

**Leeward CC Faculty Senate**  
**Academic and Institutional Support (AIS) Committee**

**Date: October 9, 2020**

Time: 3:00-4:30 pm

Venue: Zoom virtual Meeting

Zoom link: <https://hawaii.zoom.us/j/92940391926>

Meeting ID: 929 4039 1926

Passcode: 841144

In attendance: Faamaile Ickes, Abigail Langlas, Ann Inoshita, Heather Takamatsu, James Ogg, Marke Lane, Michael Oishi, Will Castillo, Marie McKenzie

I. Call to Order

Introductions and the purpose of AIS

II. Approval of Minutes - none

III. AIS Committee Report 2019-2020

IV. Unfinished Business

A. Resolution 19.1 [Facility Use](#) Process adopted in 2019, Dec--Facilities use procedures and processes.

1. Campus council without exception approved the current policy -- Nov 2019.
2. A survey conducted in Spring 2020 with strictly Faculty (no students/lecturers?) on their experience with facilities.
3. With the current application (for a facility use request L10.201 policy)--there is no response time / response timeline. Booking speakers in advance is understandable. Facility use folks will not assign until things happen first: finalization credit courses/ non-credit courses first and foremost dealt with first.
4. Betty suggested a line be added in there for when applicants will receive a response.
5. Is the booking software viewable to faculty? No.
6. Betty asked if faculty can have access to software booking? As of right now only division chair offices do due to licensing (view/outright access to input things).
7. Facility use staff (Will Akama oversees the oversight campus security/access control) is overwhelmed. There's a process.
8. Perhaps request additional help for Will?
9. The policy did not have a division chair signature line--now it does.
10. Software has been updated now.
11. Streamline requests for on-campus people that want to use the facilities they want to book.
12. A Best practice-- guidelines-- would help those understand how to apply when thinking about booking a facility.
13. Organize things so that division can do things vs anything else (bigger rooms) will have to send to Will.

14. Betty will collate (google doc?) all recommendations, send to AIS cmte ->add to it/revise it ->send off to Mark Lane before the next meeting.
15. Mark Lane retires this year! Yay!

## II. New Business

A. Covid 19 or Other Challenges? None

B. Committee Meeting Schedule

Friday/Month, same time 3-430pm

### I. Division Reports

A. Division Report- Language Arts: Ann: Key card reader and key card problems--this is routed through the division chair and then Mark lanes/facilities staff.

Abigail: No new faculty can be added to the systems for some reason. Mark will look into this.

B. VC Administrative Services

### I. Adjournment