Chair Momi Kamahele

Vice Chair Susan Lum

Secretary Raymund Liongson

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

Excused: Kristi Ayers, Michael Lane, Blanca Polo

Guests: Trong Dang (SG President)

I. Call to Order
The Chair called the meeting to order at 3:16p.m., with a quorum.

II. Approval of the Minutes
The minutes of the November 19, 2014 meeting was approved as corrected.

III. Campus Report
A. Chair Kamahele reported that she attended two meetings of the All Campus Council of Faculty Senate Chairs (ACCFSC). One item in these meetings revolved around online laboratory courses. Some argue that lab on line is contradictory to the purpose of a laboratory. There is a proposal to eliminate all online lab courses.

During the discussion, the following ideas were shared:
• Safety concerns cannot be addressed in online labs;
• Some online labs are done in general biology courses;
• More rigorous experimentations should be done in the lab;
• There are currently no requirements for online labs;
• Online labs may be practical for distance ed science classes;
• Online labs may be possible for non-credit courses;
• Will revisit the issue in Spring 2015.

Other issues:
• N Grade

• Academic Renewal
  When a student fails and retakes a class, the most recent grade — not
  necessarily the highest grade — is adopted for GPA purposes. All grades,
  however, stay on the transcript. Students may not be aware of this policy.

IV. Faculty Senate Reports

A. Chair’s Report
• Reimbursements
  VCAS Mark Lane advised that pre-approval of a committee expense is necessary
  to claim reimbursements.

• Security
  VCAS Lane advised that the main person to contact regarding keys is the
  division or unit secretary. He has agreed to attend the January 21 Faculty
  Senate meeting to discuss update of security issues.

• Board of Regents
  The BOR is looking into low-performing programs (less than 10 graduates per
  year). It may resort to merging related programs to raise head count.

• Benchmarks
  VCAA Michael Pecsok advised faculty to become aware of VPCC John Morton’s
  “Strategic Directions, 2015-2021” as this six-year plan will determine funding
  for the college.

Concerns:
• Projected 3,000 additional students by 2021
• No new FTE for the future — even while the system has hundreds of
  vacant positions
• Course caps without any basis
• Allocate funds not only for instructions and loads but also resources.

B. Executive Committee
  No report.
C. Report of Standing Committees

1. Academic and Institutional Support (Morita)
   No report.

2. Budget and Planning (May)
   Senator Stanley May reiterated that BOR policy and FS Bylaws are very specific
   in giving the Faculty Senate a role in budgeting, and noted that there is nothing
   in the BOR policy about redirecting that role to another body on campus.

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

Courses
Course Deletions

Motion 14:93

To approve deletion of 281 courses in the Curriculum Central as
recommended by the Curriculum Committee.

These course are listed in
http://emedia.leeward.hawaii.edu/fac senate-
c/c/sites/default/files/20140909-curr-central-outlines-to-delete.pdf

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

New Courses

Motion 14:94

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

ART 290 – The Arts of Africa, Native Americas, and the Pacific (3 credits)

Vote: Yes: 21; No: 0; Abstain: 0
Motion PASSED UNANIMOUSLY
Motion 14:95

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

HIT 192 – Professional Practice Experience and Registered Health Information Technologist Exam Prep (3 credits)
HOST 154 – Food and Beverage Operations (3 credits)
ICS 215 – Introduction to Scripting (3 credits)
MATH 78– Algebra Companion (1 credit)
PBT 251 – Sustainable Crop Production (3 credits)

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

Course Modifications

Motion 14: 96

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

AG 112 – Introduction to Organic Agriculture (4 credits)
FIL 101 – Elementary Filipino I (4 credits)
FIL 102 – Elementary Filipino II (4 credits)
FIL 201 – Intermediate Filipino I (4 credits)
FIL 202 – Intermediate Filipino II (4 credits)
FSHN 100 – Concepts in Nutritional Science (3 credits)
FSN 185 – The Science of Human Nutrition (3 credits)
ICS 100 – Computing Literacy and Applications (3 credits)
ICS 101 – Digital Tools for the Information World (3 credits)
ICS 111 – Introduction to Computer Science I (3 credits)
ICS 141 – Discrete Mathematics for Computer Science I (3 credits)
ICS 211 – Introduction to Computer Science II (3 credits)
ICS 212 – Program Structure (3 credits)
ICS 241 – Discrete Mathematics for Computer Science II (3 credits)
ICS 236 – Mobile Device Management and Programming (3 credits)
MATH 205 – Calculus I (4 credits)
MATH 232 – Calculus IV (3 credits)
MICR 130 – General Microbiology (3 credits)
SP 151 – Personal and Public Speech (3 credits)
SOC 231 – Introduction to Juvenile Delinquency (3 credits)

