

2013-2014 Faculty Senate Motions

Chair: Paul Lococo

Motion #	Meeting Date	Motion	Vote	Follow-up (if any)
13-06	9/4/13	The Faculty Senate accept the ACCJC Report draft as published; however, final approval must be made by Faculty Senate Executive Committee	22-0	Senate executive committee (Chair Lococo, Vice-Chair Cain, Secretary Wyatt, approved final version of Accreditation report for senate
13-07	9/4/13	Curriculum Committee Recommendations	unanimous	
13-08	9/4/13	Curriculum Committee Recommendations	unanimous	Concerns approval of UHCC Policy 5.203: Degrees and Credentials
13-09	9/4/13	Each division will decide on what to do with its Certificate of Completion(s), if there is any, by the deadline proposed by the Curriculum Committee. If the Curriculum Committee does not receive any response from a division by the proposed deadline, then the Committee will let the division's Certificate of Completion(s) go through the fast track process. If a division responds by the proposed deadline, then the Committee will follow the division's request.	22-0	
13-10	9/4/13	<p>To approve the proposed Policy L7.505 "Policy on Class Attendance, 'No Shows' and Administrative Withdrawal. Further, that faculty SHOULD report no shows, or equivalent for Distance Education courses, unless they are notified by the student, by the end of the first week of classes.</p> <p style="text-align: center;">Policy on Class Attendance, 'No Shows' and Administrative Withdrawal</p> <p>Policy Objectives:</p> <ol style="list-style-type: none"> 1. Define the College's expectations regarding class attendance. 2. Enable instructors to initiate an administrative withdrawal for "no-show" students. <p>Policy:</p> <p>Students are expected to be in attendance regularly and on time for all classes, laboratory and fieldwork sessions of all courses for which they are registered. It is the student's responsibility to inform the instructor(s) of anticipated absences, and discuss unexpected absences, and to make up work missed as a</p>	18-5	Rejected by VC/CAO Pecsok

		<p>result of the absences.</p> <p>“No-Show” students are defined as students who never attend class, or students who do not attend at least one of the first two classes of the semester after they have registered for the course.</p> <p>Enrolled students must attend at least one of the first two classes of the semester. If a student does not attend one of the first two classes of a semester after they have registered for the course, the instructor has the option and authority to initiate an administrative withdrawal/drop of the student from the course. Students should not assume they will be dropped if they do not attend the first two days of class, as this is optional for instructors.</p> <p>Students registered in Distance Education courses must communicate to the instructor by the end of the first week of the semester; otherwise the instructor may initiate an administrative withdrawal/drop of the student. It is the student’s responsibility to notify the instructor of anticipated or unavoidable absences.</p> <p>Instructors may set their own attendance policies. It is the student’s responsibility to be aware of his/her instructor’s attendance policies and the consequences of non-attendance. Depending on an instructor’s attendance policy, a no-show student may receive an ‘F’ grade if the student does not officially withdraw from the class by the withdrawal deadline.</p> <p>Students who are withdrawn as a result of an instructor’s initiation of the administrative withdrawal process will be notified of their withdrawal by official UH email at their UH email address on file at the College.</p> <p>Students who are withdrawn from a class during the drop/add period will be eligible for a tuition refund according to the refund schedule for the semester. The Financial Aid Office will be notified when a student is administratively withdrawn under this policy so that they may adjust awards.</p> <p>If a student is administratively withdrawn/dropped from a course by an instructor and wishes to add the course back, he/she may do so during the add/drop period if space is available. If a student is unable to do so, he/she may seek reinstatement in the class through the instructor. If refused by the instructor, the student may submit a written appeal in person to the Division Chair overseeing the course. If a student is reinstated, he/she is responsible for missed coursework.</p> <p>Any student who is withdrawn from a class in error may appeal his or her withdrawal to the Dean of Student Services.</p>		
13-10(b)	9/25/13	Curriculum Committee Recommendations	unanimous	[Note: Motion 13-10 listed twice, once at 9/4/13 meeting]
13-11	9/25/13	To approve Diversification Designation (DA) for THEA 240 as recommended by the Diversification Board	17-0	

