



Senators: Aguilera, Kelsie; Barrett, Summer; Boydston, Jeremiah; Cai, Weirong; Cawdery, Michael (*Chair*); Gross, Petersen; Hayashi, Junie (*Secretary*), Ickes, Betty; Kawano, Warren; Keli'ikuli, Genai; Khaleghi, Gholam; Liongson, Raymond; Mahi, Michele; May, Stanley; Molyneux, Erika; Oishi, Michael (*Vice-Chair*); Scotti, Suzette; Scully, Michael; Signor, John; Silva, Kale'a; StavRue-Pe'ahi, Jean; Walters, Christine; West, James; Wyatt, Danny

Meetings Schedule AY 2019-2020

Meeting 1 - Friday, September 13, 2019 - [Agenda](#) - [Minutes](#)

Meeting 2 - Friday, October 11, 2019 - [Agenda](#) - [Minutes](#)

Meeting 3 - Friday, November 8, 2019 - [Agenda](#) - [Minutes](#)

Meeting 4 - Friday, December 6, 2019 - [Agenda](#) - [Minutes](#)

Meeting 5 - Friday, January 10, 2020 - [Agenda](#) - [Minutes](#)

Meeting 6 - Friday, February 14, 2020 - [Agenda](#) - [Minutes](#)

Meeting 7 - Friday, March 13, 2020 - [Agenda](#) - [Minutes](#)

Meeting S - Thursday, April 2, 2020 - [Agenda](#) - [Special Meeting Outcome](#)

Meeting 8 - Wednesday, April 8, 2020 - [Agenda](#) - [Minutes](#)

Meeting 9 - Thursday, May 7, 2020 - [Agenda](#) - [Minutes](#)

Chair's Priorities AY 2019-2020:

- We worked to ensure the development of **systems and processes** to keep our Senate organized. This includes:
 - Prior to the beginning of the AY, the chair invited all Standing committee Chairs, past and present, to lunch in discussing their priorities.
 - We worked to create a Google Shared Drive where all Senators can have access to the materials and working documents of the Senate.

- Provision of an [opening report](#) to make roles and responsibilities clear.
 - The Chair also provided an update of [Mid-year Report to the Campus](#) and at Convocation as well as division meetings.
 - The formal separation of [Charter](#) and [Bylaws](#), approved by the Chancellor, so that we can update Bylaws to conform with the needs of the Senate.
 - The Senate adopted the [special rules of order](#) that keep most of our work and deliberation in committee. This allows the Senate to speak directly to the Standing Committees and support their efforts.
 - We have requested that standing committees inform the Chair, Executive Committee, Faculty Senate, and Faculty at large about their meetings, members, minutes, and actions. We attempted to maintain a [Master Schedule](#) in an effort to support the college as a whole.
 - Additionally, we have **solidified the place of Shared Governance Meetings** with the administration. These are currently conducted on a monthly basis. We have honored our monthly participation in [ACCFSC](#), [CCCFSC](#), [Campus Council](#), and [UHCC Strategic Planning Council](#). Finally, we are working to ensure that our **communications are effective and timely**.
 - **Leeward is a leader in Faculty Leadership at the System level.** For example, The Leeward CC Faculty Senate Chair was also Chair of the CCCFSC and ACCFSC. This work including priorities as laid out in the [body's AY 2019-2020 Opening Letter](#)
- We have worked to enhance the quality of our relationships with other Authorized Governance Bodies (AGBs) and the general atmosphere of Shared Governance on the Campus. We were able to pass a [new, more comprehensive, more inclusive Shared Governance Policy](#). This effort was spearheaded by the Faculty Senate Executive Committee. This includes recommendations to Campus Council that Faculty Senate and all bodies be given standing reports. We also sought the inclusion of [Pūko'a no Nā 'Ewa Council](#) in the Shared Governance Executive Committee meetings.
 - We have reviewed, approved, or commented on a number of important campus and system policies. This is an effort to ensure that we honor the needs of our campus and students, as well as make efforts to **create consistency** across the system as a whole, as well as **pushing transparency** and **shared governance** (and responsibility) in the planning and policy development process. The policies that we worked on, reviewed, and in some cases approved, include:
 - UH System - [Policy Request Memo](#)

