



**Approved Faculty Senate Meeting Minutes
 November 4, 2015. GT-105 3:00pm.**

Faculty Senators Present	
<ul style="list-style-type: none"> • Eileen Cain • Lexer Chou • Petersen Gross • Jeff Judd • Momi Kamahale, <i>Chair</i> • Eiko Kosasa, <i>Vice-chair</i> • Michael Lane • Raymund Liongson • Susan Lum • Helmut Kae • Stan May 	<ul style="list-style-type: none"> • Steve Jacques • Wayde Oshiro • Blanca Polo • Shelley Ota • Christy Takamure • Catherine Walker • Christine Walters • James West • Irwin Yamamoto
Senators Absent	Guests
<ul style="list-style-type: none"> • William Albritton • Michael Cawdery, <i>Secretary</i> • Patrick Leddy 	<ul style="list-style-type: none"> • Trong Dang, <i>Student Government President</i> • Michele Mahi (<i>LA</i>) • Carleen Yokotake (<i>LA</i>)

I. Call to Order @ 3:07 pm after quorum of 16 established

The following are the UNAPPROVED regular Faculty Senate Meeting Minutes for Nov. 4th, 2015. This regular meeting takes place in GT-105 and is scheduled from 3:00pm-until adjournment. Faculty Senate Chair, Momi Kamahale, Faculty Senate Vice Chair, Eiko Kosasa were present at this meeting. Faculty Senate Secretary, Michael Cawdery was excused for this meeting and Jeffrey Judd served as replacement secretary.

II. Approval of Minutes

The Oct. 14th, 2015 Faculty Senate meeting minutes were approved as corrected. Secretary was asked to revise the following:

1. Senator Kae and Senator Jacques shall be marked as absent.

2. Revise the following in the Approval of Minutes: “The Sept. 23rd, 2015 Faculty Senate meeting minutes are approved as corrected.
3. Add line in 15.38 Motion to indicate Information Security is a new program and Health Information technology is a modified program. This change was made prior to the meeting by the Secretary.

III. Faculty Senate Reports

A. *Chair’s Report (Kamahele)* Chair Kamahele’s report is linked here: <https://goo.gl/cLkDhQ>

1. All Campus Council of Faculty Senate Chairs (ACCFSC) 10/16
 - Presented Proposal for Supplemental Budget FY 2016-17
 - i. 5% increase in funding, ACCFSC is concerned because increase was done unilaterally.
 - ii. Concern expressed that faculty need to be involved in supplemental budget.
 - Topics and Research Policy – hallmarks for Quantitative Reasoning were discussed.
2. Leeward CC Administration meeting 10/26
 - a. Hawai‘i Papa O Ke Ao: Advised LCC Admin. of John Morton’s initiative to meet with Native Hawaiian councils on the implementation of Hawai‘i Papa O Ke Ao (HPOKA). This initiative is based on the UHCC Strategic Directions 2015-2012 plan to formally develop a UHCC Native Hawaiian Council within our governance structure beyond HPOKA. Pres. Lassner is convening a UH System meeting to reinvigorate HPOKA. There is a possibility to discuss budget item that will likely be included in the FB budget request.
 - b. ‘Ōlelo Hawai‘i: Advised LCC Admin. that the UH System is looking into use of ‘Ōlelo Hawai‘i as language of instruction within UH and beyond.

B. *Standing Committees*

1. Academic & Institutional Support (AIS) Committee, Senator Takamure. Report given. Full report is linked here: <https://goo.gl/r5zGdw>
 - Senator Takamure presented issues discussed at AIS Committee meeting with Mark Lane.
 - There was a discussion regarding on how to provide UH alerts during power outages. Senator Chou stated that classroom phones for power

outage alert or active shooter were being considered as an alternative solution for getting the message out.

2. Curriculum (**Gross**)—Senator Gross, acting on behalf of absent CC chair Albritton provided the Curriculum Committee report. Voting Item. Full report is included here:

<http://emedia.leeward.hawaii.edu/facsenate-cc/sites/default/files/cc-report-20151104.pdf>

15.39 Motion (Gross) On behalf of the Curriculum Committee, Senator Gross, moved that the Faculty Senate adopt the following new courses:

- ED 282L
- MATH 75
- MATH 88

VOTE: Y-20 N-0 A-0 Vote Passes

15.40 Motion (Gross) On behalf of the Curriculum Committee, Senator Gross, moved that the Faculty Senate adopt the following course modifications provided that FR 202 is listed correctly in the curriculum committee report (incorrectly listed as FR 201).