		and Curriculum Committee.		
13-12	9/25/13	Curriculum Committee Recommendations	unanimous	
13-13	9/25/13	Curriculum Committee Recommendations	unanimous	
13-14	9/25/13	Curriculum Committee Recommendations	unanimous	
13-15	9/25/13	Curriculum Committee Recommendations	unanimous	
13-16	9/25/13	Curriculum Committee Recommendations	unanimous	
13-17	10/23/13	"The Leeward CC Faculty Senate supports an initiative to collect, digitize, and make publicly available online all course syllabi, and encourages support for this initiative from the Leeward CC administration and all faculty members."	18-0	Chair Lococo to work with Chris Matz, head librarian to initiate this proposal.
13-18	10/23/13	"The Faculty Senate expresses its appreciation to Chris Matz, Head Librarian, and his staff for the very successful transformation of the Library. The Learning Commons is a bright, lively, welcoming facility. It provides a comfortable, open space where students actively engage in collaborative or individual study. The number of students using the facility is impressive. It is achieving its purpose in helping students to feel more connected to the College. The Learning Commons could serve as a model for other educational institutions, and the staff is to be commended for its role in providing this space for the benefit of student learning."	16-0	Chair Lococo presented formal letter and notified general faculty via email. Names of Learning Commons personnel added to letter.
13-19	10/23/13	To approve the following Diversification Designation as recommended by the Curriculum Committee: DMED 150: Film Analysis & Storytelling (3)—Diversification: Arts (DA)	17-0	
13-20	10/23/13	Curriculum Committee Recommendations	unanimous	
13-21	10/23/13	Curriculum Committee Recommendations	unanimous	
13-22	10/23/13	"The Leeward CC Faculty Senate supports a policy that e-cigarettes should be treated the same as tobacco products on campus."	17-0-1	VCAA Lane notified of this action via email by Chair Lococo
13-23	10/23/13	Curriculum Committee Recommendations	unanimous	
13-24	10/23/13	Curriculum Committee Recommendations	unanimous	
13-25	11/20/13	Curriculum Committee Recommendations	unanimous	
13-26	11/20/13	Curriculum Committee Recommendations	unanimous	
13-27	11/20/13	Curriculum Committee Recommendations	unanimous	
13-28	11/20/13	Curriculum Committee Recommendations	unanimous	
13-29	11/20/13	Curriculum Committee Recommendations	unanimous	
13-30	11/20/13	Curriculum Committee Recommendations	unanimous	
13-31	11/20/13	Curriculum Committee Recommendations	unanimous	
13-32	11/20/13	Curriculum Committee Recommendations	unanimous	
13-33	12/11/13	Curriculum Committee Recommendations	unanimous	
13-34	12/11/13	Curriculum Committee Recommendations	unanimous	

13-35	12/11/13	Curriculum Committee Recommendations	unanimous	
13-36	12/11/13	Curriculum Committee Recommendations	unanimous	
13-37	12/11/13	Curriculum Committee Recommendations	unanimous	
13-38	12/11/13	<p>WHEREAS, the current “Classroom on Wheels” (COW) is aging, out-of-warranty, out-of-date, and soon to be retired by the EMC; and,</p> <p>WHEREAS, in recent years the COW is utilized by the Faculty Senate for its meetings, for such matters as:</p> <ul style="list-style-type: none"> • Reviewing documents online, such as the agenda, prior minutes, reports of committees, and other supporting documents, which has led the Senate to become almost fully online and/or digital, thus saving reams of paper; • Senators able to take notes during meetings; email contact with pertinent and relevant people outside the senate; retrieval of prior minutes and other relevant documents; and, • Other matters requiring immediate internet and/or computer access by committee chairs; <p>And, WHEREAS timely and efficient completion of Senate business will be hindered if the COW is not available for Senate meetings each month;</p> <p>THEREFORE, be it resolved that the Leeward Community College Faculty Senate supports the EMC’s request for replacement of the COW hardware.</p>	19-0	
14-01	1/22/14	Curriculum Committee Recommendations	unanimous	
14-02	1/22/14	To approve the following course action as recommended by the Curriculum Committee: THEA 220: Beginning Voice and Movement (3 credits) with the Diversification: Arts (DA) Designation.	19-0-1	
14-03	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-04	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-05	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-06	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-07	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-08	1/22/14	Curriculum Committee Recommendations	unanimous	
14-09	1/22/14	Curriculum Committee Recommendations	unanimous	
14-10	1/22/14	Curriculum Committee Recommendations	unanimous	
14-11	1/22/14	Curriculum Committee Recommendations	20-0-1	
14-12	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-13	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-14	1/22/14	Curriculum Committee Recommendations	19-0-1	
14-15	1/22/14	Curriculum Committee Recommendations	unanimous	
14-16	1/22/14	Curriculum Committee Recommendations	unanimous	
14-17	1/22/14	Curriculum Committee Recommendations	unanimous	
14-18	1/22/14	Curriculum Committee Recommendations	unanimous	
14-19	1/22/14	Curriculum Committee Recommendations	unanimous	
14-20	2/19/14	To support the proposal to move the DMED program from the Professional Arts division to the Arts and Humanities division.	18-0	Presented to VCAA/CAO Pecsok; received

