



2013-2014 FACULTY SENATE

Approved Minutes of the April 16th, 2004

Chair **Paul Lococo**
Vice Chair **Eileen Cain**
Secretary **Danny Wyatt**

Senators: William Albritton, Kristi Ayers, Eunice Brekke, Christian Ganne, Brent Hirata, Blake Hunrick, Jeff Judd, Helmut Kae, Keith Knuuti, Eiko Kosasa, Michael Lane, Raymund Liongson, Lance Morita, Tara Rojas, Jay Sakashita, Christy Takamure, Erin Thompson, James West, Irwin Yamamoto

Absent: Kay Ono

Guests:

Amanda Bird Student Government President
Mike Bayard Student Government Vice President

I. Call to Order

Faculty Senate was called to order at 3:11 pm

II. Approval of the Minutes (March 19, 2014)

Minutes were approved as presented

III. Campus Report

Senate Chair Lococo reported on the recent online survey he conducted of Leeward CC Faculty asking about degrees earned at the UH System. After briefing on the background, he reported that 152 faculty completed the survey, with 117 reporting having earned at least one degree at a UH Campus. He provided a chart that he will share with the Senate, with the full faculty, and with the ACCFSC.

IV. Faculty Senate Reports

A. Chair's Report (Lococo)

1. Report from ACCFSC Meeting of 3/21/14

- A.** Chair Lococo reported that the ACCFSC met with Student Caucus representatives who expressed a few concerns: some courses are not accepted at receiving campuses as such; there are different pre-requisites for the same courses at different campuses; there appears to be some confusing and inconsistent advising from campus to campus.

- B. The ACCFSC is looking to develop a common definition of plagiarism; they expect to report back after next meeting of 4/25
 - C. Chair Lococo encouraged senators to complete the “Quality of Life” survey out right now. This is being done at the request of the ACCFSC, but with full cooperation and participation of the UH System Administration. The UH Admin has promised that there will be a formal response to any issues that come out of this survey. Also, campus Chancellors will be expected to respond to their respective Senates and faculty as well. This survey was last conducted in 2006, with very little follow-up.
2. Report from CCCFSC Meeting of 3/21/14
- A. Chair Lococo reported that at the last meeting of the CCCFSC the UHCC VP John Morton expressed his view that dealing with legislators this year has been much smoother, easier and friendlier than last year.
 - B. The Windward CC Senate has expressed concern over their campus’s requirement for a two-week “certification” process for Writing Intensive (WI) instructors. Specifically mentioned was that AS-NS at their campus is hindered by not having enough “certified” instructors. The science faculty at the campus have found the WI workshops to be lacking in science-specific sections. The other campus’ Senate Chairs were asked to help, especially in discussing faculty requirements for teaching WI courses. Chair Lococo feels that this is not an issue on our campus and is reluctant to get too involved in the internal affairs of other campuses in the system.
 - C. Possible change on UH Manoa which would replace Phil 110 with Phil 111 for FS courses. This would occur at the earliest maybe in the Fall of 2015, but is more likely in Fall of 2016. The CC’s would not be required to go along, but VP Morton says realistically we would have no choice. Kauai CC Senate Chair is drafting a memo to be sent from the various CC’s concerning this issue.

3. UH President Search Update

The Chair Lococo will be attending a meeting following the Faculty Senate meeting and more information will be forthcoming at the next Faculty Senate meeting.

B. Executive Committee (Cain/Wyatt)

Nothing to report

C. Standing Committees

1. Curriculum (Albritton)—*Voting Item*

Motion 14:46

To approve the following new courses as recommended by the Curriculum Committee

CHEM 272 – Organic Chemistry I (3 credits)

CHEM 272L – Organic Chemistry I Lab (2 credits)
CHEM 273 – Organic Chemistry II (3 credits)
CHEM 273L – Organic Chemistry II Lab (1 credit)

The motion passed 19 – 0 – 0

Discussion: These actions are decoupling courses from their respective labs. Part of the reason for this is that some programs require the content course but not the lab while others require both. Plus the time element will allow students to master the content one semester and the lab in subsequent semesters if they so choose. Senator West asked if the same instructor is teaching both the content course and the lab; this is usually the case but not always. The Chemistry faculty were asked for their input in this change and they endorsed it as well. In summary, it is a positive change allowing more flexibility, not a negative change as has been interpreted by some.

