



Faculty Senate Meeting Minutes December 6, 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 3:05 p.m.

Senators Present: Milton Ayakawa, P. Jayne Bopp, Weirong Cai, Lexer Chou, Petersen Gross, Junie Hayashi, Betty Ickes, Jeff Judd, Genai Keli'ikuli, Gholam Khaleghi, Tiana Loo, Stanley May, Michael Oishi, Suzette Scotti, Catherine Walker, Christine Walters, and Danny Wyatt.

Senators Absent: Jeremiah Boydston, William Castillo, Warren Kawano, and Jaydene Kale'a Silva.

I. Approval of Minutes

The minutes of the November 8, 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 the meeting of November 17, 2017.

- i. ACCFSC Chair, Nani Azman, reported that the academic calendar for Spring 2021 is just a working draft, not a final version. The duty period will not begin on December 28, 2020. Likewise, the Spring 2021 semester will not begin on January 4, 2021.
- ii. State Senator Kaiali'i Kahele visited Leeward CC on November 20, 2017 and met with administrators, students, faculty and staff. Among the attendees, six were members of the Leeward CC Faculty Senate. Senator Kahele remarked that the Legislature's Higher Education committees (Senate and House)

welcome direct input from faculty concerning UH campus and system priorities.

- iii. Course enrollment caps.
 - 1. UH West Oahu (UHWO) noted that each discipline, not administration, determines enrollment caps. Some courses at UHWO are capped at 20 while others are capped at 30.
 - 2. The Western Interstate Commission for Higher Education (WICHE) notes that the ideal number of students per class is 20-25.
 - 3. Kapi'olani CC reported that they have a 25-student cap, but that that number varies from program to program.
 - 4. Historically, enrollment caps at Leeward CC have been the same for online courses as for face-to-face courses.
 - 5. The Leeward CC Distance Education (DE) Committee was identified as an appropriate committee to determine enrollment caps.
- iv. The ACCFSC Charter specifies that only chartered senates can be members of the ACCFSC. UH Board of Regents (BOR) policy states that all faculty senates must be chartered and approved by the chancellor.
 - 1. The problem is that UHM has multiple college-level faculty senates, and that they do not represent the entire campus.
- v. After much resistance from some faculty, UH Hilo has joined UH System General Education Committee and is now aligned with the rest of the UH System.
- vi. According to a ruling by the Hawai'i State Supreme Court, work that can be performed by a government employee cannot be outsourced. Currently Leeward CC has two kinds of security guards: government employees and private security guards. Due to this ruling, Leeward CC will need to hire more government employee security guards.
 - 1. A solution was proposed to have a centralized campus security force based at UH Manoa.

That way, if one of our campuses needs a security guard, one can be dispatched.

2. Community College Council of Faculty Senate Chairs (CCCFSC)
 - a. Highlights of the meeting of November 17, 2017.
 - i. UH Vice President for Community Colleges, John Morton, noted that an Academic Subject Certificate (ASC) can be awarded to an AA student or an unclassified student who already has a degree. However, Early College students cannot earn an ASC due to the current rules and wording for qualifications.
 1. Vice President Morton noted that there needs to be a change. Anyone who completes the requirements for an ASC should be awarded the certificate.
 - ii. Vice President Morton discussed his supplemental budget.
 1. The UH community colleges requested \$2.5 million for UH Promise scholarships but was allocated \$1.9 million. Community colleges covered the shortfall of \$700,000. Vice President Morton will ask for more money to fund UH Promise scholarships.
 - iii. UH Manoa (UHM) is reviewing General Education requirements, though it is unclear what, specifically, it is reviewing and why. ACCFSC Chair, Nani Azman, will write an official letter requesting information from the UHM General Education coordinator about the reasons for the review and the types of changes that may be or are being considered.

