

FINAL REPORT OF THE FS BUDGET & PLANNING COMMITTEE

April 13, 2016

INSTITUTIONAL PRIORITIES

There has been progress in getting the FS (Faculty Senate) more involved in the budget and planning process. In the past administration has taken the stance that the FS plays no role in the budgeting process. Spring 2016 is the second year that the institutional priorities lists have come through the Faculty Senate. Laurie Lawrence in her April 6 email to the campus directed that anybody with questions on the list contact their representatives on the Faculty Senate or the Campus Council. The Leeward CC administration is to be commended for their responses to the budget and planning concerns of the FS.

A problem that became apparent in the FS during the 2014/2015 academic year was that many faculty members felt they never got feedback on the planning lists in terms of what was funded and what was not. A number of faculty members were surprised that not a single item from the planning lists of the last three years had been funded. The information may be out there but it is not easy to access. Discussion in the Faculty Senate in 2014/2015 expressed a desire for better closure on the planning lists including an announcement at convocation. The Faculty Senate Budget and Planning Committee was gratified to see that on the Leeward Community College Planning and Budgeting Process Revised Timeline and Responsibilities 2015-2016, the last step is “Budget decisions and details are communicated to the campus along with a rationale.” The deadline is convocation and Mark Lane, Vice Chancellor for Academic Services will be responsible.

It would also be helpful if these “budget decisions and details” presented at Convocation by Mark Lane could be included in a written report that would include the operating budget, so that the campus community can see the relationship between the planning lists and the budget. Too often faculty see only the planning lists. The FS Budget & Planning Committee recommends that the first step in the Leeward Community College Planning and Budgeting Process Timeline and Responsibilities 2016-2017 should be a written report outlining what was funded in the planning lists from the previous year along with a rationale and how this information is related to the operating budget. This report could be integrated into the fiscal year operating budget or could be included as an attachment. In the FY 2016 operating budget the planning lists are at the very end. How the planning lists and the budget are related is explained on page 5 of the report:

Display 7—FY 2016 Reallocations and New Funding Recommendations highlights the final new funding decisions made by the campus administration. The items that were included in the final funding decisions were all high priority recommendations that originated through the

College's Annual Review and Resource Allocation (AARA) or were fixed costs or mandatory funding items. See Displays 11 and 12 for the prioritized planning lists (Personnel and Non-Personnel).

It is very unclear what was funded from the planning list because that information is under Display 7 (p. 8) while the planning lists are under Displays 11 and 12 at the end of the report. It would have been more helpful to have indicated directly on the planning lists what was funded. Steps should be taken to present the information more clearly and better communicate that information to the campus community. In addition to budget documents, it would be helpful if any financial analysis used by the administration, such as ratios, or trend analysis, also be shared on Leeward CC's budget page. It is hard to make sense of financial statements without some kind of metrics such as ratio analysis or trend analysis.

Budget and Planning Committee Motion—May—On behalf of the FS Budget & Planning Committee I would like to make a motion to request that the first step in the Leeward Community College Planning and Budgeting Process Timeline and Responsibilities be a written report of the items from the previous year's planning lists that were and were not funded along with a rationale starting in 2016-2017. This report should also include the operating budget and clearly show the relationship of the planning lists to the operating budget.

TURNITIN.COM

The FS Budget & Planning Committee requests that funding for Turnitin.com be added to the planning lists. An April 7, 2016, quote from Turnitin.com for a one-year license was \$12,865. Currently there are Turnitin licenses at Hawaii CC, Kauai CC, Maui College, Windward CC, Hilo, and West Oahu.

Because only the top five priorities from each division are considered in the development of the planning lists, the process is strongly skewed towards big ticket items; that is why something very worthwhile items like Turnitin.com fall through the cracks.

Plagiarism is a real problem with our students. Oftentimes students are not even aware they are plagiarizing. Surfing the Internet and copying and pasting is how they learned to write papers in high school. When an instructor is grading a lot of papers it is very difficult to find the time to investigate all the instances of suspected plagiarism. Using Google flags only a small fraction of the instances of plagiarism that are flagged using Turnitin.com. Students are missing out on valuable lessons because Leeward CC does not use Turnitin.com. Turnitin.com provides an excellent opportunity to discuss plagiarism and how to avoid plagiarism.

Students can submit their rough draft to Turnitin.com and get the feedback to make changes before it comes to the instructor (although the instructor is able to see

students' original submissions). Turnitin.com highlights instances of plagiarism and the sources. For many students it is a real eye opener and a real learning experience. Requiring submission to Turnitin.com is in itself a powerful deterrent to plagiarism. If an instructor uses the same writing assignment in another class or another semester, Turnitin.com will flag whether a student is turning in a paper previously submitted by another student.

Faculty certainly need training in order to use Turnitin.com effectively and ethically. For example, a paper could show that 10% of it was plagiarized just because of the works cited list. Items in quotation marks are also flagged as plagiarized by Turnitin.com. Using Google can be more subjective than an instructor realizes when they investigate a student for plagiarism. Why is this student being checked and not others? Turnitin.com is much more even-handed because it assesses every paper submitted.

Budget and Planning Committee Motion—May—On behalf of the FS Budget & Planning Committee I would like to make a motion to add a one-year license for Turnitin.com, approximately \$12,865, to the planning lists.

MODIFICATIONS TO BOARD OF REGENTS POLICY CH. 8, BUDGET & FINANCE

The members of the FS Budget & Planning Committee didn't see anything wrong with the modifications discussed at the March 16, 2016 FS meeting. The committee liked B1, the idea of the financial dashboard with the metrics that will allow a higher degree of financial tracking. It is hard to make sense of financial statements without some kind of metrics such as ratio analysis or trend analysis. The committee wondered if this dashboard could be made available to faculty and the public. UH is a taxpayer funded institution. It is important to have as much transparency and accountability as possible in the budgeting process.

The committee also liked C4, "This comprehensive system shall be characterized as much as possible by openness and collaboration among students, faculty, administrators and policymakers." It is questionable whether this is occurring at Leeward CC. There is disagreement on this campus as to whether Campus Council is the "duly authorized organization to speak for faculty" or the Faculty Senate. Campus Council is a campus creation, while the Faculty Senate is a BOR creation as the sole voice of the faculty. In the past our administration has considered the Campus Council as the only body that can review campus budgets, but that is not BOR policy. In any case, the UHPA MOA has much stronger language guaranteeing the Faculty Senate a role in the budgeting process. Below are relevant sections of Ch. 1 of the BOR Policy and UH MOA below.

Board of Regents Policy Chapter 1

Section 1-10: Policy on Faculty Involvement in Academic Decision-Making and Academic Policy Development.

b. Faculty Involvement in Academic Decision-Making and Academic Policy Development

It is the policy of the University to maintain and strengthen organized and systematic involvement by faculty in academic decision-making and policy development.

2. The duly authorized organization specified by each charter shall have the responsibility to speak for the faculty on academic policy matters such as:

b. budget planning and implementation

5. The role of the faculty as set forth herein shall not be delegated to any other entity by the faculty organization established pursuant to this policy.

Memorandum of Agreement Regarding the Roles and Consultation Protocols Involving UH Management, UH Professional Assembly, and UH Faculty Senates

Faculty Senate

The Faculty Senates on each campus shall have responsibility for deliberation and providing advice to administration on

7) Review of the University and/or campus mission, strategic planning directions and goals, and related budget and assessment decisions. This responsibility may be exercised through campus budget and/or planning committees that may include additional shared governance entities.