Motion 14:47

To approve the following course modifications as recommended by the Curriculum Committee

GEOG 102 – World Regional Geography (3 credits)

The motion passed 19 – 0 – 0

Discussion: The modifications stem from modification of Student Learning Outcomes and for assessment update.

Motion 14:48

To approve the following course deletions as recommended by the Curriculum Committee

CHN 111 Elementary Conversational Chinese I (3 credits)

POLS 130 Introduction to American Politics (3 credits)

The motion passed 19 – 0 – 0

Discussion: The Conversational Chinese course will allow the division to concentrate its efforts on offering the Chinese classes that include reading and writing. The deletion of the POLS 130 course is recommended due to low enrollment so the course has not met the minimum enrollment requirement and has not been offered. In addition, this course was originally inclined for enrollment by military personnel but low enrollment made the lecturer's course preparation a frequent exercise in futility. It was asked if the content is covered in other courses; the content is also a component of the American Studies course.

Motion 14:49 (Albritton/West)

To approve the suggested establishment of a “Policy on Curriculum Review and Revision for Programs” as recommended by the Curriculum Committee

The motion passed 19 – 0 – 0

Discussion: Reviewed “Policy on Curricular Review...” concerning cycle of 5-year program (degree and certificate) assessment. The Curriculum Committee’s concern is about the workload of curriculum coordinator in each division with the proposed increase especially for those divisions offering a plethora of programs all of which will need to be assessed on a five year rotation.

Vice Chair Cain asked why the change? It was stated that because some programs were “sitting around” for quite a while, this will ensure the programs have updated their courses. The Global Studies was given as an example, as they need to add new French courses to their program. Also some programs might need to be deleted. For example, ICS has some programs created specifically for the military, but no one has enrolled in these programs for several years.

Senator West eventually called for an end of discussion and the motion was voted upon.

2. Faculty (Lane)—Report

Senator Lane reviewed the results of faculty survey on coordinating grades across the UH system. The results were, overall, very positively received. Issues that they will continue to be working on include grade consistency and the “N” grade. In addition, they are examining the issue of having the same grade definitions and GPAs across the UH system.

Hawaii CC said student feedback is important too because the Hawaii CC students did not like the plus/minus to be included in grade reporting. There will be more to come in the fall as this issue continues to evolve. The survey is available.

Manda Bird, Student Government President, explained her reasons for wanting the A+ to show up to distinguish between (minus) – from (plus) +.

V. Old Business

A. Request to Revise Diversification process (Lococo)—*Voting Item*

Motion 14:50 (West/Lane??)

To approve the “Proposal for Change/Clarification of Functions and Membership of the GenEd Diversification Board.”

The motion passed 19 – 0 – 0

Discussion: The changes result from the need for clarification about to which body the GenEd Diversification Board reports. Senator West moved to accept the revisions contained in the document which was seconded. It was also pointed out the Board will change from six members to seven members.

B. Revision to the ByLaws—DE Committee (Kae)—*Voting Item*

Motion 14:51 (Morita/West)

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.

The motion passed 19 – 0 – 0

Discussion: Presented by Senator Kae, Senator West moved to vote after review of the reason for the change.

Senator Brent Hirata will arrange the technical aspects allowing the faculty to engage in an e-vote on the proposal. Voting will take place April 21-24, and Senate Chair Lococo will announce the results to the full faculty on April 25.

C. Revision to the ByLaws—GenEd Committee (West)—*Voting Item*

Motion 14:52 (Morita/West)

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.

