

2001-2002 Faculty Senate Motions

Chair: James Goodman

Motion #	Meeting Date	Motion	Vote	Follow-up (if any)
01-22	9/5/01	To defer approval of the minutes pending submission of the correct version by Secretary Pond.	unanimous	
01-23	9/5/01	To confirm the appointment of Zenny Estrada to fill a vacant Senate position for this academic year.	unanimous	
01-24	9/26/01	Curriculum Committee Recommendation	unanimous	
01-25	9/26/01	To continue to have a community service committee, and to broaden its scope to coordinate some of the community service efforts on campus.	unanimous	No volunteers to chair this committee.
01-26	11/7/01	The Senate strongly recommends that the Provost add two additional names to the Phase II Reorganization Committee, one each from Student Services and OCET.	unanimous	Provost agreed and added the two recommended positions.
01-27	11/7/01	The Senate asks the administration to clarify and explain the process for allocating budget amounts between course offerings and non-instructional expenditures such as assigned/released time, travel, overloads, etc. given that class cancellations for Spring 2002 may negatively impact students' ability to graduate, especially in vocational programs.	13-1	From the 11/28/01 Minutes: "The Provost restated President Dobelle's position that instruction be held harmless through any budget reduction that may be imposed on the college. He further explained to the Senate that the reason that so many classes were canceled is that some divisions had scheduled more classes for the Spring 2002 semester than they had for the Fall 2001 semester. The cuts were to bring the spring offerings in line with the customary 60/40 ratio of fall to spring course offerings. Efforts have been made to ensure that students' plans to graduate would not be jeopardized by providing substitute classes for the ones canceled. The Provost also

				provided the Senate with a Revised Operational Expenditure Plan for 2001-02, a list of courses cut for Spring '02 (62 sections or 178 credits), and a Lecturer/Overload Available Funds and Expenses worksheet. He also discussed several corrective steps that will be taken next year.”
01-28	11/28/01	Curriculum Committee Recommendation	unanimous	
01-29	11/28/01	Curriculum Committee Recommendation	unanimous	
01-30	11/28/01	Curriculum Committee Recommendation	unanimous	
01-31	11/28/01	Curriculum Committee Recommendation	16-0-2	
01-32	11/28/01	Curriculum Committee Recommendation	unanimous	
01-33	11/28/01	Curriculum Committee Recommendation	unanimous	
01-34	11/28/01	Curriculum Committee Recommendation	unanimous	
01-35	11/28/01	Curriculum Committee Recommendation	unanimous	
01-36	11/28/01	Curriculum Committee Recommendation	unanimous	
01-37	11/28/01	Curriculum Committee Recommendation	unanimous	
01-38	11/28/01	Curriculum Committee Recommendation	unanimous	
01-39	11/28/01	The Senate asks the administration to clarify and explain the process for allocating budget amounts for student publications as approved by the BOSP.	unanimous	From the 1/23/02 Minutes: “The Dean of Student Services, Stella Ho-McGinnes, reported on the Senate’s November question regarding the process for allocating budget amounts for student publications as approved by the BOSP. She reported that the BOSP Treasurer and Chair prepare the budget, which is then sent to the Provost for approval in much the same fashion as the budget for Student Government. This year Mark designated the Dean of