				reply in May 2014: proposal rejected.
14-21	2/19/14	Curriculum Committee Recommendations	unanimous	
14-22	2/19/14	Curriculum Committee Recommendations	unanimous	
14-23	2/19/14	Curriculum Committee Recommendations	unanimous	
14-24	2/19/14	Curriculum Committee Recommendations	unanimous	
14-25	2/19/14	Curriculum Committee Recommendations	unanimous	
14-26	2/19/14	Curriculum Committee Recommendations	unanimous	
14-27	2/19/14	Curriculum Committee Recommendations	unanimous	
14-28	2/19/14	Curriculum Committee Recommendations	unanimous	
14-29	2/19/14	Curriculum Committee Recommendations [Concerns new program in Plant Biotechnology and Tropical Agriculture--CA]	13-1-4	
14-30	2/19/14	Curriculum Committee Recommendations [Concerns new program in Plant Biotechnology and Tropical Agriculture--CO]	13-1-3	
14-31	2/19/14	Curriculum Committee Recommendations [Concerns new program in Plant Biotechnology and Tropical Agriculture--ASC]	13-1-3	
14-32	2/19/14	Curriculum Committee Recommendations	unanimous	
14-33	2/19/14	Curriculum Committee Recommendations	unanimous	
14-34	2/19/14	Curriculum Committee Recommendations	unanimous	
14-35	2/19/14	Curriculum Committee Recommendations	unanimous	
14-36	2/19/14	Curriculum Committee Recommendations	unanimous	
14-37	2/19/14	To have the Ad Hoc Committee on Review of the Senate ByLaws include review of the Senate Charter, and make recommendations to the Senate.	unanimous	
14-38	3/19/14	The Leeward Community College Faculty Senate expresses appreciation to Helmut Kae and all faculty involved in the Hawai'i Strategy Institute and Wo Innovations in Learning Day for providing the faculty of the University of Hawai'i Community College system with an outstanding Professional Development Event in March 2014.	17-0	Letter drafted and presented to Senator Kae by Chair Lococo
14-39	3/19/14	The Leeward Community College Faculty Senate will sponsor an anonymous survey to obtain information about the needs and status of lecturers.	17-0	Vice-Chair Cain and Senator Knuuti agreed to take the lead on this.
14-40	3/19/14	To approve the following Diversification Designations as recommended by the Curriculum Committee: ENG 270: Introduction to Literature: Literary History (3 credits) DL (Literatures) Hallmarks ENG 271: Introduction to Literature: Genre (3 credits) DL (Literatures) Hallmarks ENG 272: Introduction to Literature: Literary and Culture (3 credits) DL (Literatures) Hallmarks	17-0	
14-41	3/19/14	To approve the renewal of the Multi-Campus Foundations agreement as recommended by the GenEd	17-0	

