Chair Momi Kamahele

Vice Chair Susan Lum

Secretary Raymund Liongson

Present: William Albritton, Kristi Ayers, Eunice Brekke, Michael Cawdery, Piikea Hardy-Kahaleoumi, Brent Hirata, Jeff Judd, Helmut Kae, Momi Kamahele, Eiko Kosasa, Michael Lane, Patrick Leddy, Raymund Liongson, Makanani Lopes, Susan Lum, Stan May, Lance Morita, Kay Ono, Shelley Ota, Blanca Polo, Michael Scully, James West, Danny Wyatt, and Irwin Yamamoto.

Excused: Jay Sakashita

Guests: Petersen Gross, Michael Bauer, Eileen Cain, Paul Lococo, Joseph Chernisky, Christine Walters, Steve Jacques, Trong Dang (SG President)

I. Call to Order

The Chair called the meeting to order at 3:02pm, with a quorum.

Special Guest: VP for UHCC

Chair Kamahele suspended the agenda and introduced Dr. John Morton, Vice President for Community Colleges, who was invited to provide a perspective and to clarify the new language in the 2014-2015 Guidelines for Tenure and Promotion regarding SLO Self-Assessment. The text of his talk is provided at this link:

[Audio Link]

II. Approval of the Minutes (October 1, 2014)

The minutes of the September 3, 2014 meeting were approved as distributed.
III. Campus Report

*Kuali Transition.* Petersen Gross, Instructor of Information & Computer Science and Curriculum Central Kuali Transition Representative, reported that Curriculum Central will shut down in Fall 2015 (October) and Kuali, an open source software solution, will be implemented.

Guest faculty member Mike Bauer, Representative to the User Interface Subcommittee for Kuali Curriculum Management Committee, advised that the faculty make a backup copy of their courses and programs in Curriculum Central. He further recommended that if a course is coming up for curriculum review next year, it is best that it is done this year.

IV. Faculty Senate Reports

A. Chair’s Report (Kamahele):

- The Chair announced that on the eMedia site, she posted the UH System’s latest strategic directions, the UHCC’s Strategic Plan (draft), and encouraged the Senators to read it because it is going to be the 2016-2021 plan the System will be using.

- ACCFSC Meeting of 9/5/14; 9/26/14
  - President Lassner presented the UH System Strategic Directions. The ACCFSC planned agenda for the AY 2014-2015; elected Executive Committee Leadership to represent the ACCFSC; created a budget request; filled committee vacancies; and identified faculty representatives on two Executive VP Search Committees

- UHCC SPC (Strategic Plan Council) Meeting of 9/12
  - John Morton presented this plan before this Council of Chancellors, Vice-Chancellors, and FS Chairs from across the UHCC System. This SP will become the 2015-2021 strategic direction for the UHCC.

- CCCFSC Meeting of 9/26/14
  - John Morton discussed the upcoming Biennium Budget: BB 2015-2017. Discussion of the 2014-2015 UHCC Guidelines for Tenure and Promotion regarding the SLO self-assessment ensued; this discussion was the impetus for the invitation to the Leeward CC FS meeting of 10/1.

B. Executive Committee (Lum/Liongson)

Secretary Liongson reminded the Senators that as approved in a previous Faculty Senate meeting, meetings of the Faculty Senate will be recorded, subject to the following conditions:

- the purpose of the recording is to help ensure accurate minutes of meetings;
• the recording will not be circulated and will be limited to the Executive Committee of the Faculty Senate; and
• the recording will be completely destroyed or erased upon approval of the minutes.

C. Standing Committees – Reports
1. Academic and Institutional Report (Morita)
   Senator Lance Morita gave an update on the signage issue on the ground floor of the Learning Commons. Signs still carry “L” rather than “LC” which often confuses students. The Committee is also thinking of developing a survey to gather input from faculty and staff about the additional number of keys that they now have to use following the re-keying of rooms and offices.

2. Budget and Planning (May)
   Senator Stanley May reported that he would like to continue pushing for Turnitin.com. He also called for more transparency and more accountability in the budget process.

3. Curriculum (Albritton)
   Senator William Albritton asked the Faculty Senate to accept the recommendations of the Curriculum Committee related to curriculum requests, diversification designations, course proposals, and program proposals.