- UH System - [Participant Verification Policy](#) (Consulted on)
 - UH System - [Participant Verification Policy Rollout](#) (Requested and Disseminated)
 - UH System - [New Academic Programs](#) (consulted on)
 - UH System - [Student Transfer and Inter-Campus Articulations](#)
 - UH System - [Clarification on the Student Transfer and Inter-Campus Articulations](#)
 - UH System - [Policy on Student Code of Conduct](#) (Distributed)
 - UH System - UHPA and BOR [R-20, ROLES AND CONSULTATION PROTOCOLS INVOLVING UH ADMINISTRATION, UH PROFESSIONAL ASSEMBLY, AND UH FACULTY SENATES](#) (Disseminated)
 - UH System - Course Repeat Policy (Disseminated)
 - Leeward CC - [Administrative Reorganization Decision](#)
 - Leeward CC - [Shared Governance](#) (Approved)
 - Leeward CC - [L1.101 - Policy on Policy Development](#) (Approved)
 - [Process and Steps for Developing New or Revised Policies](#)
 - Leeward CC - [Executive Policy on Service and Support animals](#) (Consulted on)
 - Leeward CC - [Review Procedures on Facilities Request](#) (Commented)
 - Leeward CC - [Approved the Administrative Request for AA Program Committee & Chair](#)
 - Leeward CC - [Facilities Use Guidelines and Procedures](#) (Disseminated)
 - Leeward CC - Leeward CC Employee Satisfaction Survey - Fall 2019 (Disseminated)
 - Leeward CC - [Resolution 19.2](#) - FS Role in Recruitment and Selection of Academic Leadership - [VCAA Search Position Posting](#) (Passed)
 - Leeward CC - [Resolution 19.1](#): Gathering of details to inform improvements to the Facilities Use Procedures and Processes (Passed)
 - Leeward CC - [Memo to Administration on Facilities Use, Request, and Access](#) (Sent)
 - Leeward CC - [Developed Survey on 4-day Scheduling](#) (pending)
 - Leeward CC - [Policy on Curriculum Review and Revision for Programs](#)
 - Leeward CC - [Institutional Prioritization List](#) (Disseminated)
 - Leeward CC - [Title IX online training](#) (Disseminated)
 - Leeward CC - [End of Semester COVID Student Messaging](#) (Requested, Reviewed, and Disseminated)
 - Leeward CC - [Syllabus Requirement](#) (Disseminated)
- We led a collegial process to develop [the Shared Governance Policy in collaboration](#) with all representative campus bodies. These efforts are essential

to creating a **positive and effective campus climate** that is of our own making and working to ensure we have spirited and **meaningful conversations** that drive opportunities to engage in **respectful dialogue**. We shared a [presentation with the Chancellor of Leeward CC to the BOR](#).

- **Acknowledge and credit the work done** by those who have chosen to serve, and done so admirably, including administration.

Executive Committee's Priorities:

- Our Vice-Chair, *Michael Oishi*, organized the campus approval of separation of the Senate's charter and bylaws to make our organization **more representative** and **responsive** to the needs of the campus and system. Michael has been instrumental in defining and executing the role of Vice Chair. This re-defined role ensures the Vice Chair has the responsibility to maintain procedures, and to the best of the ability or as is reasonably needed for the operation of the Senate, according to Robert's Rules of Order. It is essential that the Vice-Chair keep the position of Chair in order and in check.
- Our Secretary, *Junie Hayashi*, has led us through efforts to manage our decision-making capital appropriately by **maintaining the clear and consistent reporting** of minutes, reviews, decisions, recommendations, meetings, Standing Committee reports, and resolutions, and continually opening new lines of transparent communication. We have strived to get a timely submission and communications of information from committees to faculty and administration. We have also maintained the [Faculty Senate website](#) and resurrected the [Faculty Senate Blog](#)

Faculty Senate Standing Committee Record and Accomplishments:

- Academic and Institutional Support - This engaged committee, chaired by *Gholam Khaleghi*, works directly with the administration to keep an "open door" about faculty concerns on campus operations. This committee was instrumental in developing a mechanism of rapport, feedback, communication, and demonstrated outcomes between the Vice-Chancellor of Administrative Services and the faculty. Overall, this committee is perceived as the faculty mechanism responsible for driving a **positive campus climate**.
- Assessment - *Michelle Mahi* has boldly supported the college as we work toward a more manageable, meaningful, and user-friendly student learning assessment

database. We continue to grow a culture of assessment based on objectives, instruction, outcomes, and adjustment. We have reviewed the General Learner Outcomes of our AA degree so that we can confidently say, our graduates have demonstrated competencies in these areas. Overall, the focus on **assessment for quality instruction** is essential for us to reach our strategic **student completion** goals.