		Foundations Committee		
14-42	3/19/14	To approve the following three (3) changes to the Student Academic Grievance Policy and Procedures as recommended by the 1. Non-voting by student representatives: Remove “non-voting”. 2. Change section III Definitions in the 2009 policy and procedures to 1.3 Definitions in the 2012 version. 3. B.5.b Change that section to read: “Cause for remedy: The student’s appeal of the assignment of a course grade has been upheld. In this case, the Ad Hoc Academic Grievance Committee will recommend a change in the student’s course grade based on the evidence provided to the committee to the faculty member. If the faculty member agrees, a Change of Grade form will then be submitted to the Registrar’s Office by the faculty member within seven (7) calendar days.”	17-0	
14-43	3/19/14	To address: C.1.3 Change the section to read: “The decision of the Academic Grievance Committee is final within the UH system unless there is an appeal to process. In such case, either party may appeal to the Chancellor. A determination of a process violation shall be based on whether or not the Committee followed the responsibilities and procedures as contained herein.”	17-0	
14-44	3/19/14	That Leeward Community College include in its budget a subscription to Turnitin as a resource to teach ethical use of sources of information in student assignments and as a deterrent to academic dishonesty.	16-0-1	
14-45	3/19/13	That the Faculty Senate form an ad hoc committee to update the manual on College Credit Equivalency on prior learning. Senator Ono will chair the committee.	17-0	
14-46	4/16/14	Curriculum Committee Recommendations	unanimous	
14-47	4/16/14	Curriculum Committee Recommendations	unanimous	
14-48	4/16/14	Curriculum Committee Recommendations	unanimous	
14-49	4/16/14	To approve the suggested establishment of a “Policy on Curriculum Review and Revision for Programs” as recommended by the Curriculum Committee. Policy on Curriculum Review and Revision for Programs (draft) Leeward Community College Purpose: To establish policy and procedures for institutionalizing curriculum review and revision, and the periodic review of programs. The policy’s goals are to assure continued <ul style="list-style-type: none"> • Academic rigor and integrity in all programs, and • Appropriateness of program content and program learning outcomes Implementation: 1. Each division will monitor and schedule which programs will be reviewed each year, ensuring that all programs are reviewed over a five-year cycle in accordance with UHCC Policy 5.202.	19-0	Approved by Leeward CC Admin,VCAA/CAO Pecsok

		<p>2. The Curriculum Chair will monitor and schedule review of the Liberal Arts AA.</p> <p>3. Program Coordinator(s) will oversee review of programs under their charge. Program reviews are conducted by the faculty and staff in the program, based on agreed upon measures and program plans in accordance with UHCC Policy 5.202. Such measures include—but are not limited to—the accuracy and currency of courses listed, and status of articulation with other programs in the UHCC System.</p> <p>4. If the programs to be reviewed need no modification, the Program Coordinator will update the “Effective Date” field to reflect the date of the following fall semester, and note “Program reviewed by Program Coordinator on [MM/YY], no modification needed” in Field 8 “What change is proposed in the program?” After review, the division chair will then input approval into Curriculum Central.</p> <p>5. If programs that are reviewed need modification, normal curriculum procedures for program modifications will be followed. Program modification procedures are located at: http://emedia.leeward.hawaii.edu/facsenate-cc/</p> <p>Data from the past five years will be used to answer questions in Fields 4, 5, 6, and 7 for modified programs. (The wording of these questions will be changed, so that they are appropriate for both new and modified programs.)</p>		
14-50	4/16/14	<p>“To approve the “Proposal for Change/Clarification of Functions and Membership of the GenEd Diversification Board.”</p> <p>Proposal for Change/Clarification of Functions and Membership of the GenEd Diversification Board.</p> <p><u>Current Membership and Functions</u> (as approved by the Leeward CC Senate at its meeting of 5/9/07):</p> <p><u>Description:</u> Semi-Independent Committee of the GenEd Foundations Board</p> <ul style="list-style-type: none"> • Membership to be open to eligible faculty teaching in a Diversification area; • Membership composed of 6-12 voting members, with a goal of 	19-0	

representation from each of the Diversification areas (at present there are six);

- Members of committee determine Chair;
- Reports to Senate through Foundations Board Chair (voting member of the committee) for Senate approval of all renewals;
- Chair (or member designated by Chair) attends all UH-System Diversification meetings;

Functions:

1. Review and approve all Diversification courses due for 5-year renewal;
2. Screen proposals for new Diversification course designations and make recommendations to the Curriculum Committee, which continues to have approval authority for NEW diversification courses;
3. Work with appropriate LCC campus personnel to ensure smooth articulation of Diversification courses to other UH System campuses

Proposed Change (boldfaced):

Description: Semi-Independent Committee of the GenEd Foundations Board

- Membership to be open to eligible faculty teaching in a Diversification area;
- Membership composed of 6-12 voting members, with a goal of representation from each of the Diversification areas (at present there are six);
- Members of committee determine Chair;