- BUSN 270
- BUSN 284
- CULN 115
- CULN 269
- ED 282
- ED 284
- FR 201
- FR 202
- MATH 78
- MATH 82
- MATH 100C
- MATH 103
- MATH 111
- MATH 115
- MATH 231
- MKT 120
- SPAN 101
- SPAN 102
- THEA 222
- THEA 260
- THEA 262

VOTE: Y-20 N-0 A-0 Vote Passes

15.41 Motion (Gross) On behalf of the Curriculum Committee, Senator Gross, moved that the Faculty Senate adopt the following course deletions:

- **MATH 22**
- **MATH 9**

VOTE: Y-20 N-0 A-0 Vote Passes

15.42 Motion (Gross) On behalf of the Curriculum Committee, Senator Gross, moved that the Faculty Senate adopt the following program modifications:

- **BAKING (CO)**
- **BUSINESS ESSENTIALS (CO)**
- **CULINARY ARTS (CA)**
- **DINING ROOM SUPERVISION (CO)**
- **INFORMATION AND COMPUTER SCIENCE (AS)**
- **MANAGEMENT (CA)**
- **MANAGEMENT FOUNDATIONS (CO)**
- **NATURAL SCIENCE (NS)**

VOTE: Y-20 N-0 A-0 Vote Passes

15.42 Motion (Gross) On behalf of the Curriculum Committee, Senator Gross, moved that the Faculty Senate adopt the following program deletions:

- **ADVANCED PROGRAMMING AND NETWORK TROUBLESHOOTING (CO)**
- **WEB PROGRAMMING (CO)**
- **WEB SCIENCE (CO)**

VOTE: Y-20 N-0 A-0 Vote Passes

IV. Unfinished Business

A. General Education Committee on Oral Communication (**West**)—Voting Item Full report is linked here: <https://goo.gl/dU0V3o>

- Senator West reviewed General Education Committee's report on Oral Communication (OC) from previous October 14 meeting and presented two motions.

15.43 Motion (West) On behalf of the General Education committee, Senator West, moved that the Faculty Senate establish an Oral Communications Focus Board. The board is a semi-autonomous committee that will report to the Senate through the General Education Committee. The board membership and function includes OC focus board membership and OC board functions.

Oral Communication Focus Board Membership

1. The Chair of the Board will be a member of the General Education Committee.
2. The General Education Chair is authorized to assist in the formation of the Board which will initially have at least seven members from at least four divisions with no more than three members from any division.

Oral Communication Focus Board Functions

1. Solicit, screen and approve course proposals for the Oral Communications designation.
2. Review and approve applications for the renewal of Oral Communication designations.
3. Work with Leeward Community College or system-wide committees that deal with oral communication articulation, learning outcomes, and hallmarks.
4. Report to the Senate through the General Education Committee any concerns as well as a complete list of courses that meet the Oral Communication Focus requirement on an annual basis as called for by college policies.

VOTE: Y-9 N-8 A-0 Vote Passes

15.44 Motion (West) The Faculty Senate hereby establishes the following Oral Communication Hallmarks:

- **O1: Each student will conduct or participate in a minimum of three oral communication assignments or a comparable amount of oral communication activity during the class. In addition, at least 40% of the final grade for a 3-credit course will be a function of the student's oral communication activities (30% for a 4 credit course; 60% for a 2-credit course; 100% for a 1-credit course).**
- **O2: Each student will receive explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity.**
- **O3: Each student will receive specific feedback, critiquing, and grading of the oral communication assignments or activities from the instructor.**
- **O4: If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.”**

VOTE: Y-16 N-1 A-1 Vote Passes

- Discussion of First Motion-15.43:
 - Senators expressed concerns regarding semi-autonomous nature of the proposed OC committee and the potential for non-experts that may eventually serve on the OC committee.
 - Guest Carleen Yokotake, Speech Discipline Coordinator stated that the speech faculty had meet with General Education Committee, UH Manoa, and other community colleges regarding this issue and that the speech faculty does not support the motion for the following reasons:
 - Speech is the only course that incorporates the skill and theory that underlies oral communication competency.
 - Including other courses as oral communication may create issues with existing articulations for the OC.
 - In addition, adding more classes to have the OC designation will confuse students because it will appear as an addition focus area to fulfill.
 - Concern with the possible non-experts that might make up the OC membership
 - Speech 251 is currently going through the curriculum committee process

- Discussion of Second Motion 15.44:
 - Senators expressed concerns regarding who should decide the hallmarks – the OC committee or the system-wide hallmarks.
 - Senator West pointed out that the purpose of system-wide hallmarks is for all the colleges to have the same criteria, so OC committee cannot change.
 - Senator Takamure requested an amendment to the motion to align with existing UH Manoa’s policy of student enrollment in OC courses:
 - Amendment “to add the 4th hallmark” to the 3 hallmarks.
 - “If instructor feedback primarily involves individual or paired students, enrollment will be limited to 20 students. If instructor feedback primarily involves groups of students, enrollment will be limited to 30 students.”