Requests

**Motion 14: 62**

To have the Curriculum Committee Chair open up field #2 of the SOC 250’s core outline and add the designation ‘H’ to the course number (SOC 250H):


Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

**Motion 14:63**

To delete the 19 Certificates of Completions (CCs) in Curriculum Central:
All Certificates of Completions (CCs) were converted to Certificate of Competence (COs) in AY 2013-2014 to comply with the new system policy: UHCCP #5.203 Program Credentials: Degrees and Certificates (2013), so the CCs in Curriculum Central need to be deleted.
Courses

New Course

Motion 14:64
To approve the following as a new course as recommended by the Curriculum Committee.

PHIL 111 – INTRODUCTION TO INDUCTIVE LOGIC (3 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Course Modifications

Motion 14: 65
To approve the following course modifications as recommended by the Curriculum Committee.

AMT 30 - ENGINES (7 credits)
AMT 40 - ELECTRICAL/ELECTRONIC SYSTEMS I (6 credits)
AMT 53 - BRAKES (4 credits)
AMT 55 - SUSPENSION AND STEERING (5 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Motion 14: 66
To approve the following course modifications as recommended by the Curriculum Committee.

BIOL 101 - BIOLOGY FOR NON-MAJORS (4 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion: PASSED UNANIMOUSLY

Motion 14: 67
To approve the following course modifications as recommended by the Curriculum Committee.

BUSN 286 - LEGAL TERMINOLOGY AND PROCEDURES (3 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Motion 14: 68
To approve the following course modifications as recommended by the Curriculum Committee.

HIST 241 - ASIAN CIVILIZATIONS I (3 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Deletions

Motion 14: 69
To approve the following course deletions as recommended by the Curriculum Committee.

AG 44 – Plant Propagation (2 credits)
CHEM 251 - Biochemistry (4 credits)
ENG 250 - American Literature (3 credits)
ENG 251 - British Literature I (Middle Ages-1789) (3 credits)
ENG 252 - British Literature II (1789-Present Day) (3 credits)
ENG 253 - World Literature I (Beginnings-1650) (3 credits)
ENG 254 - World Literature II (1650 - Present) (3 credits)
ENG 255 - Types of Literature I (Short Story and Novel) (3 credits)
ENG 256 - Types of Literature II (Drama and Poetry) (3 credits)
ENG 257N - Themes in Literature: Literature and Film (3 credits)
FSHN 190 – Native Nutrition and Lifestyle (3 credits)
ICS 193D - Cooperative Ed (3 credits)
ICS 193D/293D – Cooperative Education (3 credits)
MATH 1 - Basic Math - NC (0 credits)
MATH 206L - Calculus II Computer Lab (1 credit)
MATH 27 – Intermediate Algebra (3 credits)
MATH 50C – Technical Math I: Automotive and Diesel Mechanics (3 credits)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Programs

Program Modifications

Motion 14: 70
To approve the following program modification as recommended by the Curriculum Committee.

Automotive Technology (CO)
Automotive Technology (CA)
Automotive Technology (AAS)

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

4. Faculty (Lane)
The Committee will meet on October 15 and that they welcome any questions and concerns affecting the faculty.

5. Legislative Relations (Kosasa)
No report.

6. Program Review, Institutional Research, and Assessment (Judd)
Senator Judd indicated that the report for this Committee is under New Business.

7. Student (Ota)
Senator Ota reported that all divisions have provided faculty names for a “pool” from which, if needed, an Ad Hoc Grievance Committee can be formed. She reported that she had not yet received the names of the student members.
8. General Education and Foundations Board (West)
The Foundations Board is meeting this November and the focus will be on Quantitative Reasoning.

9. Distance Education (Hirata)
Senator Hirata reported that the Distance Education Committee:
- will look at developing a question about interaction and engagement, then perhaps inserting it into the list of 16 recommended DE questions;
- will re-look at IOTA rubric and DE peer evaluation and develop procedures for using IOTA as a recommended support document for completing the DE Peer Evaluation; and
- discussed finding ten common questions that can be asked of DE students and faculty, as well as consider adding a qualitative question about DE at Leeward for faculty to respond to.

10. Elections (Cawdery/Kae)
About 7-8 nominations for the Faculty Senate have so far been received. Deadline for nominations is set for Friday, October 3, 2014.