			<p>Student Services take responsibility for the approval. The budget was presented to her in the summer of 2001 without narrative, and shortly thereafter, all members of the BOSP left. The budget as submitted was based on \$50,000, which far exceeded the projected income of \$25,000, and after several meetings between the Provost and the faculty advisor for <u>Harvest</u> a revised budget was developed. The Senate questioned the management of the BOSP, the enormous reserves (as much as \$75,000) that appear to remain unspent, and the lack of policy on the expenditure of such reserves. It was reported that the current BOSP (consisting of 5 student members and 4 faculty) will need to grapple with that issue this year as the planned renovation of the Student Center may force the newspaper office to move. At that time, additional equipment, etc. may be needed, and it is expected the reserve can be used for that purpose. It is also anticipated that the newspaper will become active this semester. The Dean of Student Services stated that she would take a more active</p>
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				role in the BOSP so that budgeting and communication difficulties can be avoided in the future.”
01-40	12/12/01	To adjourn the regular meeting and go into executive session to receive a report from James West on UHPA business.	unanimous	
01-41	12/12/01	Curriculum Committee Recommendation	unanimous	
01-42	12/12/01	Curriculum Committee Recommendation	unanimous	
01-43	12/12/01	Curriculum Committee Recommendation	0-16	Motion FAILED
01-44	12/12/01	Curriculum Committee Recommendation	unanimous	
01-45	12/12/01	Curriculum Committee Recommendation	unanimous	
01-46	12/12/01	Curriculum Committee Recommendation	unanimous	
01-47	12/12/01	Curriculum Committee Recommendation	unanimous	
02-01	2/20/02	To request a report from the Dean of Student Services that reflects the current balance, past funding and expenditures, and projected funding and expenditures of the Board of Student Publication fees.	unanimous	1. At the 4/3/02 meeting it was reported the balance may be \$80,000. New Dean will examine. 2. At the 4/24/02 meeting no further formal response, but informally stated that there was about \$70,000.
02-02	2/20/02	Curriculum Committee Recommendation	unanimous	
02-03	2/20/02	Curriculum Committee Recommendation	unanimous	
02-04	2/20/02	Curriculum Committee Recommendation	unanimous	
02-05	2/20/02	Curriculum Committee Recommendation	unanimous	
02-06	3/6/02	Curriculum Committee Recommendation	unanimous	
02-07	3/6/02	To establish a Senate Task Force to open a dialog between LCC and UHWO on the future relationship between the two institutions.	unanimous	
02-08	3/6/02	The Faculty Senate extends its gratitude to Operations and Maintenance for their outstanding efforts to make our campus attractive at the recent Excellence in Education Conference.	unanimous	
02-09	3/6/02	The Faculty Senate extends its gratitude to the Planning Committee, Food Service Program, and the many volunteers for planning and executing a superb Excellence in Education Conference at LCC on March 1	unanimous	
02-10	4/3/02	Curriculum Committee Recommendation	unanimous	
02-11	4/3/02	Curriculum Committee Recommendation	unanimous	
02-12	4/3/02	Curriculum Committee Recommendation	unanimous	
02-13	4/3/02	Curriculum Committee Recommendation	unanimous	
02-14	4/3/02	Curriculum Committee Recommendation	unanimous	

02-15	4/24/02	To accept the Student Services Division's recommendation to change College policy from not accepting C- and D grades from non-system institution, to accepting C- and D grades from these institutions.	unanimous	
02-16	4/24/02	To create a Community College System committee to further discuss the matter of accepting C- and D grades from non-system institutions.	7-6-4	
02-17	4/24/02	<p>To approve Faculty Senate Resolution # 02-01</p> <p style="text-align: center;"><u>FACULTY SENATE RESOLUTION #02-01</u> <u>Access to Library Resources</u> (Passed April 24, 2002)</p> <p>WHEREAS the faculty at Community Colleges are evaluated on their commitment to maintaining currency in their respective fields as an integral component of their professional development,</p> <p>WHEREAS effective teaching at the undergraduate level requires instructors to keep abreast of developments in their field,</p> <p>WHEREAS currently the Community College faculty members do not have equal access to all electronic databases available throughout the University of Hawai'i system libraries or to our resources outside the University of Hawai'i,</p> <p>WHEREAS the University of Hawai'i Library Council has recognized the benefits of consortial purchasing,</p> <p>WHEREAS President Dobelle has stressed the importance of functioning as a system for the University of Hawai'i,</p> <p>WHEREAS the University of Hawai'i Library Council has been meeting regularly, working on system-wide library issues, and implementing consistent policies among the libraries,</p> <p>WHEREAS the University of Hawai'i Library Council is working on system-wide agreements to increase access to library resources where appropriate,</p> <p>BE IT RESOLVED that the President of the University of Hawai'i establish budgetary funding at the system level for system-wide resources and support services that will include system-wide licensing of databases and other online resources, system-wide funding for shared integrated library system (Hawai'i Voyager), system-wide funding of electronic document delivery systems in support of intra-system loans and distance education, and a courier system for library materials delivery as recommended by the University of Hawai'i</p>	unanimous	

