Chair Momi Kamahele
Vice Chair Susan Lum
Secretary Raymund Liongson


Excused: Susan Lum

Guests: Eileen Cain, Trong Dang (SG President)

I. Call to Order
The Chair called the meeting to order at 3:03 p.m., with a quorum.

On behalf of the Faculty Senate, Senator Jim West presented a sympathy card to Faculty Senate Chair Momi Kamahele, expressing condolences on the passing of her mother. The Faculty Senate also observed a moment of silence.

Chair Kamahele thanked the Faculty Senators for their condolences.

II. Approval of the Minutes (October 1, 2014)
The minutes of the September 3 and October 1, 2014 meetings were approved as corrected.

III. Campus Report
Chair Kamahele reported that the rekeying project is a UH system initiative that is taking place across the CC campuses. Questions posed to VC Administrative Services were answered as follows:
• Keypads are added features and will not be used;
• Swipe cards will be used for access;
• Cards assigned to individuals will be recorded when swiped;
• Information goes to Security, Sandy Maeda and Joy Soma; others upon approval of the VC for Academic Services or the Chancellor;
• Information will be used in criminal cases, emergency, and to determine personnel on campus;
• Lockdown has TBD, but personnel will have access until 11pm;
• Student access is limited, a time TBD;
• Faculty will have access to their offices at all times

The following questions were likewise raised by the faculty and will be presented by the FS Chair to the administration:
• Does Security have individual cards so we know the actual security guard that swipes when they come in and out, or will they be issued just one master card?
• Since you only swipe when you get in, how do they know you are still in?
• Is there a manual override [to the electronic card keys]?

IV. Faculty Senate Reports

A. Chair’s Report
The All Campus Council of Faculty Senate Chairs (ACCFSC) met on October 17 and the key item in the meeting was the Memorandum of Agreement that is supposed to delineate the roles between the Faculty Senates across the system and UHPA. Chair Kamahele has sent the document to all the members of the Faculty Senate and asked the Senators to take the time to read it. She also suggested the formation of an Ad Hoc committee to look into this. The deadline to accept the proposed memorandum is on December 1, 2014. At the Nov. 21 ACCFSC meeting, this MOA will come to a vote.

B. Executive Committee
Chair Kamahele reported that the Faculty Senate Executive Committee met with the Chancellor on October 13 and requested the following items for Faculty Senate:

1. Food Budget. Chancellor stated there is no money for food.  
   Suggestion from FS: Check with the office of Cindy Martin.

2. Dedicated space. Chancellor seemed to be amenable to this idea.

3. Items the Chancellor may want the Faculty Senate to focus on this year:  
   Return to the three-year contract renewal. This could be a union issue.

4. Campus Budget Transparency:  
   Chancellor said that the budget is available via the college website.
C. Report of Standing Committees

1. Academic and Institutional Support (Morita)

   Senator Lance Morita reported that the committee is:

   - awaiting approval from VC Mark Lane on the proposed signage for the Learning Commons
   - working on having the Campus security phone numbers to be posted in every classroom

   A Faculty Senator mentioned that an emergency happened on campus prompting a faculty to call 911, a move that Campus Security described as not appropriate. Campus Security was reported to have said that they should be contacted first and they do the determination if 911 should be called.

   It was suggested that the AIS committee reviews the emergency booklet of the College. There was also a suggestion from a Senator that the Security may need some training.

2. Budget and Planning (May)

   No report.

3. Curriculum (Albritton)

   Senator William Albritton asked the Faculty Senate to accept the recommendations of the Curriculum Committee related to a new course, course modifications, course deletions, and a program modification.

Courses

   New Course

Motion 14:74

To approve the following as a new course as recommended by the Curriculum Committee.

HIT 200 – DISEASE PATH AND PHARMACOLOGY (3 credits)

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

Course Modifications

Motion 14: 75

To approve the following course modifications as recommended by
the Curriculum Committee.

COM 210H – INTERNATIONAL COMMUNICATION: HONORS COURSE
   (3 credits)
ED 291 – DEVELOPING LANGUAGE & LITERACY (3 credits)
ED 295 – FIELD EXPERIENCE IN EDUCATION (1 credit)
ED 296 – INTRO ART, MUSIC & MOVEMENT (3 credits)

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

Deletions

Motion 14: 76
To approve the following course deletions as recommended by the Curriculum Committee.

ART 199 – Independent Study (1 credit)
ART 299 – Independent Study (1 credit)
ART 299E – Independent Study (1 credit)
ART 99 Independent Study (1 credit)
DRAM 170 – Introduction to Children's Theatre (3 credits)
DRAM 176 – Intro to Puppet (3 credits)
DRAM 199 – Independent Study (3 credits)
DRAM 230 – The Art of Story Telling (3 credits)
DRAM 262 – Local Style Theatre (3 credits)
DRAM 280 Beginning Playwriting (3 credits)
DRAM 299 Independent Study (1 credit)
DRAM 299C – Independent Study (1 credit)
EALL 271 -Japanese Literature in Translation – Traditional
   (3 credits)
EALL 272 - Japanese Literature in Translation – Modern (3 credits)
HIST 199 – Independent Study (1 credit)
HIST 299 - Independent Study (1 credit)
HUM 299 – Independent Study (1 credit)
ICS 199 – Independent Study (1 credit)
ICS 299 – Independent Study (1 credit)
MUS 199 – Independent Study (1 credit)
MUS 299 – Independent Study (1 credit)
PHIL 299 – Independent Study (3 credits)

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

Program Modifications

**Motion 14: 77**

To approve the following program modification as recommended by the Curriculum Committee.

