

LEEWARD COMMUNITY COLLEGE
2010-2011 FACULTY SENATE MINUTES
OFFICIAL Minutes of the March 30, 2011 Meeting

Paul Lococo, Chair
Raymund Liongson, Vice Chair
Melanie Van der Tuin (for Secretary Alex Ramos)

Senators Present:

Eilene Cain, Christian Ganne, Candace Hochstein, Helmut Kae, Roy Kamida, Michael Lane, Raymund Liongson, Paul Lococo, Tracie Losch, David Millen, Kabi Neupane, Kay Ono, Ian Riseley, Tara Rojas, Jay Sakashita, Natalia Schmidt, James Stroble, Melanie Van Der Tuin, Greg Walker

Senators Absent: Eunice Brekke, Momiala Kamahela, Erin Loo, Alejandro Ramos

Guests: Tracey Imper (Student Government representative)

I. Call to Order

The meeting was called to order, with a quorum, at 3:10 p.m.

II. Approval of the Minutes

The February 23, 2011, minutes were unanimously approved after the following corrections were made:

- *VC Mark Lane section (page 1):* “ears” changed to “years”
 - *Old Business - Class size and curriculum section (page 6):* Old wording of final sentence (“At our next meeting we will formally take up the issue.”) has been replaced and now reads, “The new Faculty Senate will formally take up the issue next semester.”
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III. Campus Report

Faculty Senate evaluation

Senate Chair Lococo informed the Senate that the Faculty Senate evaluation will be sent out to the faculty via email notification on Friday, 4/1. The survey will run through April 15. This is a repeat of a survey done in Spring 2009, which will allow comparison of results. Questions are taken from American Association of University Professors (AAUP) regarding effective Senates. Preliminary report will be presented at April 20 meeting, final report on May 11 meeting. The survey has been put online through the efforts of Senator Greg Walker.

<http://www.surveyshare.com/s/AQASGZB>

Campus Council meeting of 2/14

Senate Chair Lococo informed the Senate of the following items from the last Campus Council meeting:

Vice Chancellor Mark Lane reports that the amount budgeted for the CCs has already been reduced, and chances are even more will be reduced before legislature finalizes the Hawaii budget. Leeward CC is looking at possibly as much as \$1.8 million over the two years.

The GT105 renovation should start in summer 2011. Also, new energy efficient lighting and other fixtures such as air-con, are being installed throughout the campus. This renovation is ongoing and should finish in 18 months.

Vice-Chancellor Mike Pecsok mentioned the possibility of a "Creative Media Academy" based at Leeward. Also, in April, an "Employee Satisfaction Survey" will be conducted. This is required by the Strategic Plan. Reminder to senators: please complete the Employee Satisfaction Survey in April.

Budget update: funding does not look promising for items like the access road or possible addition of a Creative Media Academy. Chair Lococo asked Senators to take a look at the budget web site on the Leeward home page (which is quite informative). A link to this budget update is provided with each week's bulletin.

IV. Faculty Senate Reports

Chair's Report

Senate Chair Lococo informed the Senate that as of now all Board of Regents policy amendments have been approved by the Regents, except Chapter 9 (on personnel). The final versions included some suggestions from faculty. At the next meeting, they will look at Chapter 9. The Regents stressed that most of what they are doing is moving policies back to the Executive (pres. office) and not really "new."

Evaluation of administration is an ongoing issue within the various campuses: privacy issues as well as accreditation requirements to evaluation effectiveness of various leadership groups on campus. Chair Lococo will learn more at the CCCFSC meetings on 3/31 and 4/15 and will pass new information on to the Senate at its next meeting.

Senate was also informed that the Regent's Advisory Council will need an appointment from the ACCFSC by June 30. The Advisory Council selects candidates to the Board of Regents and presents these to the governor. ACCFSC appoints one, Mr. Ramsey's four-year term is up in June. The ACCFSC has issued a call for interested candidates to submit a narrative to Chair

Lococo by April 8. Candidates should have Faculty Senate and administrative experience; however, to be eligible, a candidate cannot have been a senate chair in the prior five years. This restriction is set by law, not policy. Chair Lococo noted that this then excludes Linda Currivan and Joe Chernisky, either of whom would be an excellent candidate for this post. Ramsey, who was once on the UHPA board, has agreed to represent again, and there is one other candidate so far, from UH-Hilo.