		<ul style="list-style-type: none"> • Reports to Senate through GenEd/Foundations Board Chair (voting member of the committee) for Senate approval of all renewals; • Chair (or member designated by Chair) attends all UH-System Diversification meetings; <p><u>Functions:</u></p> <ul style="list-style-type: none"> • Review and approve all Diversification courses due for 5-year renewal; • Screen proposals for new Diversification course designations and report approved new designation proposals to the Senate (for final approval) through the GenEd/Foundations Board Chair; • Work with appropriate LCC campus personnel to ensure smooth articulation of Diversification courses to other UH System campuses 		
14-51	4/16/14	<p>To approve the “Distance Education Committee” as a new Standing Committee in the Faculty Senate ByLaws (Article IV.10) and send on for a vote by the general faculty of Leeward CC.</p> <p>Proposal for an Amendment to Faculty Senate Bylaws <u>New: Distance Education Standing Committee (Article IV.10)</u></p> <p>A. Functions:</p> <ol style="list-style-type: none"> 1. Serve as the primary voice of the faculty senate in matters of Distance Education on the Leeward CC campus; 2. Help promote the development of distance education courses to ensure that their content and design are appropriate to the medium; 3. Develop and recommend policies and procedures that provide technical and academic support to ensure distance learner success; 4. Develop and recommend policies and procedures that provide technical and academic support for faculty who teach distance education courses; 	19-0	Approved through vote of full Faculty on April 25 and by Chancellor and VC/CAO on April 29

		<ol style="list-style-type: none"> 5. Develop and recommend best practices for distance education teaching; 6. Develop outcome assessment measures that describe and evaluate the success of the distance education program and provide the data on which future recommendations can be made, and 7. Review facilities and equipment needs periodically, and make appropriate recommendations. <p>B. Membership:</p> <ol style="list-style-type: none"> 1. The Committee Chair is a Faculty Senator appointed in accordance with ByLaws; 2. Members should be faculty with experience teaching a DE course; <p>At least one non-faculty member (e.g. APT, Administration, etc) that is involved in the Leeward CC DE program</p>		
14-52	4/16/14	<p>To approve the revisions to the “General Education Foundations Board” of the Senate ByLaws (Article IV.9) and send on for a vote by the general faculty of Leeward CC.</p> <p>Proposal for an Amendment to the Faculty Senate Bylaws</p> <p><u>Amendment</u> to Article IV.9: General Education Foundations Board</p> <p>New Title: General Education Committee</p> <p>A. Functions</p> <ol style="list-style-type: none"> 1. Serve as the primary voice of the faculty concerning General Education in all academic programs. 2. Monitor, evaluate, and make recommendations to the Senate on matters concerning General Education. 3. The committee does not supervise the General Education Boards and sub-committees of the college, but is expected to provide formal written reports to the Senate concerning the actions of all GenEd Boards and sub-committees. <p>B. Membership</p> <ol style="list-style-type: none"> 1. Chair will be a member of the Faculty Senate, appointed by the Faculty Senate Chair, with approval of the full senate. Chair of the General Education Committee <u>will</u> 	19-0	Approved through vote of full Faculty on April 25 and by Chancellor and VC/CAO on April 29

		<p>also serve as Chair of the Foundations Board.</p> <p>2. Voting members will include the Chairs of the following committees: Diversification Board; Hawaiian, Asia, and Pacific Board; Writing Intensive Board.</p> <p>3. The committee chair may appoint up to three additional faculty as voting members, after reporting the names to the Senate in a formal written memo.</p> <p>4. Members of the college administration or other non-faculty units may be invited to serve as non-voting members at the discretion of the committee chair.</p>		
14-53	5/7/14	Curriculum Committee Recommendations	unanimous	
14-54	5/7/14	To approve the extension of the Student Evaluation Ad Hoc Committee through next year.	19-0	Eiko Kosasa re-appointed chair of this committee.
14-55	5/7/14	The Senate endorses participating in the National Work with Dog Day which is an annual event celebrated on the Friday following Father's Day. This year the dates is June 20, 2014. This annual celebration will be part of any animal policy currently existing or included in any animal policy created in the future or be a permissible exception to any policy existing or created.	19-0	Memo sent to Chancellor Cabral, VC Pecsok, and VC Lane