		<p>Library Council. This will result in greater access by all faculty (including those at Community Colleges) to appropriate electronic databases and other library resources.</p> <p>BE IT FURTHER RESOLVED that University of Hawai'i Library Council be supported in its efforts to develop guidelines that would result in equal access to interlibrary loans of non-UH holdings to all UH faculty.</p>		
02-18	4/24/02	The Faculty Senate requests the Dean of Student Services to authorize the immediate expenditure of up to \$20,000 from the BOSP reserves to provide Ka Mana'o and Harvest with the necessary computer equipment and software to produce the college's magazine and newspaper.	unanimous	
02-19	5/1/02	<p>To accept the progress report from the AIC on Governance.</p> <p>Report:</p> <p style="text-align: center;">Progress Report of the AIC on Campus Council Constituency Roles and Governance April 12, 2002 .</p> <p>1. Summary of the original problem:</p> <p>In response to a recommendation in the 1994 accreditation report, a representative governance body called the Campus Council was created with its own Charter and By-Laws. All campus constituencies were represented on the Faculty Senate sponsored committee that recommended the establishment of this Campus Council and the Faculty Senate and Administration subsequently gave their approval to the Campus Council.</p> <p>Per its Charter, the Campus Council "shall function as the recommending and advisory body of the college in matters relating to the priorities of the college ." "Priorities" is defined in the Charter as "establishing preferences, for the direction of the college, especially in regard to budget planning and resource allocation.</p> <p>The Evaluation Report of the Accrediting Commission for Community and Junior Colleges dated January 19, 2001 commended the college for "organizing the Campus Council" but noted that the college needed to "define the roles of all constituencies in governance ." Also, the report mentions that the role of faculty in governance has been contentious: "Some on the Faculty Senate view their roles as guardian of academic issues to include personnel, budget and planning decisions . This view is in conflict with the representational organization of the Campus Council ."</p> <p>The Evaluation report made the following recommendations:</p>	unanimous	

		<p>1) "The team recommends that the college clearly define the role of all constituencies on the Campus Council. (Standards 10B .8, 10B .9, 10B .10)"</p> <p>2) "The team recommends that the college develop and implement a written policy which articulates a decision making process which includes persons who will be affected by the decisions and clearly states the role and participation of faculty, support staff, and students on College governing, policy making, planning, staff budgeting and special purpose bodies."</p> <p>Applicable Standards</p> <p>Standard 10B .8 states : "The institution has a written policy which identifies appropriate institutional support for faculty participation in governance and delineates the participation of faculty on appropriate policy, planning, and special purpose bodies ."</p> <p>Standard 10B .9 states : "The institution clearly states and publicizes the role of staff in institutional governance."</p> <p>Standard 10B .10 states : "The institution clearly states and publicizes the role of students in institutional governance."</p> <p>2. Present status of the problem:</p> <p>The AIC on Campus Council Constituency Roles has completed drafts of the following three proposed documents that address the visiting team's concerns : LCC Shared Governance Policy, Principles of Shared Governance, and a description of the respective roles of the various constituencies on the Campus Council.</p> <p>As indicated in the sections below, these draft documents will be presented, during Fall 2002, to the various campus constituencies for review and approval . However, these draft documents have already been posted on the LCC accreditation website.</p> <p>3. Proposal of a solution:</p> <p>Each of the Campus Council constituencies will have the opportunity to discuss and vote on the three draft documents prepared by the Committee . Upon approval by all campus constituencies, the three documents will be sent to the Provost for official approval.</p> <p>Shared governance becomes a reality when individuals both understand the decision-making processes and engage themselves in those processes in a creative, meaningful, and collegial</p>		
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manner . Once approved, the College will publicize and promote the shared governance policy and shared governance principles which shall remain in effect unless modified or replaced by a successor policy statement that is approved by the Faculty Senate, Campus Council, and the Provost .

The timeline for establishing the policy:

- 1) AIC committee collects campus and constituency feedback and publishes its progress report by April 15, 2002.
- 2) During Fall 2002, each campus constituency reviews and approves the proposed Shared Governance Policy, the Statement of Shared Governance Principles, and the descriptions of the roles of the various Campus Council constituencies by February 28, 2003.
- 3) In Spring 2003, the Faculty Senate, the Campus Council and the Provost formally approve the Shared Governance Policy, the Statement of Shared Governance Principles, and the descriptions of the Campus Council constituency roles by May 1, 2003.
- 4) The College shall publish and promote the shared governance policy and shared governance principles on the College's website and in its "For Your Information" handbook for faculty and staff by September 2003.

