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, Danny Wyatt and Irwin Yamamoto.

Excused: James West, Jay Sakashita

Guests: Trong Dang (SG President)

I. Call to Order
The Chair called the meeting to order at 3:15 p.m., with a quorum.

II. Approval of the Minutes
The minutes of the October 22, 2014 meetings were approved as recorded.

III. Campus Report
Chair Kamahele reported that the All Campus Council of Faculty Senate Chairs (ACCFSC), with VPCC John Morton, met on October 31, 2014. Three important items were taken up:

1. The system is looking at a process to revive Kuali.
2. Review of the Memorandum of Agreement that delineates the roles between the Faculty Senates across the system and UHPA.
3. Discussion of the composition and roles of UHCC Faculty Senates. It was noted, for instance, that some campuses have three chairs doing distinct tasks — one presiding over the meetings of the Faculty Senate, another
taking care of matters and concerns outside the Faculty Senate, and the third taking the minutes of the meeting.

IV. Faculty Senate Reports

A. Chair’s Report
The Chair reported that the administration is in support of adding the E-Focus graduation requirement to the AA degree. The Administration has asked that a caveat be included by the E-Focus Committee as they develop policies and Hallmarks for this Focus (it was the Faculty Senate that authorized the E-Focus committee to draft hallmarks): The requirement may be met by passing any UHCC or UH Mānoa approved E-Focus course.

B. Executive Committee
No report.

C. Report of Standing Committees
1. Academic and Institutional Support (Morita)
Senator Lance Morita reported that the committee has not yet received responses for: 1) their letter regarding signage updates for the Learning Commons buildings and 2) their letter asking for clarification as to why the hard key system changed, and if the craftsmanship will be improved.

Senator Morita stated that the committee did receive a letter from VCA Mark Lane saying that the idea of posting Security’s phone number will be implemented as a part of the upcoming workplace safety overhaul.

The Committee’s new projects involve controlling feral cats and the "911 versus 611” issue (i.e., calling the 911 emergency number or the Security).

Senator Piikea Hardy-Kahaleoumi submitted a proposed emergency policy change for Leeward CC. The highlights of the proposal are:
- Work with administration to change the college’s emergency protocol
- Make security’s phone number more visible on campus
- Make campus aware of the new procedure.

2. Budget and Planning (May)
Senator Stanley May reported that at the October 24 Open Forum Meeting with UH President David Lassner, he asked whether UH had any metrics measuring the growth in administrative costs over time and between campuses. President Lassner responded that UH was just beginning to develop such metrics and that he would provide information on them. Senator May said that VCA Mark Lane later sent him links to various websites about the metrics and that he is still analyzing the data. President Lassner also stressed the need for reorganization. When the community colleges switched to the Chancellor/Vice
Chancellor structure several years ago, it resulted in considerable duplication of functions across the system and losses in economies of scale. President Lassner promised to scrutinize administrative structures with the goal of greater efficiencies.

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

Courses
New Courses

<table>
<thead>
<tr>
<th>Motion 14:83</th>
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<tbody>
<tr>
<td>To approve the following as a new course, as recommended by the Curriculum Committee:</td>
</tr>
<tr>
<td>ED 284A – FOUNDATIONS OF INCLUSION IN TEACHING FOR CTE TEACHER CANDIDATES (3 credits)</td>
</tr>
<tr>
<td>Vote: Yes: 22; No: 0; Abstain: 0</td>
</tr>
<tr>
<td>Motion PASSED UNANIMOUSLY</td>
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<th>Motion 14:84</th>
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<tr>
<td>To approve the following as a new course, as recommended by the Curriculum Committee:</td>
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<tr>
<td>ED 285A – CLASSROOM MANAGEMENT WITHIN THE INSTRUCTIONAL PROCESS FOR CTE TEACHER CANDIDATES (3 credits)</td>
</tr>
<tr>
<td>Vote: Yes: 22; No: 0; Abstain: 0</td>
</tr>
<tr>
<td>Motion PASSED UNANIMOUSLY</td>
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<tr>
<th>Motion 14:85</th>
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<tr>
<td>To approve the following as a new course, as recommended by the Curriculum Committee:</td>
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<tr>
<td>ED 289A – EDUCATIONAL PSYCHOLOGY FOR CTE TEACHER CANDIDATES (3 credits)</td>
</tr>
<tr>
<td>Vote: Yes: 22; No: 0; Abstain: 0</td>
</tr>
<tr>
<td>Motion PASSED UNANIMOUSLY</td>
</tr>
</tbody>
</table>
Motion 14:86
To approve the following as a new course, as recommended by the Curriculum Committee:

ENG 24C – READING, REASONING AND WRITING (6 credits)

Vote: Yes: 22; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Course Modifications

Motion 14: 87
To approve the following course modifications as recommended by the Curriculum Committee:

ACC 132 – PAYROLL AND HAWAII GENERAL EXCISE TAX (3 credits)
BUS 101 – BUSINESS INFORMATION SYSTEMS (3 credits)
BUS 201 – ADVANCED BUSINESS INFORMATION SYSTEMS (3 credits)
BUSN 123 – WORD PROCESSING FOR BUSINESS (3 credits)
BUSN 166 - PROFESSIONAL EMPLOYMENT PREPARATION (1 credit)
ED 284 – FOUNDATIONS OF INCLUSION IN TEACHING (3 credits)
ED 289 – EDUCATIONAL PSYCHOLOGY (3 credits)
ED 294 – INTRODUCTION TO MULTICULTURAL EDUCATION (3 credits)
ED 295A – PRACTICUM I: ALTERNATIVE CERTIFICATION FOR CET TEACHER LICENSURE (3 credits)
ED 295B – PRACTICUM II: ALTERNATIVE CERTIFICATION FOR CTE TEACHER LICENSURE (3 credits)
ENG 24 – READING, REASONING AND WRITING (3 credits)
HSER 100 – SELF EXPLORATION (3 credits)
HSER 140 – INDIVIDUAL COUNSELING (3 credits)
HSER 160 – EFFECTIVE PARENTING (3 credits)
HSER 245 – GROUP COUNSELING (3 credits)
HSER 248 – CASE MANAGEMENT (3 credits)
HSER 256 – SEXUAL ASSAULT AND FAMILY VIOLENCE (3 credits)
HSER 268 – SURVEY OF SUBSTANCE ABUSE AND ADDICTION (3 credits)
HSER 270 – SUBSTANCE ABUSE COUNSELING (3 credits)
HSER 294 – SUBSTANCE ABUSE SEMINAR & PRACTICUM I (3 credits)
HSER 295 – SUBSTANCE ABUSE SEMINAR & PRACTICUM II (3 credits)
THEA 101 – INTRODUCTION TO DRAMA AND THEATRE (3 credits)
THEA 170 – INTRODUCTION TO CHILDREN’S THEATRE (3 credits)
THEA 280 – BEGINNING PLAYWRITING (3 credits)

Vote: Yes: 22; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY
Deletions

**Motion 14: 88**
To approve the following course deletions as recommended by the Curriculum Committee:

- ANTH 199 – Independent Study (1 credit)
- ANTH 299 – Independent Study (1 credit)
- ANTH 210 – Archeology (3 credits)
- ED 286 – Students with Exceptionalities I (3 credits)
- ED 287 – Students with Exceptionalities II (3 credits)
- PSY 250 – Social Psychology (3 credits)
- WS 290E – Psych of Women (3 credits)

Vote: Yes: 22; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

Programs

Program Modifications

**Motion 14: 89**
To approve the following program modifications as recommended by the Curriculum Committee.

Academic Subject Certificate in GLOBAL STUDIES

Vote: Yes: 22; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

**Motion 14: 90**
To approve the following program modifications as recommended by the Curriculum Committee.

Health Information Technology (HIT) (AS)

Vote: Yes: 22; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

4. Faculty (Lane)
Senator Michael Lane reported that the UHCC Faculty Subgroup on Academic Policies met on November 5 and discussed ideas for a common grading policy related to:
• N grade
• +/- grades
• Academic renewal

The Subgroup reached the following conclusions:
• No consensus exists for +/- grades
• Academic renewal is a problematic topic but the Committee will continue to explore the issue.
• The Committee will gather input for an N grade draft policy.

