# 2012-2013   Faculty Senate Motions

Chair: Paul Lococo

| Motion # | Meeting Date | Motion | Vote | Follow-up (if any) |
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| 12-35 | 8/29/12 | To renew the Ad Hoc Committee on Contingent Faculty for another 2-year period. | 19-0 | Senator Keith Knuuti appointed chair of the committee |
| 12-36 | 8/29/12 | To defer the issue of having an official policy on plagiarism indefinitely; plagiarism is best handled by the individual instructor. | 10-6-4 | Motion Fails—did not reach 2/3 required of New Business; automatically reconsidered at next meeting. |
| 12-37 | 9/19/12 | To change the numbering of Motions to 11-49 and 11-49b. | 21-0 | Two motions were numbered 11-49, and this motion fixed the confusion. Chair Lococo adjusted the approved minutes of the 11/30/11 meeting. |
| 12-38 | 9/19/12 | Students who do not meet prerequisites should not be allowed to take the course unless they have a counselor or instructor overload.<br><br>The faculty senate requests that the administration establish and implement an automatic disenrollment policy of students who do not meet prerequisites. The policy should provide prior notice to students whenever possible and contain remedies such as reinstatement for students who are mistakenly disenrolled. | 21-1 | Revision to the failed motion of 12-36 from the 8/29/12 meeting.<br><br>Memo from Senate Chair sent to VC/CAO and DOSS. |
| 12-39 | 9/19/12 | Students who fail to attend the first two classes of the semester should be automatically disenrolled.<br><br>The faculty senate requests that the administration establish and implement an automatic disenrollment policy of students who do not attend the first two classes of the semester. The policy should provide prior notice to students whenever possible and contain remedies such as reinstatement for students who are | 17-3 | Memo from Senate Chair sent to VC/CAO and DOSS. |

| | | mistakenly disenrolled. | | |
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| 12-40 | 9/19/12 | Issues of academic dishonesty and/or plagiarism are primarily a matter of grading.<br><br>The faculty senate deplores academic dishonesty, including plagiarism. Student dishonesty issues are primarily grading issues solved within the grading system, which affords students the right to appeal decisions through the academic grievance process. | 20-0 | Memo from Senate Chair sent to DOSS. |
| 12-41 | 9/19/12 | The faculty senate deplores academic dishonesty, including plagiarism. Faculty can report acts of dishonesty or plagiarism to the Dean of Students, who will maintain a list of repeat offenders. | 12-3 | Memo from Senate Chair sent to DOSS. |
| 12-42 | 9/19/12 | In order to facilitate implementation of the ACCFSC Common Course Numbering proposal (Leeward CC Faculty Senate Motion 12-25, approved 3/21/12), the Leeward CC Faculty Senate supports use of a fast-track process to ensure common course alpha-number-title for all Foundations courses. | 14-3 | Motion brought up at the following ACCFSC meeting. |
| 12-43 | 9/19/12 | Space issues involving faculty offices and classrooms should be primarily decided by a committee consisting of faculty involved in instruction, DC's and Faculty Senate Leadership. | 19-0 | Memo from Senate Chair sent to Chancellor, VC/CAO, and DOSS.<br><br>Reply from VC/CAO was to reject Senate's position. |
| 12-44 | 9/19/12 | Ask UHPA to ask the Administration to defer acting on the UH Community College Policy Relating to Teaching Equivalencies until the information is widely distributed and discussed by the faculty. | 19-0 | Memo from Senate Chair drafted and sent to Kris Hanselman of UHPA. |
| 12-45 | 10/17/12 | Curriculum Committee Recommendations | unanimous | |
| 12-46 | 10/17/12 | Curriculum Committee Recommendations | unanimous | |
| 12-47 | 10/17/12 | To approve the proposed members of the GenEd Foundations Board:<br><br>Written Communication: Lance Morita, English and Kathryn Fujioka-Imai, English<br>Symbolic Reasoning: Gailynn Williamson, Philosophy and Jiajia Seffrood, Mathematics<br>Global/ Multicultural: James Fujita, History and Jay Sakashita, Religion. Non-Instructional Faculty: Erin Loo, AAT Program Counselor | 21-0 | |
| 12-48 | 10/17/12 | To Form an ad hoc Standing Committee on Distance Education for 2012-2013 academic year.<br><br>Functions: To review the Leeward CC DE program from the viewpoint of faculty and make recommendations to the Faculty Senate. | 20-0 | Senator Helmut Kae was appointed Chair of the committee. |

