APPROVED Regular Faculty Senate Meeting Minutes

February 18, 2015

Faculty Senators Present

- William Albritton
- Kristi Ayers
- Michael Cawdery, Secretary
- Brent Hirata
- Jeff Judd
- Helmut Kae
- Momi Kamahle, Chair
- Eiko Kosasa
- Michael Lane
- Patrick Leddy
- Raymund Liongson
- Makanani Lopes
- Susan Lum, Vice-Chair
- Stan May Lance Morita
- Kay Ono
- Shelley Ota
- James West
- Irwin Yamamoto
- Eunice Brekke
- Pi’ikea Hardy-Kahaleoumi

Senators Absent

- Michael Scully
- Jay Sakashita
- Blanca Polo
- Danny Wyatt

Guests

- Trong Dang, Student Government Rep.
- Christine Walters

I. Call to Order: 3:19pm

Chair Kamahle noted a clerical error in the numbering pattern on the agenda and asked for a motion to accept the error as inadvertent.

Motion 15.05 (LIONGSON/CAWDERY): To correct the clerical error in the numbering pattern in the agenda as noted by the Chair.

VOTE: Y-20 N- 0 A-0. Vote passes unanimously.

Chair Kamahle stated a few words on the scope of today’s meeting. She reminded the Senate that the key part of the Senate’s work is to complete the first reading of the proposed amendments in the Charter/Bylaws introduced in the January meeting of the FS.

The Chair noted that at the January meeting, the FS engaged in a productive and energetic discussion to expedite the voting process of the Election of Executive Officers for the AY 2015-2016. In that process...
and discussion, the FS introduced three items and made the determination to address and amend the 1) Amendment Process, 2) Amend the Election Process, and 3) Amend the Election Committee’s Status.

Chair Kamahele stated that the overall purpose of the FS today is to update the information and enhance language clarity and accuracy in the Charter/Bylaws that reflect current practices.

The Chair pointed out that this meeting of the FS should be as thorough as possible and allow for all who wish to weigh in. Protocol for the amendment process will be addressed under “Unfinished Business”.

II. Approval of the MINUTES (January 21, 2015)

The January Faculty senate meeting minutes were approved as corrected.

III. Campus Report - No report

IV. Faculty Senate Reports

A. Chair’s report (Kamahele)

1. ACCFSC Meeting 1/23:

   a. Online laboratory course designation: The ACCFSC agreed to form a Committee at the system level to examine this issue. The FS Chair selected Senator Helmut Kae to represent Leeward Community College on this committee.

   b. House Representative Isaac Choy introduced HB552 (the Senate companion bill is SB 636) regarding the addition of two faculty regents (one from a research university and the other at-large) and one additional student regent (one undergraduate and one graduate student) on the Board Of Regents. This increases the BOR to 18 seats.

2. Campus Council Meeting 2/2

   Key point for the FS: The Planning list is now in OPPA who will compile the list after which a copy will be available to the FS for review.

3. Meeting with Administration 2/9

   a. Budget: Administration agreed to “get the word out” on the budget to the campus in an effort to provide transparency—still working on who and how that will happen. Moreover, Administration noted a concern about “too many fingers in the pot” (the Chair’s metaphor) could slow down the process that had been approved in the past. It was impressed upon Administration that the FS Executives who sit on the Campus Council want to make informed decisions regarding the budget in advance of any final decision/s because they will ultimately affect the entire campus. And Administration will share the Planning list once compiled by the OPPA.

   b. The Chair advised the Administration on the work of the FS to include:
      • Amending the Charter/Bylaws;
      • Created an Ad Hoc Assessment Committee;
• Doing forums by the Ad Hoc Student Evaluations Committee to get input on universal student evaluation forms

c. Administration issue on UHCCP 9.237:

• UHCCP 9.237 on overload and assigned time (link)
• Expectations on use of assigned time and service
• Division chairs are to be consulted for clarity. These new policies influence instructor’s decisions.

