

**LEEWARD COMMUNITY COLLEGE**  
**2007-2008 Faculty Senate**

APPROVED Minutes of the April 02, 2008, Meeting

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Linda Currivan, Chair  
Ron Flegal, Vice Chair  
Michael Lane, Secretary

**SENATORS PRESENT:** C. Akina, R. Flegal, M. Fujita, C. Hochstein, B. Hotta, M. Kamahele, D. Kunimune, M. Lane, S. Laycock, T. Lee, G. Levy, R. Liongson, S. Lum, B. Martel, D. Matsumoto, S. May, B. Nakamura, J. Wang

**SENATORS ABSENT:** K. Caldwell, L. Currivan, C. Ganne, I. Riseley, J. West

**GUESTS:** Mazie Akana, TommyLynn Benavente, Ann Berner, Jim Goodman, Blake Hundrick, Laurie Kuribayashi, Shelly Ota, Aulii Ross, Jennie Thompson

**CALL TO ORDER:** The meeting was called to order at 3:17 PM with a quorum.

**APPROVAL OF THE MINUTES:** The minutes from Month 00, 2007, were approved with minor corrections.

**CAMPUS REPORT:**

LCC's Interim Dean of Arts and Sciences, Jim Goodman, updated the Senate on the major recommendations from the Vice Chancellor's Task Force on Remedial & Developmental Education, which met over a 1.5 semester period. Dean Goodman distributed copies listing the 15 major recommendations. The task force's primary goal is to promote student success, with an emphasis placed on mechanisms to improve persistence and retention rates: "keep students coming to college, and they eventually do well."

A recommendation that requires Senate action is a request to reintroduce the N grade only for DevEd math and English courses. The grading system for these sub-100 courses would be A, B, C, D, and N. The task force suggests that the N grade could encourage students to stay in college, despite not receiving course credit. Students who earn an N grade might not meet financial aid nor visa requirements, as an N grade is treated as an F grade in these instances.

The Senate discussed the merits of the recommendation and decided to table the issue until senators study it further.

Put in resolution:

<p><b>Motion 08-13 (Hotta/Levy):</b> To accept the resolution recognizing the contributions of Karen Fujishima-Lee.</p>
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<p>PASSED - Unanimously</p>
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Vice Chair Flegal announced two open forums to present the revised Student Academic Grievance Procedure to the College. Both forums will be in PS 201A.

April 15, 2008 – 1:30-3:00 PM

April 16 2008 – 2:30-4:00 PM

The Vice Chair charged Senator Laycock, Student Committee Chair, to notify the College by email.

### **COMMITTEE REPORTS:**

ACADEMIC/INSTITUTIONAL SUPPORT COMMITTEE – Chair Kunimune distributed a report from the AIS Committee meeting on March 12, 2008. The report stated that security personnel will be equipped with and trained to use a defibrillator; and that Campus Beautification Fund comes from tuition funds.

BUDGET & PLANNING – No report.

CURRICULUM COMMITTEE

**Motion 08-14:** To approve a new course proposal for BUSN 105 Introduction to Public Health Administration.

PASSED - Unanimously

**Motion 08-15:** To approve a new course proposal for BUSN 106 Introduction to Medical Coding.

PASSED - Unanimously

**Motion 08-16:** To approve a course modification proposal for BUSN 200 Speech Recognition.

PASSED - Unanimously

**Motion 08-17:** To approve a course modification proposal for JOUR 285 Newspaper Production Lab.

PASSED - Unanimously

**Motion 08-18:** To approve a course modification proposal for BIOL 110 Survey of Medical Terminology.

**Motion 08-19:** To approve course modification proposals for FSER 60 Asian/Continental Cuisine, FSER 62 Fundamentals of Baking, FSER 70 Contemporary Cuisines, FSER 72 Garde Manger II, FSER 74 Human Resources Management and Supervision in the Hospitality Industry, FSER 76 Culinary Special Events, FSER 93 Culinary Externship, FSER 20 Introduction to the Culinary Industry, FSER 21 Sanitation and Safety, FSER 30 Purchasing and Cost Control, FSER 41 Dining Room Operations, FSER 50 Fundamentals of Cookery, and FSER 52 Fundamentals of Cookery II.

PASSED - Unanimously

**Motion 08-20:** To approve a course deletion proposal for FSER 48 Culinary Skill Development.

PASSED - Unanimously

**Motion 08-21:** To approve a new course proposal for FSER 115 Menu Planning and Merchandising.

PASSED - Unanimously

**Motion 08-22:** To approve course modification proposals for MUS 106 Introduction to Music Literature, MUS 240 Introduction to Digital Music Production, and MATH 103 College Algebra.