| | | Membership:<br>In addition to a Chair appointed by the Senate, membership will be composed of:<br>• At least three faculty with experience teaching a DE course;<br>• At least one faculty involved in support of DE instruction;<br>• One non-faculty involved in the DE program (e.g., APT, Administration, etc.)<br>• Any others the Chair of the committee believes would enhance the actions of the committee. | | |
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| 12-49 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-50 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-51 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-52 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-53 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-54 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-55 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-56 | 11/28/12 | Curriculum Committee Recommendations | unanimous | |
| 12-57 | 12/12/12 | Curriculum Committee Recommendations | unanimous | |
| 12-58 | 12/12/12 | Curriculum Committee Recommendations | 19-1 | |
| 12-59 | 12/12/12 | To send a formal letter of thanks to Therese Nakadomari, Leeward CC IT Server and Network Infrastructure Manager, for her help with the Faculty Senate Election. | 20-0 | Letter drawn up and signed by Chair Lococo |
| 13-01 | 1/16/13 | For an Executive Committee election with more than one candidate, each candidate will make a statement and then leave the room; and, that we have five minutes to have an open discussion, with the exception of the Vice-Chair. | 17-0 | One candidate for Chair left the room after making a statement; other candidate had statement read in absentia |
| 13-02 | 1/16/13 | Curriculum Committee Recommendations | unanimous | |
| 13-03 | 1/16/13 | Curriculum Committee Recommendations | unanimous | |
| 13-04 | 1/16/13 | **To approve the Policy on the Policy Development Process.**<br><br>**Leeward Community College**<br>**Policy on the Policy Development Process**<br><br>**Introduction:**<br>This Policy on the Policy Development Process provides the framework and procedures for developing new or revised policies for Leeward Community College.  This policy supports the College's core value of Integrity, specifically institutional integrity, by promoting a culture of continuous improvement to open pathways to student success.  This policy and the procedures inscribed allow for organized involvement of all appropriate governing bodies in the development and maintenance of college policies. | 19-0-1 | Approved by the Leeward CC administration. |

**Related Policies and Documents:**

Board of Regents' (BOR) Policy Section 1-10, Faculty Involvement in Academic Decision-Making and Academic Policy Development
http://www.hawaii.edu/offices/bor/policy/borpch1.pdf
University of Hawai'i (UH) Executive Policy E1.101 Implementation and Maintenance of Regents Policy on Faculty Participation in Academic Decision-Making and Academic Policy Development
http://www.hawaii.edu/svpa/ep/e1/e1101.pdf
University of Hawai'i (UH) Executive Policy E1.201 Faculty Involvement in Academic Policy
http://www.hawaii.edu/svpa/ep/e1/e1201.pdf
Process for New or Changes to the University of Hawai'i Community Colleges (UHCC) Academic Policies, revised 10/29/12
*LINK TO BE ESTABLISHED ONCE UHCC POSTS THIS DOCUMENT* ONLINE

**Policy Objectives:**

1. Provide clear direction for the process of developing and maintaining College policies.

2. Promote shared governance by allowing all appropriate governing bodies to review and approve academic and non-academic policies and procedures.

3. To establish a process that promotes effective and timely policy development.

**Procedures and Responsibilities:**

If at any time the policy is rejected or changes are recommended, the policy is returned to OPPA.  OPPA will work with the Proposer to implement the changes and re-submit the policy for approvals.
**Proposer**
The office, subject-matter-expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Leeward CC policy template.
**Office of Planning, Policy and Assessment (OPPA)**
The Policy Analyst in the OPPA will:  assist the proposer in the draft development; research applicable governing policies from the BOR, UH, and UHCC to ensure that the College is in accordance with these policies on the subject matter; research similar college policies and their effects; research best practices; and submit and manage the policy through the approval process.