B. Vice-Chair's Report

1. Report on Campus Council meeting of November 20, 2017.
 - a. Vice Chancellor for Academic Service, Mark Lane, shared the [Fiscal Year 2018 Operational Expenditure Plan \(OEP\)](#). The Operating Budget Resource Request Items listed on page 2 were identified in last year's Institutional Priorities Planning list.
2. Charter and Bylaws Review Subcommittee.
 - a. Vice-Chair Oshiro extended an invitation for senators to join the Faculty Senate Charter and Bylaws Review

Subcommittee. This subcommittee will review specific issues in the Faculty Senate Charter and Bylaws with a specific eye toward eliminating vague or ambiguous language.

C. Secretary's Report

1. Nothing to report.

D. **Standing Committees**

1. Academic and Institutional Support (AIS) Committee.

- a. Senator Khaleghi reported that the AIS Committee had a meeting on December 6, 2017, during which the following was discussed.

- i. The broken tiles in BS-107 will be replaced during the Winter Recess between Fall Semester 2017 and Spring Semester 2018.
- ii. The poor lighting in front of the Library will be addressed during the Winter Recess between Fall Semester 2017 and Spring Semester 2018, while the lack of lighting in the overflow parking lot behind Tuthill Courtyard will be taken care of by December 2018.
- iii. The slow stream of water for the water bottle filling station on the second floor of the Fine Arts (FA) Building has been resolved.
- iv. The Diamond Head E (DH-E) Building has an ant infestation problem. Several faculty members have reported being bitten by ants in the building. Mark Lane has been informed and has already contracted an exterminator to address the concern.

2. Assessment Committee

- a. Senator Judd reported that the Assessment Committee has completed its assessment policy review and has made recommendations for revision to the [Leeward CC Policy on Assessment](#).

- i. **Motion for consideration at the January 24, 2018 Senate meeting:** On behalf of the Assessment Committee, Senator Judd moves that the Faculty Senate adopt the revisions to the [Leeward CC Policy on Assessment](#).

- ii. This motion will be voted on at the January 24, 2018 meeting of the Faculty Senate.
 - iii. Senator Judd urged all senators to share this proposed revision to the Leeward CC Policy on Assessment with their constituents and to solicit feedback prior to January 24, 2018.
- 3. Budget and Planning Committee
 - a. Nothing to report.
- 4. Curriculum Committee
 - a. **Motion 17.61:** 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 [December 6, 2017 report](#).
 - i. The Senate approved of all proposals contained in Senator Gross's report.
- 5. Distance Education Committee
 - a. Nothing to report.
- 6. Elections Committee
 - a. Nothing to report.
- 7. Faculty Committee
 - a. Nothing to report.
- 8. General Education Committee
 - a. Nothing to report.
- 9. Legislative Relations Committee
 - a. Nothing to report.
- 10. Student Affairs Committee
 - a. Nothing to report.

E. Ad Hoc Committees

- 1. Course Evaluation System (CES) Committee
 - a. Senators Oshiro and Walker shared the results from the [Course Evaluation Survey \(CES\) ballot](#).
 - b. The CES Committee is planning a meeting to determine how to interpret survey results, how to share the results with the campus, and to identify tasks and timelines for the development of a question repository.
- 2. Alternate Class Schedule Committee

- a. Senators Chou and Boydstun submitted a memo to administration asking for an update on their motion to pilot an alternate class schedule for Spring 2019.

III. Unfinished Business

- A. Chair Fujita noted there was a meeting on November 29, 2017 to discuss the retirement of Chancellor Cabral in Summer 2018, the transition to an interim chancellor, and the selection of a permanent chancellor. Details of these processes are forthcoming from UH Vice President of Community Colleges, John Morton.
- B. An additional Faculty Senate meeting in February is unnecessary, though Chair Fujita is keeping his reservation of the Ka'ala Room, GT-105, for both February 14, 2018 and February 21, 2018.
 - 1. The Senate voted to move the February meeting of the Faculty Senate from its original date of February 14, 2018 to February 21, 2018, in the Ka'ala Room, GT-105, 3:00–5:00 p.m.

IV. New Business

- A. Nothing to report.

V. Announcements.

- A. No announcements to report.

VI. Adjournment. The meeting was adjourned at 4:35 p.m. Next Meeting: January 24, 2017 in the Ka'ala Room, GT-105, 3:00–5:00 p.m.

Respectfully submitted by Michael Oishi, Secretary