4. Review of the campus community:

During the Spring Convocation on January 8, 2002, the Accreditation Implementation Committee on Campus Council Constituency Roles held open forums (3 breakout sessions) on the draft documents . The Committee reviewed that input and, as appropriate, adjusted the language of the Shared Governance Policy and the Principles of Shared Governance. The documents are now ready for review and approval by the various campus constituencies.

5. Shift from plan to implementation:

During Fall 2002, representatives from the Committee will present the proposed Shared Governance Policy, the Principles of Shared Governance, and the descriptions of Campus Council constituency roles to the various campus constituencies.

During the Spring 2003, representatives from the Committee will seek the approvals of the Faculty Senate, Campus Council and Provost to the proposed Shared Governance Policy, The Principles of Shared Governance and the description of Campus Council constituency roles.

02-20	5/1/02	<p>To accept the report from the AIC on Curricular review and recommend that the timeline be more detailed.</p> <p>Report:</p> <p>REPORT OF THE AIC ON CURRICULUM REVISION AND REVIEW</p> <p>1.Summary of the original problem:</p> <p>The team was concerned that there continues to be no formal system, policy, or practice to ensure consistency of course content, objectives, and standards from the time curriculum is approved until the present. Their recommendations : 1) Periodic review of established core outlines should be formalized and institutionalized to assure the currency and continued appropriateness of curriculum content, instructional methods, course activities and objectives, and student competencies . 2) Division chairs should ensure that all syllabi are regularly compared to the core outlines to provide assurance that objectives and competencies for all sections of a given course, wherever and by whomever offered, are consistent with the outline of record for that course.</p> <p>2.Present status of the problem:</p> <p>The college has established a curriculum review process, developed core outlines, and set up an online Curriculum Central database, but the review of curriculum is not systematic and cyclical as recommended by the visiting team . There is still no policy or procedure set up to make it so. Also, critical curriculum is not consistently described in the core outlines, though progress has been made in "filling-in-the-blanks" in Curriculum Central.</p> <p>3.Proposal of a solution:</p> <p>The college will establish a policy and procedures that institutionalizes a process for the systematic and cyclical review of core outlines and course syllabi and that centers on the role of the faculty in examining and maintaining the courses in their disciplines.</p> <p>At the end of the review, all core outlines will be complete, all individual course syllabi will have as their focus measurable student outcomes, the college will have a written Curriculum Review process that will include a system for refining and evaluating the process, and the college will have established timelines for ongoing curriculum review.</p> <p>4.Review by the campus community: See the steps for review listed below, (5)</p>	unanimous	
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02-21	5/1/02	<p>To reject the AIC report on Administrative Instability and Turnover and send it back to the Committee for revision.</p> <p>Report:</p> <p style="text-align: center;">AIC on Administrative Instability & Turnover Progress Report</p> <p>The committee on administrative instability has determined the following based on the findings of the committee reports in 1994 and 2000. The 1994 report states</p> <p style="padding-left: 40px;">8.2 The team recommends that the College and System stabilize the administrative staff of the College to insure the continuity and effectiveness of leadership, as well as limiting the disruption to the operating and planning procedures caused by frequent changes in the administrative staff. (8C)</p> <p>The committee honestly feels that the 1994 report overstated the problem and that had it not been included in the report, the 2000 report may not have mentioned it as a problem.</p> <p>The 2000 report recommended:</p> <p style="padding-left: 40px;">8. The team recommends that the college analyze factors that may be contributing to administrative instability and turnover and develop appropriate local responses . (Standard 1013 .4)</p> <p>The 2000 report, however, has some validity because several administrative positions had temporary occupants due to unusual conditions . The provost left suddenly for reasons not internal to Leeward Community College after holding her position for one year. The Dean of</p>	unanimous	