You can find the report leading to the motions here: <https://goo.gl/dU0V3o>

A. Revision Charter/Bylaws (**Kosasa**) Full reports are linked here:

- a. BOR policy on shared governance- Viewing Policy RP 1.210
<https://goo.gl/gXN6Dt>

- b. BOR policy on shared governance- Viewing Policy RP 1.201
<https://goo.gl/rSYyBz>

- c. Leeward CC Faculty Senate Charter and By-laws New Draft
<https://goo.gl/VDM6S4>
- d. Leeward CC Faculty Senate Charter and By-laws Strike Through
<https://goo.gl/YVSc0r>
- Senator Kosasa asked that the revision to the charter and bylaws go through a process called seriatim, which is essentially examining and discussing parts of the charter/bylaws and then voting on the charter/bylaws as a whole.

15.45 Motion (Kosasa) On behalf of the Adhoc committee on Senate Charter and By-laws, Senator Kosasa moved that the Faculty Senate shall adopt the process of seriatim to review the newly revised version of the Charter and Bylaws:

VOTE: Y-17 N-0 A-1 Vote Passes

Senator Kosasa gave an overview of the review process. The Senate would review the newly revised Charter and Bylaws from the clean version (new draft) versus the strikethrough version. The strikethrough version would serve as a reference for the Senators to see the original language with the bold words signifying new added language and the strikethrough signifying language to delete. The new clean version (new draft) is the proposed language without the edits making it easier to read.

- Senator Kosasa said the process would begin by looking at 3 key articles:
 - pp. 2-3, Charter, Article IV: Membership in and Composition of the Faculty Senate
 - p. 4, Bylaws, Article I: Duties of Senate Members
 - pp. 5-6, Bylaws, Article IV: Committees
- Senator Kosasa gave a proposed timeline:
 - Nov.: the Ad-Hoc will meet to discuss all the suggested comments and revise the document.
 - Dec. 2 FS meeting: present the revisions from the Nov. meeting. Last time to suggest edits.
 - Dec. or Jan.: Ad-Hoc committee will meet again if there are more suggestions.
 - Jan. 20, 2016 meeting: FS vote to adopt the complete document
 - Feb. 2016: hold campus wide forum on the adopted Charter and Bylaws
 - March 2016: faculty vote on the adopted Charter and Bylaws
- Senators discussed the Charter, Article IV first and made the following revisions:

ARTICLE IV

Membership in and Composition of the Faculty Senate

SECTION 1. All full-time and half-time BOR-appointed faculty members are eligible for membership in the Faculty Senate and are considered faculty members entitled to vote in the elections of members to the Faculty Senate.

SECTION 2. All lecturers teaching at least 8 credits at Leeward Community College are welcome to participate in the Faculty Senate and are entitled to vote in the elections of members to the Faculty Senate.

SECTION 3. The composition of the Faculty Senate shall include 22 elected members.

SECTION 4. Composition of the Faculty Senate shall come from the following constituencies:

- A. Academic Support
- B. Arts and Humanities
- C. Business
- D. Language Arts
- E. Mathematics and Natural Sciences
- F. Office of Continuing Education and Workforce Development
- G. Professional Arts and Technology
- H. Social Sciences
- I. Student Services

SECTION 5. To ensure that all constituencies are represented in the Faculty Senate, one additional Senator shall be appointed from each constituency not represented by an elected Senator

- A. The Faculty Senate Chair shall solicit a recommendation of one representative to the Faculty Senate from each constituency not represented by an elected Senator ~~may recommend one representative to the Faculty Senate.~~
- B. If a constituency is unable to recommend a representative then the Faculty Senate Chair shall appoint any Faculty member eligible to vote from the constituency.
- C. The additional Senators ~~must~~ shall be confirmed by a majority of votes cast by the Senate members.

SECTION 6. The Lecturers may recommend one representative, via the Faculty Senate Chair, to the Faculty Senate, subject to confirmation by a majority of votes cast by the Senate members.

SECTION 7. A vacancy shall exist when the number of Senators is less than that prescribed in Article IV, Sections 3 and 5 of the Charter. A vacancy is defined when a Senator is removed or resigns due to extenuating circumstances. (No vacancy will exist if all constituencies are represented and the remaining number of Senators is more than 21.)

A. The Chair of the Faculty Senate shall appoint any Faculty member eligible to vote to fill a vacancy on the Senate, subject to confirmation by a majority of votes cast by Senate members.

B. Appointed Senators shall serve to finish the remainder of the term of the replaced Senator.

V. New Business

A. Other

- None

VI. Announcements

A. Course Evaluation System Committee. Committee announced that they had emailed concept paper and CAP implementation. Faculty Chair Kamahale mentioned that discussions were being held on the course evaluation system and would send out two handouts to the Faculty Senate for their consideration for next meeting.

- a. CAP implementation concept paper: <https://goo.gl/47ju7F>
- b. CAP implementation plan: <https://goo.gl/WW7jMd>

VII. Adjournment @ 5:30 pm —Next Meeting: December 2, 2015 in GT 105, 3:00 – 5:00pm

AY 2015-2016 Faculty Senate Meetings:

Fall 2015: 12/2.

Spring 2016: 1/20, 2/17, 3/16, 4/13, 5/4.

These minutes were compiled and presented by Jeff Judd in coordination with Leeward CC Faculty Senate Secretary, Michael Cawdery.