



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

Office of the Vice Chancellor for Academic Affairs

September 4, 2020

VIA E-mail: [mtoishi@hawaii.edu](mailto:mtoishi@hawaii.edu)

Mr. Michael Oishi  
Faculty Senate Chair  
Leeward Community College  
96-045 'Ala Ike  
Pearl City, HI 96782

Dear Chair Oishi:

**Subject:** Response to Faculty Senate Resolution 20.1

As the Interim Vice Chancellor for Academic Affairs (VCAA) and Chief Academic Officer (CAO) for Leeward Community College, it is appropriate for me, in lieu of Chancellor Peñaloza, to respond to the Faculty Senate (FS) Resolution 20.1.

As you are aware, it has been a very challenging few months and creating the Fall 2020 Course Schedule was not an easy task. Whereas I agree with some of the statements within the FS Resolution, there are some points I would like to comment on and/or clarify.

- As Faculty, you have elected your division chair and assigned the responsibility to “coordinate the preparation of division/department instructional scheduling” according to the [University of Hawai'i Community College Policy \(UHCCP\) 9.237, Appendix 1: Division/Department Chair, C. Curriculum and Instruction.](#)
- In line with past practice, the course schedule was monitored throughout the summer, but especially the month before instruction began, by the Division Chairs (DC), Wai'anae Moku (WM) Unit Head, and administrators. There was an on-going review and dialogue with the deans to address exceptions, such as: specific program required classes for graduation, new program courses, and one-of-a-kind classes.
- In line with Leeward's past practice, some classes without prerequisites were made available longer for newly-admitted students.

- It is important to finalize the schedule as soon as possible because course schedule changes impact our students and our operations. Some of the issues for all of us to keep in mind are as follows:
  - Last minute course changes can impact students' choice of courses. Many students participate in preregistration. Personal and work schedules, preferred modality, preferred instructor, and/or program requirements are some criteria which students use to select their classes.
  - Some students on special funding with outside agencies are required to get preapproval before registering for their classes.
  - Some students purchase their textbooks online in advance. Since not all faculty within the same discipline use the same textbook or we can't always guarantee schedule options that fit the students' needs, last minute changes can result in students not being able to meet their educational goals for the semester.
  - Our full-time Faculty's load can be impacted with last minute changes. If classes must be cancelled, it provides little to no time for Faculty to effectively prepare and for Lecturers to be notified if their classes are being reassigned.

Needless to say, Fall 2020 has been all but typical, and as a result, adjustments to course schedules continued to happen through the start of the semester. While the intent to finalize the schedule is meant to address the majority of classes offered, as previously mentioned, allowances under unique circumstances have been made and have been part of Leeward's scheduling past practices.

In an effort to continue the positive relationship between administration and Faculty Senate, I am always available to discuss concerns with you, your leadership team, or Faculty Senate. If invited, I will be happy to attend your September 9, 2020, Faculty Senate meeting along with Deans Goodman and Umehira to answer any additional questions. I hope that you and your fellow Senators have a productive and rewarding semester.

Sincerely,



Mrs. Kay Ono  
Interim VCAA/CAO

c: Chancellor Peñaloza  
Deans Goodman, Umehira, and Kato