- Budget - Chair, *Stanley May*, has supported faculty-driven efforts to communicate with the administration to an end of ensuring that Faculty are more meaningfully included in the campus budget and planning processes, including institutional priorities for budgeting. The committee continues to support our overall Leeward CC trend towards more inclusivity, transparency, and accountability in the campus planning and budgeting processes, as is afforded by the [BOR policies R-20](#). Overall, these efforts are essential in ensuring our **resources are equitably distributed** across campus, including faculty priorities. The [Faculty Senate executive committee has contributed a statement](#) in that it is hopeful that faculty find meaningful participation in the budgeting processes of the college.
- Curriculum Committee - Chair, *Pete Gross* has stewarded faculty to review a near-record number of courses and programs creation, modification, and deletion. Over the course of the year, they have taken the lead in securing faculty input to make the large lift of the Curriculum Committee more efficient and effective. An effective Curriculum Committee is essential to our **instructional quality, system alignment**, as well as positioning our faculty and campus to **achieve accreditation**. He was instrumental in ensuring that we have a [Committee on the Sustainability Designation or S-Designation](#), AA Program Chair as well as additional policies for Curriculum and Program Review.
- Distance Education - Chair, *Warren Kawano & Kelsie Aguilera*, has led efforts to establish Distance Education course guidelines to be supported by a faculty-driven evaluation system. These guidelines have been derived from a long examination of industry standards and position Leeward to continue to deliver **quality and accountable online delivery**, thereby **ensuring student completion**. They include a process for Self Evaluation and Peer Evaluation of DE courses. In addition, the DE committee was foundational in our transition to DE and online course delivery due to the COVID-19 pandemic, including the development of "[Baseline Recommended Actions for Distance-Delivered Instruction](#)"

- Elections Committee - Thank you to *Michael Scully* for successfully [soliciting candidates](#), holding elections, and communicating the results of the New Senators elect for 2020-2021. The Elections Committee also supported the January elections of the New Executive Committee for AY 2020-2021.
- Faculty Committee - Chair, *Danny Wyatt and Genai Keli'ikuli*, has been making efforts to address faculty concerns Tenure, Promotion, and Contract Renewal. The committee has been requesting information from UHPA and Leeward CC and UHCC administration. In addition, the committee has continued its work around issues surrounding late-registration. The Committee requested data from our planning office that can help faculty mediate assumptions about student success as we move forward to ensure that all of our enrolled students are prepared for **course success, retention, and completion**.
- General Education - Led by co-Chairs *Weirong Cai and Suzette Scotti*, the committee has ensured the quality of curricular offerings that focus on Writing Intensive, Hawaii and the Pacific, Oral Communication, and Ethics. They have shepherded a process to ensure that Leeward is in a position to seamlessly accept transfer credits from students who participated in the WICHE passport. Additionally, they have led efforts to ensure that we find an appropriate place to house the development of a system driven (S) sustainability designation. Overall, their efforts have been to **increase access, ensure quality, and encourage completion**.
- Legislative Relations - Co-Chairs, *Betty Ickes & Raymond Liongson*, began the AY and started with efforts to expand the work of the committee. Fortunately, Raymond Liongson had the opportunity to retire. Since Betty has worked tirelessly to ensure that the Leeward Faculty senate is informed with the most **up to date information** from the legislature.
- Student Affairs Committee - Our co-Chairs *Summer Barrett and John Signor* are committed to student success. They are currently in the process of working with our Student Services group to ensure that our student-focused policies either appropriately reflect policies found to be **effective** at other system campuses or reflect the need of our students as a unique population. For example, course renewal and academic forgiveness. Overall, Student committee initiatives are foundational to **student retention and completion**.