D. Ad Hoc Committees
1. Committee on Student Evaluation (Ayers)
Senator Ayers sought direction and advice from the Faculty Senate. The Committee’s suggestion included:
- Take the evaluation form to the division chairs and discipline coordinators
- Take it up in division meetings
- Hold a forum with faculty
- Take it up with UHPA

2. Committees on Policies and Procedures for College Credit Equivalency Program (Ono)
Senator Ono announced that they are making progress – “now on page 20 out of 50.” The Committee meets bimonthly. Senator Ono expressed her appreciation to the Committee members’ work.

3. Committee on Senate Charter (Kosasa)
No report.

4. Contingent Faculty/Adjunct (Lopes)
Senator Lopes highlighted three items in her report:
- Lecturers met September 19, 2014 and discussed the lecturers concerns from the Fall 2013 survey. All issues were addressed but not resolved.
Lecturers are seeking the support of the Faculty Senate for a lecturer appreciation week/day and the appropriate process to make such a request.

Lecturer’s group is planning to have its own dossier training due to the lack of training and /or support.

V. Old Business

A. Turnitin.com (Liongson)
Senator Liongson reported that he consulted with the past FS Chair on the latest development of the Turnitin issue. He is in the process of forming a committee to look into this matter.

B. Ethic requirement to AA degree (West)
Senator West submitted two motions related to the proposed E Focus.

Motion 14: 71

To approve the addition of an E Focus graduation requirement to Leeward Community College’s AA degree. This will take effect for students entering in the Fall 2015. This will be called the Contemporary Ethical Issues Focus and will have an ETH or E designation in the Banner.

Vote: Yes: 15; No: 1; Abstain 7
Motion PASSED.

Motion 14: 72

To approve the establishment of an E Focus Committee which is charged with the review and approval of E Focus hallmarks, as well as the approval of courses applying to meet the E Focus requirement. This committee will report on courses approved to the Senate through the General Education Foundations Chair (similar to the WI and D focus committees).

Vote: Yes – 22; No – 0; Abstain: 1
Motion PASSED.

VI. New Business

A. Assessment Mechanism (Judd)
Senator Jeff Judd offered the following options for assessment:
Division Chairs ultimately would be responsible in the assessment of courses and programs and report to OPPA to make sure that policies and procedures are communicated.

- Hire a faculty assessment coordinator who is probably a faculty member whose job is to coordinate with the OPPA and the Division Chairs.
- Come up with an Assessment Committee, similar to the Curriculum Committee under the Faculty Senate to coordinate with Division Area Representatives (DARs) in which their job is to communicate policies to assist faculty members.

- No action taken.

B. Ad hoc Website for the Faculty Senate (Hirata)
Senator Hirata reported that working with Leeward CC campus web master, they have identified http://emedia.leeward.hawaii.edu/facultysenate as the designated website. They have reviewed our current tools and implemented an organized navigation structure on the new website.

**Motion 14:73**
To approve the creation of an ad hoc committee for Faculty Senate Website Development to improve access to information and documentation of the Leeward CC Faculty Senate.

Vote: Yes: 23; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY.

### VII. Announcements

The “ACCJC Follow-Up Report” was signed on Friday [September 19], in time for its delivery to the System on Monday, September 22nd.

Senator Polo announced that she will be teaching a Zumba class in the Theatre at 3:30pm-4:30pm every Tuesday.

### VIII. Adjournment—Next Meeting: 10/22 in GT 105, 3:00 – 5:30pm

The meeting adjourned at 5:30pm.

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**FACULTY SENATE MEETINGS**

Ay 2014-2015

2014: October 22; November 19; December 10
2015: January 21; February 18; March 18; April 15; May 6
REFRESHMENT SIGN-UP:
October 22: Pi`ikea Hardy Kahaleoumi and Blanca Polo
November 19: Shelley Ota and Kay Ono
December 10: William Albritton, Eunice Brekke and Helmut Kae
January 21: Kristi Ayers and Brent Hirata
February 18: Jay Sakashita and Raymund Liongson
March 18: Mike Scully, Lance Morita and Eiko Kosasa
April 15: Stan May and Michael Lane
May 6: Michael Cawdery, Jeff Judd and Irwin Yamamoto

RESPECTFULLY SUBMITTED

Raymund Ll. Liongson
Secretary