	<p>Instruction became Interim Provost and the Assistant Dean became an Acting Dean of Instruction . To add to the impression of administrative instability our Dean of Students accepted a position on the Manoa campus which meant that a counselor was serving as an Acting Dean. The assistant dean positions by their very nature are likely to be occupied for a shorter period of time than other administrative positions due to the ambitions of those occupants to advance as well as their desires to go back to the classrooms.</p> <p>2. <u>Present status of the problem:</u></p> <p>The committee believes that administrators are. under paid and less prepared than they should be for the position and they do not receive appropriate feedback on their performances.</p> <p>Further, administrators are over worked and are too confined to their offices, which interferes with keeping in touch with the campus.</p> <p>Various disparate duties side track them in accomplishing needed tasks.</p> <p>3. <u>Proposal of a solution:</u></p> <p>We proposed the following solutions.</p> <p>That all administrators should be paid a salary equal to or higher than the highest paid faculty member . There has been promise of some pay raises for community college administrators.</p> <p>As previously indicated in the report, the committee believes the job may be more attractive if the college offers administrators professional liability insurance.</p> <p>Problems of inexperience should be addressed . First, internships to faculty and staff interested in becoming administrators should be provides „and secondly, on the job training for administrators once they have accepted their positions should be an integral part of the position.</p> <p>Ongoing evaluations by other administrators and relevant faculty members with feedback to those being evaluated might add to administrative stability . There is now an evaluation process, however, administrators don't appear to receive enough feedback from the process.</p> <p>Previously the policy was for the Provost to discuss in some small degree with each administrator his or her evaluations without showing those evaluations to the</p>		
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		<p>administrators.</p> <p>The Provost is still treated in a similar manntr,by the Chancellor and he is not aware of who his evaluatee group is.</p> <p>Some pressures relating to working conditions have been minimized for administrators by the hiring of a grant writer and creating temporary positions for publications specialist and a person to make catalog changes and help with related subject matter. Further, a person has been hired as Fund Development <i>Officer</i>. The President of the University has instituted a policy that all administrators are expected to follow, which requires that they spend at least one day a week out of their offices. They may attend meetings, visit various parts of the campus or catch up on needed work at home among other things.</p> <p>We further recommend that the college make every effort to send administrators to conferences which 1) may be a benefit to the college, 2) may benefit them individually, and 3) may be simply pleasurable and rewarding .</p> <p>4. <u>Review by the campus community:</u></p> <p>The committee plans to share its recommendations with the campus community by individual email or by hardcopy if requested . The nature of the subject, in the opinion of the committee, does not warrant a campus wide meeting.</p> <p>5. <u>Shift from planning to implementation:</u></p> <p>The University is in a state of change and cannot make promises at this time . We are faced with budget crisis, administrator uncertainty and a new president all of which make implementation of these recommendations difficult or uncertain .</p> <p>It is essential that the evaluation process continue and be expanded to include the provost. He has the same rights as other administrators to received proper feedback.</p> <p>It is recommend that the college provide professional liability insurance for administrators . The expense of such insurance could be eaten even in times of austerity, as is the case at this time.</p>		
02-22	5/1/02	To commend the three AIC Committees on the work done and the progress made toward addressing the concerns of the Accrediting Commission.	unanimous	
02-23	5/1/02	To strongly endorse the 2002-07 Strategic Plan for Leeward Community College as presented.	unanimous	

		<p>Included the following Resolution:</p> <p style="text-align: center;"><u>FACULTY SENATE RESOLUTION #02-02</u> <u>Commendation</u> (Passed May 1, 2002)</p> <p>The Senate wishes to commend the Strategic Plan Steering Committee under the leadership of Bob Asato and Lani Uyeno for the open and inclusive process that resulted in the Strategic Plan.</p> <p>The Senate further recognizes that the Plan does indeed represent the priorities of the entire campus community and that it will thereby provide the basis for budgetary decisions through 2007.</p> <p>Finally, the Senate supports the recommendation of the Committee that the document be periodically reviewed with campus wide input.</p>		
02-24	5/8/02	To support the recommendation of the Academic Review Board not to administratively disenroll students from classes for which they do not meet the prerequisites.	13-2-2	
02-25	5/8/02	Curriculum Committee Recommendation	unanimous	
02-26	5/8/02	Curriculum Committee Recommendation	unanimous	
02-27	5/8/02	Curriculum Committee Recommendation	unanimous	
02-28	5/8/02	Curriculum Committee Recommendation	unanimous	