minutes

The minutes of the October 18, 2017 meeting of the Faculty Senate were accepted with corrections.

II. Faculty Senate Reports

A. Chair's Report

1. All Campus Council of Faculty Senate Chairs (ACCFSC).

a. Highlights of meeting of October 20, 2017.

- i. UH President David Lassner received the Distinguished Citizen of the year award.
- ii. Native Hawaiian student enrollment is holding steady in the UH system.
- iii. A few of the UH community colleges (e.g., Windward CC and Kaua'i CC) are generating resolutions asserting the purview of faculty over curricular issues in the wake of the UHCC administration's aborted effort to rename Accounting programs in the UH community colleges.

1. As the effort to rename Accounting programs was aborted, Leeward CC's Faculty Senate Chair, James Fujita, sees no need for, and will not draft, a similar resolution.
- iv. UHM Senator Noel Kent remarked on the declining enrollment in Liberal Arts. He noted that our General Education core requiring thirty-one (31) credits is minimal compared to other colleges. He also noted that there has been a decline in hiring for Liberal Arts disciplines (e.g., English full-time employees (FTEs) have declined from 72 to 32).
 1. Senator Kent noted that more funding should go to programs teaching undergraduates.
- v. President Lassner noted that the forthcoming Course Evaluation System (CES) is not for data gathering.
 1. President Lassner noted that the campus question must be a course question. It should not be a division, discipline, or institutional question.
 2. The campus coordinator will input questions for tiers 1-3 into the CES while instructors will be responsible for inputting tier 4 questions.
2. Community College Council of Faculty Senate Chairs (CCCFSC)
 - a. Highlights of meeting of October 20, 2017.
 - i. UH Vice President for Community Colleges, John Morton, detailed his supplemental budget request for the UH community colleges.
 1. Vice President Morton noted that the second year is set aside for unexpected budget needs as the state legislature uses it as a way to budget year by year.
 - ii. The academic calendar for the year 2021 is inaccurate. The Spring 2021 semester begins January 4, 2021 while the faculty duty period begins December 28, 2020.
 1. John Morton will look into this issue.
 - iii. There is a recommendation to avoid providing signatures on posted documents to frustrate efforts at identity theft.

- iv. Community college enrollments are up if compared to pre-recession enrollment.
- v. VP John Morton noted that we are losing students. In an effort to stem this loss, he proposes the following.
 - 1. Targeting adult students age 25-44 who have some college but who have dropped out to join the workforce. To accommodate these students, VP Morton has proposed the following.
 - a. The creation of an online AA.
 - b. Five-week accelerated courses.
 - 2. Incentivizing students to stay by waiving the tuition for one course.
 - 3. Targeting Pacific Islander students who are underrepresented relative to their percentage of the population.
 - 4. Targeting international students.
 - 5. Improve numbers of graduating students transferring to non-UH system schools.
- vi. John Morton is coming November 29, 2017 to talk about leadership transition.

B. Vice-Chair's Report

- 1. There will be an open house at the Leeward CC Wai'anae-Moku campus on November 16, 2017, 5:00-8:30 p.m.
 - a. Volunteers have been identified to test Turnitin, a web platform used to provide feedback, assess work, and check for plagiarism in student writing. Online training is scheduled for November 9, 2017. Turnitin campus-wide rollout is scheduled for Spring 2018.

C. Secretary's Report

- 1. Nothing to report.

D. **Standing Committees**

- 1. Academic and Institutional Support Committee.
 - a. Senator Gholam reported that there was no November meeting as there were no issues before the committee.
 - b. It was reported that air conditioning on campus will be turned off one week during Winter recess. Senator Khaleghi will raise this concern with administration.
- 2. Assessment Committee