Discussion: Faculty Senators raised some concerns about these workforce/labor issues. It was stated that there is a need for consultation from a UHPA union rep to familiar with these could be consulted.

c. 75 Min. Classes twice a week: This is an old idea that was introduced to Administration. It generated a good discussion on the pros and cons that included a:

• Consideration of more class rooms available with the new Education Building that affords more space;
• Rail construction coming to campus and how that could adversely affect parking;
• Consideration of student needs involving being on campus twice a week versus 3 times a week;
• Reduction in the number of classes and how that could affect enrollment;
• Adding more 3 hour classes once a week.
• A survey of students and faculty about the viability of moving the campus in this direction.

Discussion: Chair asked the senate to gather evidence about the MTWTH scheduling on our campus and other campuses. Student Government President Dang was consulted on his opinion on student’s reaction to a 4-day school week. He said that he felt student would be in support of that initiative. Faculty would like to poll the students and ask about scheduling. Members of the senate were curious if this would be to the benefit of the students. Faculty would want to be able to choose, but not be forced to accept this schedule. This schedule would not likely work for some divisions, in particular M & S, who are responsible for having labs. It was mentioned that if faculty want a MTWR schedule, they should develop their own rationales for it and bring it to the division chairs and Deans.

Motion 15.06 (WEST/ALBRITTON): To poll faculty regarding the MTWR scheduling.

VOTE: Y-20 N- 0 A-0. Vote passes unanimously.
B. Standing Committees

1. Budget and Planning (May)—Report

REPORT OF THE FS BUDGET & PLANNING COMMITTEE—FEBRUARY 18

The committee has decided to postpone a motion that the campus budget pass through the Faculty Senate for review and input before proceeding to the Campus Council. The committee is in discussion with administration on this issue and didn’t want to appear to rush this motion through without adequate deliberation. The committee feels that the Faculty Senate should review the entire campus budget, not just the planning lists.

The committee has met resistance from administration on several occasions concerning whether the Faculty Senate is allowed to provide input into the campus budget. The committee feels strongly that the Board of Regents Policy and the recent Memorandum of Agreement Regarding the Roles and Consultation Protocols Involving UH Management, UH Professional Assembly, and UH Faculty Senates give faculty senates this role:

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.

Other faculty senates, such as those of Honolulu, Maui and Hawaii Community Colleges review their campus budgets and vote on them. These campuses review the entire budget, not just the planning lists or new funds or expenses. Former UH President M.R.C. Greenwood made a big push for faculty senates to have a formal role in the budgetary process on each campus.

The Faculty Senate Budget and Planning Committee intends to make a motion at the March 18 Faculty Senate meeting to request that the entire campus budget pass through the Faculty Senate for review and input before proceeding on to the Campus Council. If senators have any suggestion or comments please contact Stanley May, Committee Chair.
NEW COURSES:

**Motion 15.07** to approve the following new courses:

- DMED 160
- HIST 288
- IS 10
- SOC 295
- SW 200

*Vote: 20A.0N.0AB. Vote passes unanimously.*

COURSE MODIFICATIONS:

**Motion 15.08** to approve modifications to the following courses:

- ACC 134
- ACC 137
- ACC 252
- ACC 255
- ANTH 151
- ANTH 215
- ANTH 215L
- ASTRO 110
- BUSN 164
- BUSN 170
- BUSN 250
- DMED 130
- IS 103
- TVPR 211
- TVPR 227
- TVPR 292
- TVPR 293C

*Vote: 20A.0N.0AB. Vote passes unanimously.*

DELETE COURSES:

**Motion 15.09** to delete the following courses:

- ACC 150
- IS 100

*Vote: 20A.0N.0AB. Vote passes unanimously.*
PROGRAM MODIFICATIONS:

**Motion 15.10** to approve program modifications to the following programs:

- Accounting (ASC)
- Accounting (AS)
- Hawaiian Studies (AA)
- Liberal Arts (AA)
- Natural Sciences (AS)
- Plant Biology and Tropical Agriculture (AS)
- Plant Biology and Tropical Agriculture (CA)

**Vote: 20A.0N.0AB. Vote passes unanimously.**

3. Distance Education (Hirata)—**REPORT LINKED HERE** Check with brent.

C. **Ad Hoc Committees**

1. Student Evaluation (Ayers):

   The Student Evaluation *Ad Hoc* hosted two faculty forums on Tuesday, February 10 and Wednesday, February 11. Faculty members discussed the proposed changes to the *Student’s Evaluation of Instructor and Course*. There were 15 faculty members participating in the face-to-face forums. After the discussions, faculty recorded their responses via a google docs link. In addition, faculty members who were unable to attend the forums were sent a google docs link and were encouraged to respond to the proposed changes. As of 2:27 pm on February 18, we had received 27 more responses through google docs, thus receiving a total of 42 faculty responses. The document collection closes at 4:00 pm on February 18.