New businesses that was raised in the Subgroup was the addition of certificates to UHCC 5.208: Residency for Graduation.

Details in the Faculty Committee Report are herein attached.

5. Legislative Relations (Kosasa)
   No report.

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

7. Student (Ota)
   No report.

8. General Education and Foundations Board (West)
   No report.

9. Distance Education (Hirata)
   No report.

10. Elections (Cawdery/Kae)
    Senators Helmut Kae and Michael Cawdery thanked Therese Nakadomari for her assistance in developing an online voting system. They explained that due to a technical error, voting was reset and restarted the next day. They also announced the results of the Fall 2014 Faculty Senate elections. Of the 17 candidates, 11 were selected to serve a two-year term on the Leeward CC Faculty Senate commencing Fall 2015:
        William Albritton
        Eileen Cain
        Lexer Chou
        Peterson Gross
        Steve Jacques
        Jeff Judd
        Eiko Kosasa
        Raymund Liongson
Wayde Oshiro  
Christy Takamure  
Catherine Walker  

A written committee report is herein attached.

D. Ad Hoc Committees  
1. Committee on Student Evaluation (Ayers)  
   Senator Kristi Ayers reported that the Committee is currently in the process of contacting the chairs and discipline coordinators to discuss the student evaluations and seek feedback. It will also request approval to pilot the student evaluation.  
   Senator Ayers also reported that the committee now has representatives from the Professional Arts and Technology (PAT) and Student Services. The committee plans to host two faculty forums about the proposed student evaluations in February (Tuesday and Wednesday). The next meeting is scheduled for Monday, December 8, 2014.

2. Committees on Policies and Procedures for College Credit Equivalency Program (Ono)  
   Senator Ono reported that her committee has finished the first draft on policies and procedures for college credit equivalency. She also presented the issues on:  
   - Military credit – At Leeward CC, students that are given a CR for transfer credit have issues with the core courses requirement which sometimes require a grade of C or better, which is interpreted as a C or better.  
   - Transcript designation: Portfolio Based Assessment vs Credit by Exam. The UHCC PLA Committee is drafting a proposal to create a special Banner code (PBA) to reflect a passing portfolio assessment grade and to keep CE for Credit by Exam. The PBA grade is still being discussed with various individuals (e.g., registrar, transcript evaluator, counselor) at all campuses, especially Leeward CC. The Committee is also working on a proposal for the UH BOR to decrease the Credit by Exam fee.

3. Committee on Senate Charter and Bylaws (Kosasa)  
   Senator Kosasa reported that the committee has sent to each standing committee chair a copy of the current ByLaws for review and potential changes. The committee hopes to present the proposed draft in February 2015.

4. Contingent Faculty/Adjunct (Lopes)
No report.

V. Old Business

A. Memorandum of Agreement

Motion 14: 91
To approve the proposed draft of MOA on Faculty Senate and UHPA with edits, except signatories.

Vote: Yes: 21; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

B. Faculty Senate Primer

Senator Susan Lum moved that the Faculty Senate develop and create an FS Primer.

Motion 14: 92
That the Faculty Senate develop and create an FS Primer for Faculty Senators to become familiar with the order and conduct of business of the FS.

Vote: Yes: 21; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY

The Chair of the Faculty Standing Committee has agreed to accept the FS primer as part of its committee tasks with the assistance of the FS Chair.

VI. New Business

None

VII. Announcements

- Board of Regents meeting is on Thursday, November 20, 2014.
- Deans from UH Hilo are visiting Leeward CC.

VIII. Adjournment

The meeting adjourned at 4:48pm.

Next Meeting: December 10 in GT 105, 3:00 – 5:30pm.

Respectfully Submitted by:

Raymund Ll. Liongson
Secretary
December 10, 2014
FACULTY SENATE MEETINGS
AY 2014-2015
2014: 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