Senators were encouraged to review the PowerPoint presentation of UH-System VP Howard Todo to the ACCFSC. Chair Lococo stated that after the presentation, he took away the following points:

- A. While we have large reserves, most of it is restricted to spending on specific items or projects. We really only have about \$40 million to spend as we wish;
- B. Consultant was hired to help colleges adjust to “performance based funding” and was discarded since among other conclusions was that the CC’s are underfunded by more than 40%;
- C. Most of the increase in funds the UH received has been due to increased tuition and increased enrollment, but this was mostly balanced by further cuts to general funds, either by the governor or the legislature;
- D. Legislature is looking closely at “special funds” and seeing these (several hundred million dollars worth) as available; but, most of these funds are restricted (by the feds or others) to specific research projects (e.g., research at Manoa). “Students fees” are another possible target of the legislature.

Special meeting request: Chair Lococo noted that the Curriculum Committee’s request for a special meeting had been endorsed by at least two other Senators. Accordingly, Chair Lococo has set a special meeting for April 8, at 1:30 p.m. In accordance with Senate ByLaws, this meeting will have a specific purpose: to complete review and voting on Curriculum Committee course and program recommendations for the semester. This meeting will enable proposals to have completed approval process in time to meet Vice-Chancellor Pecsok’s extended deadline for submission to the college catalog. Enough senators present agreed to attend the special meeting, allowing quorum.

Standing Committees

ACADEMIC / INSTITUTIONAL SUPPORT (Riseley)

The committee is trying to address questions about whether (and/or when) faculty are allowed on campus after the “all clear” following an emergency. It is also investigating safety issues such as holes in stairways, etc.

Sen. Liongson asked about the smell of mold in buildings after campus has been shut down for breaks; who would pay for removal of the mold, and what would the cost be? Sen. Riseley says this depends on whether campus closures requiring the air conditioning to be turned off will continue, and whether Johnson Controls will be making changes to our air conditioning

system/use.

CURRICULUM COMMITTEE (Lane) – Action items

The Curriculum Committee approved the following course and program modifications, and new courses and programs, and asked the Faculty Senate to accept the committee's recommendations.

COURSE MODIFICATIONS

Math 50C
<i>Motion 11-8:</i> To accept the course modifications above as recommended by the Curriculum Committee
Motion is approved with 17 Ayes, 0 Opposed, 0 Abstentions.

Other courses:				
ART 105B	BUSN 192V	BUSN 279	MGT 200	OCN 201
ART 116	BUSN 193V	ICS 251	MICR 140	OCN 201L
BUSN 123	BUSN 242	LSK 110	MUS 114	PHRM 203
BUSN 166	BUSN 270	MATH 82	MUS 121B	PSY 240
BUSN 188	BUSN 277	MATH 135	MUS 121E	TAG 101
<i>Motion 11-9:</i> To accept the course modifications above as recommended by the Curriculum Committee				
Motion is approved with 17 Ayes, 0 Opposed, 0 Abstentions.				

NEW COURSES

DRAM 220	CHN 201	HOST 140	KOR 202
MET 101	CHN 202	KOR 201	
<i>Motion 11-10:</i> To accept the new courses above as recommended by the Curriculum Committee			
Motion is approved with 16 Ayes, 0 Opposed, 1 Abstentions.			

PROGRAM MODIFICATIONS

AS Digital Media Production
CC Business Essentials
CC Digital Media Production
CC Sales and Marketing
CCP Digital Video (Formerly CCP Video Web Casting)
CCP Graphic Design (Formerly CCP Desktop Publishing)
CCP Motion Graphics (Formerly CCP Web Page Design)
<i>Motion 11-11:</i> To accept the program modifications above as recommended by the Curriculum Committee
Motion is approved with 17 Ayes, 0 Opposed, 0 Abstentions.

NEW PROGRAMS

CC Travel Industry Management
CCP Basic Logic and Programming 1
CCP Basic Logic and Programming 2
CCP Digital Photography
<i>Motion 11-12:</i> To accept the new programs above as recommended by the Curriculum Committee
Motion is approved with 16 Ayes, 0 Opposed, 2 Abstentions.