**Teaching (AA)**

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

4. Faculty (Lane)
   Senator Michael Lane informed the Faculty Senate that the UHCC Subgroup on Academic Policies meeting was postponed until Nov. 5.

5. Legislative Relations (Kosasa)
   No report.

6. Program Review, Institutional Research, and Assessment (Judd)
   No report.

7. Student (Ota)
   Senator Shelley Ota proposed a change to the SAG policy for the next meeting: If the SAG committee decides a grade change is warranted and if the instructor and the Division Chair refuse to change the grade, then the appropriate Dean would change it. Division Chairs are still faculty and some may not feel it is appropriate for them to change another faculty member’s grade.

8. General Education and Foundations Board (West)
   Senator West explained the role of the General Education and Foundations Board, and how they function distinct from and independent of the Curriculum Committee. He pointed out that General Education and Foundations Board is system-driven, while the Curriculum Committee is local or college-based. He noted that the purpose of General Education is to separate designation and graduation requirement courses from other courses offered. The Foundations Board monitors Writing Intensive (WI), Hawaii, Asia and Pacific (HAP) and Diversification courses. The Curriculum Committee reviews and approves courses.
Senator West posted the question: Does the Curriculum Committee have a say in creating E-focus designation? He argued: “When we established Foundations Board, the Curriculum Committee played no role.”

Considerable discussions ensued.

**Motion 14: 78**  
To table this discussion until “New Business”, 6B, in this meeting’s agenda.

_Vote: Yes: 12; No: 9; Abstain: 2_  
Motion PASSED

9. Distance Education (Hirata)  
No report.

10. Elections (Cawdery/Kae)

Senator Helmut Kae reported that there are 17 candidates running for the Faculty Senate. He also announced that online voting will be held from November 3-7, 2014.

Senator Danny Wyatt pointed out to the Elections co-chairs that per Faculty Senate By-Laws, “election period shall be working days of the first full calendar week in November.” Since November 4 is a holiday, being the midterm election, the scheduled online Faculty Senate elections [November 3-7, 2014] may be in violation of the FS By-Laws.

**Motion 14: 79**  
To hold the Faculty Senate elections as originally scheduled, and acknowledge that this is a one-time exemption to the current By-laws.

_Vote: Yes: 22; No: 1; Abstain: 0_  
Motion PASSED

D. Ad Hoc Committees

1. Committee on Student Evaluation (Ayers)

   Senator Kristi Ayers reported that committee revised the student evaluation draft, edited the student evaluation form, crafted a form for student feedback for the pilot study. Members will contact their chairs and discipline coordinators to discuss the current student evaluation and permission to run the pilot study.
2. Committees on Policies and Procedures for College Credit Equivalency Program (Ono)
   Senator Ono announced that her committee has finished the draft on policies and procedures for college credit equivalency. The flowcharts and forms are now being reviewed.

3. Committee on Senate Charter and Bylaws (Kosasa)
   Senator Kosasa reported that the committee will send each standing committee chair a copy of the current ByLaws for review and potential changes.

4. Contingent Faculty/Adjunct (Lopes)
   Senator Lopes reported that lecturers have drafted their By-laws which is currently under review by volunteers from the Lecturers Group. They are also awaiting statistics from the OPPA so they can draft the resolution for the lecturer appreciation event.

V. Old Business

A. Turnitin.com (Liongson)
   Senator Raymund Liongson reported that a group has been formed with the following members: Stanley May, Eileen Cain, Alyssa Haygood, and Raymund Liongson. Senator Liongson also reported that the group may undertake a survey to determine the demand for Turnitin in the College.

B. Assessment Recommendation (Judd)

   **Motion 14: 80**

   To create an assessment committee to facilitate the ongoing collegewide assessment.

   Vote: Yes: 23; No: 0; Abstain: 0

   Motion PASSED UNANIMOUSLY

VI. New Business

A. FS Primer
   Chair Kamahele stated that it would be good to have a Faculty Senate primer to serve as a guide on how faculty can participate in Faculty Senate governance. She distributed a draft outline for such primer.

B. Curriculum Process for Change to the Associate in Arts degree
The Faculty Senate resumed discussion on the curriculum process and the following motions and actions were made:

**Motion 14: 81**

To rescind a decision made in the October 1, 2014 Faculty Senate meeting as reflected in Motion 14:71.

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.

*Note: A 2/3 vote of FS present is required to pass this motion.*

**Vote:** Yes: 5; No: 14; Abstain: 3

**Motion FAILED**

**Motion 14: 82**

That the E-Focus Committee to establish the hallmarks be comprised of representatives from all the six divisions.

**Vote:** Yes: 23; No: 0; Abstain: 0

**Motion PASSED UNANIMOUSLY**

**VII. Announcements**

Cindy Martin is facilitating DPC and TPRC training sessions in October and December.

Chair Kamahele announced that the FS Executive Committee will meet with UH President David Lassner on October 24, at 2:00pm. She also announced a meeting with John Morton on the CC’s Strategic Directions on November 17, and the BOR meeting on November 20, 2014.

Senator Kamahele also announced that KUALI, the software planned to replace the Curriculum Central, is dead!

**VIII. Adjournment**

The meeting adjourned at 5:30pm.

**Next Meeting:** November 19 in GT 105, 3:00 – 5:30pm.
FACULTY SENATE MEETINGS  
Ay 2014-2015

**2014:** November 19; December 10  
**2015:** January 21; February 18; March 18; April 15; May 6

**REFRESHMENT SIGN-UP:**
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 by

Raymund Liongson  
Faculty Senate Secretary  
November 19, 2014