The motion passed 19 – 0 – 0

Discussion: Extensive discussion ensued as members sought to have the Faculty Senate Vice Chair also fulfill the role of GenEd and Foundations Chair. Senator West eloquently stated that the Foundations Chair as Faculty Senate Vice Chair would be a powerful fit and it would be best if “the Vice Chair of the Senate is automatically the chair of the Foundations committee and the GenEd chair”. While the newly elected Vice Chair was acknowledged to be the perfect candidate to take on this challenge, Chair Lococo pointed out that parliamentary procedures require action on the original motion made; no changes can be made without addressing that original motion, so a new motion with modifications can be entertained at subsequent Faculty Senate meetings. He further pointed out that the Vice Chair’s duties would also have to be formally changed as a separate measure. The trend of suggested change was then tabled but the motion was voted on and the next Faculty Senate was recommended to make that change.

Senator Hirata will arrange for an e-vote on the proposal, with the same organization as for the DE Committee vote.

VI. New Business

A. UHCC e-Portfolios (Cain)

Vice Chair Cain stated that the UHCC system has met and the UH system will be switching to e-portfolios as the process for tenure and promotion. It will not be happening overnight as software, e-portfolio requirements, infrastructure and so on still being examined. There will be another meeting in May to further examine this expected change on the horizon.

VII. Announcements

A. Remaining Standing Committee Chairs

Foundations (West): QRWG group. At their last meeting, he asked for information on course articulation between the UHCC and UH Manoa and West Oahu. He stated that the impression given thus far is that UH Manoa doesn't want community colleges dictating the curriculum. As a result, as of now Foundations course articulation has not been extended. He doesn't expect that to remain a problem though.

Program Review (Judd) Senator Judd met with Program Review committee which is seeking to codify that the Gen Ed Learning Outcomes indicate highest level of learning. The UHCC system wants course, program, and GenEd Learning Outcomes codified and consistent.

The question came up whether this is an across the system or just Leeward CC issue; it is a Curriculum Central issue.

B. Remaining Ad Hoc Committee Chairs

AIS – Senator Morita stated the AIS committee is recommending that they update the signage.

In addition, the current key transition is a nightmare. If there are no master keys for chairs, security doesn't open office doors. In sum, the key issue needs clarification. Another concern is that electronic keys are a problem if power goes out. Plus there is the potential issue of monitoring who is swiping the key could mean that there is a record of who is going in and out of which rooms/offices which, in their professional capacity, may present privacy concerns. The Faculty Senate Chair stated emphatically that the division chairs need pass keys and the division secretary should have a master key to ensure that educational services are not adversely impacted by these changes.

Budget and Finance Senators Yamamoto and Takamura informed the senate that committee members met with administrators who pointed out that faculty raises are expected to cost \$700k for both the retroactive and percentage increases. There is currently a bill in the State Legislature that needs to be acted upon, however, to date it has not passed both houses.

At the meeting, Vice Chancellor/CAO and budget chair Michael Pecsok stated that a lot of “additional” funding is now through incentives (like graduation rates and things like that) rather than need. Leeward CC does well in the incentives which is promising.

At this point in the proceedings (4:15) Chair Lococo left the meeting to attend another meeting at the UH Manoa campus. Vice-Chair Eileen Cain presided over the remainder of the Senate meeting.

Senator West brought up the “Campus Animal Policy” which is under consideration. He brought up several scenarios and recounted the reason for the administration’s apparent concern about feral animals (primarily cats). It seems that without policy there’s an issue.

C. Other Announcements

Earth Day on April 22. Student Government is in the midst of planning for food trucks, a DJ and other activities on that day. The Student Government President encourages faculty to attend and participate.

VIII. Adjournment—Next Meeting: May 7, 2014 in GT 105

The meeting adjourned at 4:36 pm

AY Faculty Senate Meetings

Spring 2014: ~~1/22, 2/19, 3/19, 4/16, 5/7~~

Refreshments: **May 7, 2014: Irwin Yamamoto & Michael Lane**