   The Student Evaluation *Ad Hoc* Committee will meet on Friday, February 20 at noon. We plan to discuss the results of the forums and data collected from the google docs. We will decide if we need to solicit more information from the faculty, make a recommendation to the Faculty Senate, consult with UHPA, and address any other concerns/issues.

2. Committee on Senate Charter/ByLaws Revision (Kosasa)—Report

   Senator Kosasa provide a brief history about the process that brought the Senate to the current place of amending the Charter/Bylaws. Two years ago the Faculty Senate created an ad hoc committee to look at the charter and bylaws. Last month, the elections committee asked about why FS were suspending bylaws. FS wants to expedite the process. FS will be looking at 3 areas. Checked on the voting members of the faculty means the entire faculty. Amending the bylaws means that FS need to have 2/3 of all faculty members. FS should also make sure that out charter and bylaws are congruent in language and definition.

VI. **Unfinished Business**

At this point in the meeting, Chair Kamahele reiterated the purpose of amending the Charter/Bylaws: to update information and enhance language clarity and accuracy that reflect current practices. The chair stated that Senator Kosasa is the Ad Hoc Committee Chair for the Charter/Bylaws Revision Committee, and that she will provide her Committee recommendations for this part of the Senate’s business. The Chair stated the protocol/procedure the Senate will use for motions to include the following:
• **Protocol #1:** A motion will be made and a second to follow. The FS Chair will repeat the motion and open the “floor” for discussion/debate to begin with the Senator Kosasa—the maker of the motion. At this point, the Faculty Senators will discuss/debate the motion at hand.

• **Protocol #2:** To provide accuracy and clarity for the FS Secretary, when you wish to speak, obtain recognition from the FS Chair. State your name and division clearly.

• **Protocol #3:** Every Senator will have an opportunity to weigh in first. So if you have spoken once allow your fellow Senators an opportunity to discuss this issue as well.

• **Protocol #4:** When it appears that the Senators have no further revisions as we consider the time, I will then open the discussion to include the guest Faculty present. Same request applies: state your name & division clearly.

• **Protocol #5:** Please be reminded that discussion/debate shall be pertinent to the amendment at hand. When any deviation occurs, the FS Chair will, with respect, bring the discussion/debate back to the topic at hand.

A. First Reading of the Amendment to Amend the Amendment Process

**Motion 15.11 to amend the amendment process (KOSASA/YAMAMOTO):**

Proposer: Sen. Kosasa proposed that the Faculty Senate accept the Committee on Senate Charter/ByLaws Revision’s request on the proposed wording, introduced in the January Faculty Senate meeting, to amend the amendment process of the Charter Article IV: Amendment of Charter and Bylaws Article X: Amendment of Bylaws into a single Charter amendment entitled Article IV: Amendment of Charter and Bylaws and to read….

**ARTICLE VI**

**Amendment of Charter and Bylaws**

All amendments to this Charter and the Bylaws must be approved by two-thirds majority of the Senate members present for the vote and, if approved, shall be sent to the Chancellor. Amendments shall become effective upon approval by the Chancellor. The Chancellor will notify the Faculty Senate Chair regarding decisions on the amendments.

**Discussion:** FS are keeping the amendments on our campus, rather than having it go to the UHCC president for final approval. Current language does not very easily allow for change. FS would like to see a vote being required of the 2/3 votes cast by eligible faculty participating for final ratification, rather than just senators. Amendments have been changed in the first reading to clearly define the process of what needs to be done including keeping a provision to include faculty in the process, but change to faculty votes cast as opposed to the entire faculty. The amendment was changed to include 3 sections that clearly define the process. It should be noted that some conversation was had on whether we should allow final approval to rest in the Chancellors hands. It was stated that we are merely an advisory board.