**Vice Chancellor for Academic Affairs (VCAA) or Vice Chancellor of Administrative Services (VCAS)**
(Discussion only)
The Vice Chancellors will discuss and review the policy and offer any feedback to OPPA and the Proposer.

| | | The VCAA reviews all academic policies and the VCAS reviews all non-academic policies. **Faculty Senate (FS) and FS Subcommittees** Faculty Senate reviews and approves all academic policies. **Campus Council** Campus Council reviews and approves all non-academic policies. Campus Council will review and approve academic policies if they involve significant planning or budget allocations. **Vice Chancellor for Academic Affairs (VCAA) or Vice Chancellor of Administrative Services (VCAS)** (Approval) The VCAA approves all academic policies and the VCAS approves all non-academic policies. **Chancellor** The Chancellor reviews and approves policies with all prior approvals in place. **Dissemination of new policy** Once approved by the Chancellor, the policy is placed on the Leeward CC policy website. Electronic copies of the new policy are distributed to affected bodies on campus. | | |
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| 13-05 | 1/16/13 | To form an Ad Hoc Committee on Leeward CC Faculty Senate By- laws revision, in particular Senate voting and Representation. | 15-0-4 | Sen. Kosasa appointed Chair of the committee. |
| 13-65 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-66 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-67 | 2/20/13 | Curriculum Committee Recommendations | 18-1 | |
| 13-68 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-69 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-70 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-71 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-72 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-73 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-74 | 2/20/13 | Curriculum Committee Recommendations | 16-4 | |
| 13-75 | 2/20/13 | Curriculum Committee Recommendations | 16-4 | |
| 13-76 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-77 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-78 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-79 | 2/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-80 | 3/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-81 | 3/20/13 | Curriculum Committee Recommendations | unanimous | |
| 13-82 | 3/20/13 | To send the "Position Paper" on Teaching Equivalencies to the Leeward CC Administration for written comment. | 19-0 | Senate Chair delivered to Chancellor and VC/CAO. Written |

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| | | | | reply provided by VC Pecsok on 3/22/13. Added to agenda of 4/24/13 meeting. |
| 13-83 | 3/20/13 | That the Chair of the Senate send a letter of appreciation for their work on the Leeward CC accreditation self-evaluation preparations to DOPPA Della Anderson and ALO Donna Matsumoto on behalf of the Senate. | 20-0 | Letter delivered on |
| 13-84 | 4/24/13 | Curriculum Committee Recommendations | unanimous | |
| 13-85 | 4/24/13 | Curriculum Committee Recommendations | unanimous | |
| 13-86 | 4/24/13 | Motion to approve the proposed UHCC Prior Learning Assessment Policy, dated April, 2013. | 20-0 | Senate Chair informed the CCCFSC of this action via email. |
| 13-87 | 4/24/13 | To accept the Policy for Disenrollment for Failed Prerequisites, **Policy Number L5.190**.<br><br>**Introduction and Purpose:**<br>This Policy on Administrative Disenrollment for Failed Prerequisites is in place to support student success in courses and degree/certificate programs.  This policy ensures that students are prepared for courses in so much as they have completed appropriate prerequisites to a satisfactory level.<br><br>**Related Policies:**<br>Leeward Community College, L5.200 Policy on Course and Program Prerequisites<br>http://www.leeward.hawaii.edu/files/L5.200_PolicyonCourseandProgramPrerequisites.pdf<br><br>**Policy:**<br>The Leeward Community College Registrar's Office will perform an administrative disenrollment for all students who have registered for a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course.  This does not apply to students who have received a prerequisite override for the course.<br><br>An administrative disenrollment will be performed for students registered for a Leeward CC course and who receive any of the following for the in-progress prerequisite:<br><br>    a)     Students who received an F or N grade | 20-0 | Senate Chair delivered to DOSS on 4/25/13 |