PASSED - Unanimously

**Motion 08-23:** To approve a new course proposal for SCI 103 Environmental Science of Hawaii.

PASSED – Y-15, Abs-3

**Motion 08-24:** To approve a course modification proposal for BUSN 279 International Business Analysis.

PASSED - Unanimously

**Motion 08-25:** To approve a new course proposal for ED 295 Service Learning in Education.

PASSED - Unanimously

**Motion 08-26:** To approve a new course proposal for BIOL 130 Anatomy and Physiology.

PASSED - Unanimously

**Motion 08-27:** To approve a new course proposal for BIOL 130L Anatomy and Physiology Laboratory.

PASSED - Unanimously

**Motion 08-28:** To approve a new course proposal for HLTH 110 Medical Terminology.

PASSED - Unanimously

**Motion 08-29:** To approve a course modification proposal for ZOO 240 Human Anatomy and Physiology.

PASSED - Unanimously

ELECTIONS COMMITTEE – Chair Liongson noted that several senators raised concerns about the procedures used to elect Executive Committee members during the March 5, 2008, meeting. These senators expressed concerns that the process was not inclusive, as nominations were closed after one Chair candidate and one Vice Chair candidate were nominated. Chair Liongson stated that no set procedure is provided in the LCC Faculty Senate ByLaws. He distributed a proposal for election procedures in future elections. The Senate discussed the procedures and a motion will be presented at the April 23, 2008, meeting

FACULTY COMMITTEE – Chair Lum announced the schedule for the open forums and lunches to meet the candidates for the LCC Chancellor: Move to announcements.

### **Manuel Cabral**

Open forum – Wednesday, April 9, 2008, 1:00-2:00 PM in LCC Student Lounge.

Lunch – Thursday, April 10, 2008, 12:15-1:15 PM in the cafeteria.

### **Helen Cox**

Open forum – Wednesday, April 9, 2008, 11:00 AM-12:00 PM in LCC Student Lounge.

Lunch – Wednesday, April 9, 2008, 12:15-1:15 PM in the cafeteria.

## **Douglas Dykstra**

Open forum – Thursday, April 10, 2008, 12:15-1:15 PM in LCC Student Lounge.

Lunch – Thursday, April 10, 2008, 11:15 AM-12:15 PM in the cafeteria.

GEN ED COMMITTEE – Chair Matsumoto distributed a GEN ED Foundations Board report to the Senate, which included the Diversification Board membership:

### Membership 2007-2009

Paul Lococo, Humanities (Chair)

Mark Minasian, Arts

Michael Nester, Literature

Weirong Cai, Social Science

Natalia Schmidt, Biological Science

Michael Reese, Physical Science

Momi Kamahale, the HAP Focus Board Chair, distributed a report about the articulation of LCC's HAP courses with the following System campuses: Honolulu, Kapi'olani, Leeward, Manoa, and West O'ahu. The articulation agreement will be finalized when the LCC HAP Focus Board provides evidence that it is gathering currently.

LEGISLATIVE RELATIONS COMMITTEE – No report.

PROGRAM REVIEW COMMITTEE – Chair Hotta distributed a report from the April 2, 2008, meeting of the PRC.

## **Office of Planning, Policy, and Assessment**

- Strategic Plan
  - The UHCC SP 2002-2015 will be completed for BOR consideration by the end of summer.
  - The next UHCC SP meeting is on 4/10/08.
- Leeward Annual Program Review
  - Standing committees have met to prepare recommendations on budget priorities for the Executive Planning Council.
  - The UHCC and college plans and 2010-2011 Biennial Budget requests will be completed by the end of the current Academic Year.
  - The Leeward assessment process for 2008 is underway. Program and support area assessment plans (template questions #1-7) are currently being submitted to Kathy Hill. Completed assessments (template questions #8-11) will be due at the end of September.
- The Community College Survey of Student Engagement (CCSSE)

- The survey is currently being administered; the College participates in this survey every other year.
- Jeanette Dias and Guy Nishimoto have made arrangements with faculty and Student Services volunteers to administer the survey on the Leeward and Waianae campuses.
- Accreditation Issues
  - The College's Annual Report to ACCJC is due on April 18, 2008.
  - The report focuses on the following issues:
    - Potential substantive changes
    - Distance learning
    - Off-campus sites
    - Student learning outcomes
    - Fiscal report on the condition of the prior fiscal year and financial aid

STUDENT COMMITTEE – No report.

**AD HOC COMMITTEES**

CONTINGENT FACULTY/LECTURERS - No report.

**ADJOURNMENT:** The meeting was adjourned at 5:29 PM.

**RESPECTFULLY SUBMITTED:** Michael Lane, Secretary