- a. Senator Judd noted that the Assessment Committee is completing its assessment policy review and will present an update at the next Senate meeting.
3. Budget and Planning Committee
 - a. Senator May observed that the Budget and Planning Committee is waiting on the findings of the Ad Hoc Planning Process Review Committee to clarify the role of the Faculty Senate in the budgeting process.
4. Curriculum Committee
 - a. **Motion 17.59:** On behalf of the Curriculum Committee, Senator Gross moved that the Faculty Senate accept the new programs and courses, modified programs and courses, and deletions of certificates and courses enclosed in his [November 8, 2017 report](#).
 - i. The Senate approved of all proposals contained in Senator Gross's report.
 - b. Addendum: Senator Gross reported that the Academic Subject Certificate (ASC) in Music that was rejected at the last Faculty Senate meeting of October 18, 2017 was modified to require a minimum, rather than a range, of credits. The modification to this ASC is recorded in Senator Gross's [addendum to his November 8, 2017](#).
 - i. The Senate approved the ASC in Music.
5. Distance Education Committee
 - a. Nothing to report.
6. Elections Committee
 - a. Everyone eligible to vote in Faculty Senate elections should have received an invitation. The voting deadline is 4 p.m., Monday, November 13, 2017.
7. Faculty Committee
 - a. Nothing to report.
8. General Education Committee
 - a. Senator Scotti apprised the Senate of the transition from the Foundations-Symbolic Reasoning (FS) to Foundations-Quantitative Reasoning (FQ) requirement beginning in Fall 2018. Students entering in Fall 2018 will need to fulfill the FQ requirement while continuing students will have the choice to fulfill either the FS or FQ requirement. The implementation deadlines for this transition are

contained in the [November 2017 Foundations-Quantitative Reasoning \(FQ\) update](#).

- b. **Motion 17.60:** On behalf of the Foundations Committee, and in an effort to comply with UH EP 5.209, Senators Scotti and Cai move the Senate to approve the requirement that students entering Leeward Community College in Fall 2018 fulfill the Foundations-Quantitative Reasoning (FQ) requirement as part of their AA degree while continuing students may choose to fulfill either the Foundations-Symbolic Reasoning (FS) or the FQ requirement.

- i. Motion 17.60 was approved.

9. Legislative Relations Committee

- a. Nothing to report.

10. Student Affairs Committee

- a. Senator Bopp noted that she and Senator Chou have consulted with the Dean of Student Services, Curtis Washburn, as well as individuals in Financial Aid, Counseling, and Admissions and Records regarding the pros and cons of allowing instructors to drop students who have not attended class (or who have not completed online assignments) for the first two weeks of the term. Senator Bopp noted that there is some concern about and resistance to dropping students under the auspices of such a policy as it may negatively impact students, particularly international students and students on Financial aid. Additionally, the UH system is currently drafting a policy on this issue.

E. Ad Hoc Committees

1. Course Evaluation System (CES) Committee

- a. Senator Oshiro noted that there will be a ballot coming out on November 13, 2017 to vote on the following items for Leeward CC's CES: a common campus question, an open-ended comment field, and sharing of survey results with division chairs.

2. Alternate Class Schedule Committee

- a. Nothing to report.

III. Unfinished Business

- A. Chair Fujita noted that he has sent a memorandum to administration requesting that flexible scheduling be implemented campus-wide in Spring 2019. Administration has not yet responded.
- IV. New Business**
- A. Curriculum Committee Chair, Petersen Gross, petitioned the Senate for a special meeting in February to process the balance of its agenda items for review by the Faculty Senate. Chair Fujita will look into booking a room and possibly moving the February 14, 2018 Faculty Senate meeting back to February 21, 2018 to accommodate this request.
- V. Announcements.**
- A. Chair Fujita requested senators to review the accreditation self-assessment report for accuracy regarding issues pertaining to the Faculty Senate.
 - B. Chair Fujita reminded the Senate that state Senator Kahele and state Representative McKelvey, chairs of the Higher Education Committees in the State Senate and House, respectively, will be at Leeward CC on November 20, 2017, 3:15-4:00 p.m. to meet with faculty. Senators are asked to make time to meet with visiting legislators and to share their top three priorities for the campus.
- VI. Adjournment.** The meeting was adjourned at 4:28 p.m. Next Meeting: December 6, 2017 in the Ka'ala Room, GT-105, 3:00–5:00 p.m.

Respectfully submitted by Michael Oishi, Secretary