**Vote:** 19A.0N.0AB. Vote passes unanimously.

**Second reading will be done at the next meeting.**
B. First Reading of the Amendment to Amend the Election Process

**Motion 15.12 (KOSASA/KAE):** to adopt the amendment to the election process

Senator Kosasa proposed that the Faculty Senate accept the Committee’s Charter/ByLaws revision request on the recommendation, introduced in the January meeting, to amend the election process in our Bylaws Article V: Elections and to read….

**ARTICLE V**

**Elections**

Section 1. Of the 22 elected members, 11 senators will be elected each year in an alternating fashion.

Section 2. All full-time and half-time BOR appointee Faculty members and lecturers teaching at least 8 credits are eligible to be nominated for the general election, and to participate in the voting. No person shall be listed as a candidate for the Faculty Senate without written consent of that person.

Section 3. The election period will commence on the first Monday of November and run for 5 days.

Section 4. Elections will be made accessible to all eligible faculty.

Section 5. Voting must be completed by 4 pm on the last day of the voting period. After the election ends and as soon as is practical, the Election Committee Chair will inform the Faculty Senate Chair of the results. The Faculty Senate Chair will notify the new Senators. Upon the acceptance of position, willing senators will be acknowledged in a campus-wide publication no more than one week after the completion of the election.

Section 6. After the Senate elections, the newly elected and continuing Senators shall elect officers of the Senate for the following academic year.

Section 7. Newly elected senators will take office during the first regularly scheduled Faculty Senate meeting of the academic year following their election to office.

Section 8. Plurality of votes cast are the winners for any election where there are more than two candidates.

**Vote: 19A.0N.0AB. Vote passes unanimously.**

**Second reading will be done at the next meeting.**

**Motion 15.13 (ONO/JUDD):** to extend regular meeting by an additional 15 minutes to accommodate completion of the review and modification of both the second amendment regarding the Election Process and the third amendment concerning the Election Committee status.

**Vote: 19A.0N.0AB. Vote passes unanimously.**
C. First Reading of the Amendment to Amend the Election Committee Status

**Motion 15.13 (KOSASA/AYERS)** to amend the status of the elections committee

Senator Kosasa moved that the Faculty Senate accept the Committee on Senate Charter/ByLaws Revision’s request on the recommendation, introduced in the January meeting, to amend Bylaws Article IV: Standing Committees by adding the duties and function of the Election Committee and to read:

**ARTICLE IV**

**Standing Committees**

Section 11. Elections Committee

A. Function

1. Conduct the General Faculty Senate elections.
   a. Solicit eligible faculty members to run for the Faculty Senate.
   b. Make available a list of candidates to all faculty members at least three weeks before the start of the voting period
   c. Share with the Faculty a list of candidates on the ballot, and their faculty profiles at least twice prior to election week.

2. Conduct the Faculty Senate Executive Officers elections.

B. Membership

1. The Committee Chair and appointed Faculty members shall be voting members.

Discussion: Chair has a right to appoint in the case of a vacancy. Vacancy FSEC should be addressed in the vacancy section in the near future. Its should also be sure to address the number of senators elected in each year.

**Vote: 19A.0N.0AB. Vote passes unanimously.**

*Second reading will be done at the next meeting.*

**Motion 15.14 (ONO/AYERS)** to adjourn the regular meeting

**Vote: 19A.0N.0AB. Vote passes unanimously.**

VII. New Business

Agenda items postponed until March 18 meeting:

A. Letter of thanks for our former OPPA director - Della Anderson—Brekke
B. Budget and Planning Committee motion—May
C. Other

VIII. Announcements
A. Other

IX. Adjournment—5:28

Next Meeting: March 18, 2015 in GT 105, 3:00 – 5:00pm

AY 2014-2015 Faculty Senate Meetings: 2015: 4/15, 5/6

Snacks and Refreshments: Scully, Kosasa