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| | | b)      Students with an Incomplete (except if the student were receiving an IA, IB, IC, or ID, and the default grade would satisfy the prerequisite)<br>c)      Students enrolled in a mandatory or optional Credit/No Credit (CR/NC) course and receive NC<br>d)      Students enrolled in a Pass/No Pass (P/NP) course and receive NP<br>e)      Any other grade that does not meet the prerequisite requirement<br><br>Students will be notified of their disenrollment via UH email accounts and advised to see counselors for options to reschedule courses impacted by the disenrollment. | | |
| 13-88 | 4/24/13 | To instruct the Faculty Senate Chair to ask all Divisions to review the list of courses in the catalog that have not been offered in the last five years and inform the Senate if these courses should be removed from the catalog. | 21-0 | Senate Chair sent list and via email requested Division Chairs respond. On 5/7/13 the OPPA changed policy that only courses deleted from curriculum will be removed from catalog. |
| 13-89 | 4/24/13 | Request that the OPPA monitor Field 24 in the Curriculum Central course outlines to determine if courses should be excluded from the catalog but remain in Curriculum Central as approved course outlines. | 21-0 | On 5/7/13 the OPPA changed policy, and the office will look at Field #24, but that only courses deleted from curriculum will be removed from catalog. |
| 13-90 | 4/24/13 | To approve the CC Writing Intensive Prerequisite Policy.<br><br>The Chancellor or designee will ensure that all classes offered by college identified as Writing Intensive (WI) will include a prerequisite of completion of English 100 or equivalent with a grade of C or higher. | 18-0 | Senate Chair informed the CCCFSC and Leeward CC VC/CAO of this action via email. |
| 13-06 | 5/8/13 | To Approve the Appointment of an AA Degree Program Coordinator. | 18-0 | Memo delivered to Dean of Arts & |

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| | | In order to facilitate regular and on-going evaluation of Leeward CC's Associate of Arts degree, the Faculty Senate supports the appointment of an AA Program Coordinator, with appropriate release time.<br><br>The AA Program Coordinator must be a Leeward CC faculty member, should have some experience with program review as well as course and/or program assessment, but need not be in the Faculty Senate.<br><br>The AA Program Coordinator will be appointed by the Senate Chair with approval of the full Senate.<br><br>Functions of the AA Program Coordinator:<br><br>1. Form and convene regular meetings of an AA program committee composed of broad campus representation that relates to the AA program to discuss, recommend, and facilitate appropriate activities to ensure the AA degree is meeting the needs of our students.<br>2. Recommend and facilitate appropriate actions to respond to the findings of the "Assessment of the Associate in Arts Degree at Leeward Community College (2005-2010)."<br>3. In concert with the Dean of Arts & Sciences and the Office of Planning, Policy, and Assessment (OPPA) assist in the development of a systematic process that best assesses the effectiveness of our AA degree.<br>4. With the Dean of Arts & Sciences and the OPPA, contribute to the writing of the Annual Review of Program Data and the Comprehensive Review and Evaluation Report for the AA degree program that is required by the UHCC system.<br>5. Provide regular reports, results, and recommendations on the AA Program to the Senate either in person, or through the Senate's Program Review Committee. | | Sciences, 5/9/13 |
| 13-07 | 5/8/13 | To Approve the Senate Resolution on Curriculum Central Coordinator and Release Time.<br><br>WHEREAS, The Leeward CC Curriculum Central Coordinator is an essential part of maintaining the Curriculum Central software and providing user support to facilitate the curriculum approval process; | 18-0 | Resolution delivered to the VC/CAO on 5/9/13 |

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| | | And, WHEREAS, any release time of less than three credit hours per semester does not reflect the time commitment required for this important position to the college;<br><br>THEREFORE, be it resolved that the Leeward CC Faculty Senate highly recommends a continuation of the **current practice** of three credit hours of release time per semester (six credit hours of release time per year) for the Curriculum Central Coordinator. | | |
| 13-08 | 5/8/13 | | | |
| 13-09 | 5/8/13 | To Approve the UHCC Common Course Numbering Convention Policy.<br><br>New or revised courses following the effective date of this policy will use the following numbering convention:<br><br>    A.  Courses numbered 1 – 99: are generally not transferable to a baccalaureate-level program. The receiving institution makes the determination of what is and is not transferable.<br><br>    B.  Courses numbered 100 - 499: Within the UH system, credit for courses numbered 100 - 499 will transfer as baccalaureate-level credit. (Credit may not always be applicable to specific degree or program requirements).<br><br>    C.  Courses with numbers ending in 99 (199, 299, and 399): are reserved for special studies, directed reading or independent studies.<br><br>    D.  Courses with numbers ending 97 or 98 (97, 197, 98, 198, 297, 298, 397, 398): are reserved for experimental courses. Experimental courses must be converted and assigned a non-experimental number within three years.<br><br>    E.  Courses with numbers ending 93 (193, 293, 393): are reserved for cooperative education. | | |
| 13-10 | 5/8/13 | | | |
| 13-11 | 5/8/13 | To Renew the Review of Student Evaluations Ad Hoc Committee for one more year. | 17-0 | |
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