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

**Motion 14: 97**
To approve the following course deletions as recommended by the Curriculum Committee:

- DMED 113 – Introduction to Layout Design (3 credits)
- DMED 121 – NETPREP Website Design (3 credits)
- DMED 220 – Intermediate Website Design (3 credits)
- DMED 293 – Practicum in Digital Media (3 credits)
- ICS 110 – Introduction to Programming (3 credits)
- MATH 50H – TECHNICAL MATHEMATICS FOOD SERVICE (3 CREDITS)

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

Programs

**Program Modifications**

**Motion 14: 98**
To approve the following program modifications as recommended by the Curriculum Committee.

- Alternative Certification in Teaching Certificate (CO)
- Baking (CO)
- Culinary Arts (AS)
- Culinary Arts (CA)
- Dining Room Supervision (CO)
- Management (AS)
- Management (CA)
- Philippine Studies (ASC)
- Writing (ASC)

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

4. Faculty (Lane)
   No report.

5. Legislative Relations (Kosasa)
   No report.
6. Program Review, Institutional Research, and Assessment (Brekke)
In a written report, Senator Eunice Brekke traced how the AA Degree Program Review Task Force was formed. She also provided an “analytical framework” for a “Comprehensive Review, Evaluation and Assessment of the Associate in Arts (AA) Degree.” See report.

7. Student (Ota)
No report.

8. General Education and Foundations Board (West)
Senator James West reported that he attended the Systemwide General Education Foundation Board on December 5, 2014, at UH Mānoa where two major items were discussed: QWRG Report and the General Education Foundations Renewal Agreement. (See printed report.)

QRWG requests feedback on the Quantitative Reasoning Draft. (Send feedback to qrwg.hawaii@gmail.com.) If QR becomes a focus requirement, chances are WI requirements may be reduced from five to four.

The Foundations Renewal Agreement is under review. Currently, all designations based on the Hallmark system meet the corresponding requirement at UH Mānoa.

Senator Shelley Ota expressed her discontent about how she was asked to be in the E-Focus Committee just 10 minutes before the meeting where the Leeward E-focus Hallmarks were decided.

9. Distance Education (Hirata)
Senator Brent Hirata reported that the Committee is
• working with HRO to collect, update and suggest DE-related hiring questions;
• working to revise the DE course peer evaluation to supplement it with an Innovative Online Teaching Award (IOTA) rubric and procedural instructions;
• working on an end-of-the-year survey to gain feedback from instructors on their DE experience;
• working to replace a current global question in eCafe;
• reviewing Action Improvement Plan (AIP).

The Committee also reviewed current DE Committee FS bylaws for Sen. Eiko Kosasa.

10. Elections (Cawdery/Kae)
No report.
D. Ad Hoc Committees

1. Committee on Student Evaluation (Ayers)
   In an emailed report, Sen. Kristi Ayers wrote that the Committee discussed student feedback obtained from 152 evaluation questionnaires. Such feedback will be further discussed at the January 2015 meeting. The Committee likewise plans to schedule two faculty forums in February to discuss the student's evaluation form.

2. Committees on Policies and Procedures for College Credit Equivalency Program (Ono)
   No report.

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

4. Contingent Faculty/Adjunct (Lopes)
   Lecturers will vote in early February on the bylaws for Contingent/Adjunct Faculty. The Committee will also be holding a dossier workshop for lecturers, and continues to look for additional input for activities.

5. Faculty Senate Website (Hirata)
   - Worked with Curriculum Committee webmaster to come up with a consistent file structure.
   - Started a guiding document with instructions for maintaining and updating the site.
   - Invited the Faculty Senate Secretary to join our committee
   - Begun the renaming and organizing of files.

V. Old Business

None.

VI. New Business

None

VII. Announcements

A. MOA Update: There is complex disagreement going on between UHPAA administration and Faculty Senates. The later draft presented was totally different from the first one that was passed around. Both parties will look at the MOA draft all over again.

B. Administration’s process of selecting acting and or interim administrators Chair Kamahele echoed Chancellor Cabral, explaining the distinction between “acting” and “interim” capacities. “Acting” is when someone assumes the
responsibility of an administrator who goes on leave but is expected to return. The Chancellor decides who fills the position. “Interim” is when one assumes a temporary position that has been vacated. The faculty of the division/unit is included in the vetting process. BOR posts this position, but ultimately, the Chancellor decides who fills the position.

C. Other
A Senator expressed that with personnel shifts, OPPA is facing a huge void in its assessment function. We must think of how this impacts accreditation.

VIII. Adjournment
The meeting adjourned at 5:14pm.

Next Meeting: January 21, 2015, in GT 105, 3:00 – 5:30pm.

Respectfully Submitted by:

Raymund Ll. Liongson
Secretary
January 21, 2015

FACULTY SENATE MEETINGS
AY 2014-2015
2015: January 21; February 18; March 18; April 15; May 6

REFRESHMENT SIGN-UP:
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