Follow-up discussion on curriculum:

Committee Chair Lane requested clarification on ENG 21 / ENG 22 prerequisite issue. Senate Chair Lococo suggested that the Curriculum Committee make a recommendation to the Senate regarding its preferred action. Chair Lococo also noted that the Senate back in 2004 first recommended that courses without ENG prerequisites consider listing Eng 21 or Eng 22 as prerequisites.

FACULTY COMMITTEE (Ono)

Division Chairs discussed John Morton's priorities memo at the March 17 meeting and addressed the following issues:

- The residency requirement stipulating that a minimum of 12 credits toward an associate's-degree requirement be completed at the home institution. (Some wording changes, as well as specifics previously requested by the Senate, will be sent to Sen. Ono, who will then pass them on to us, before the [upcoming] vote.)
- Academic suspension (namely, current policy not adequately addressing the issues of students who withdraw (versus remaining in their classes/programs), students transferring to other campuses, and Manoa students taking courses at CCs. This issue is currently in the discussion phase; we are waiting for it to be addressed by the Dean of Student Services.

GEN-ED FOUNDATIONS COMMITTEE [or "BOARD"?--in their memo, they refer to themselves as the "LCC General Education Foundations Board"] (Hochstein/Millen) - Report

The Committee handed out a recommendation on the proposal "regarding GE Foundations/Basic and Diversification/Area requirements" (i.e., common alphas and SLOs), in response to a request of the FS.

The Committee remains "unanimous and firm" in strongly recommending NOT to support the SLO proposal from UH-Manoa. It has found the memo to be "too general and

vague” and has requested criteria for the following, in order to consider the proposal: (1) specific guidelines that would be imposed upon campuses, and (2) means by which any disagreement in course/alpha/etc would be resolved. The Committee does not believe SLOs should be “included in this type of memo as no UH system institution requires SLO information from non-UH system colleges in order to accept transfer credit from them.”

Action was deferred to the April 20 meeting, when the Senate will vote on the recommendation.

AA GENED CORE REVIEW COMMITTEE (Ad Hoc) Hochstien/Lane)

The committee presented the Senate with a list of recommendations to revise the Leeward CC AA degree; in particular, reducing the course requirements in the Diversification category, and moving the Oral category from the AA Core to a Graduation Requirement.

Chair Lococo requested that the GenEd Foundations Committee also include information concerning faculty potentially affected by the change, as well as any comments/suggestions from the Diversification Board.

Senator Hochstein said that all divisions were represented in the recommendation, and the committee's needing to reconvene to revise it may delay implementation until after Fall 2012.

Tracey Imper (visiting Student Government Rep.) commented that students will support fewer requirements (since we require more than other states, and classes don't transfer out).

FS will vote on the recommendations at its April 20 meeting in order to have all relevant information available for review, since this is a major change.

LEGISLATIVE COMMITTEE (Liongson)

Sen. Liongson requested clarification on the role of the Senate in terms of working with the legislature. Chancellors seem to have direct contact with the legislature, but Faculty Senate mainly only receives budget information from administrators. Can FS bring issues directly (or via its Chair) to the legislature—can we find out about what lobbying is in progress? Chair Lococo will research these possibilities.

V. OLD BUSINESS

Voting item 1 – (Agenda item B: Class size and Curriculum)

Background: Issue addressed was the assigning of multiple (separate) CRNs to the same course section and instructor, thus raising the student enrollment cap by up to ten percent (e.g., allowing up to 33 students in a section typically capped at 30-students). All-Campus Council (ACCFSC) has requested that we endorse the following revision to its resolution to support

Manoa and other campuses with this issue: “Class size is a curriculum issue, and according to BOR policy, curriculum matters come under the review authority of the faculty.”

Discussion: Sen. Cain points out that UHPA says class size is also a workload issue (numbers of course credits and student enrollments in classes are contract issues), thus a union issue.

Motion 11-13 (Hochstein/Risely) --“Class size is a curriculum issue, and according to BOR policy, curriculum matters come under the review authority of the faculty. With the clarification that online course sections should have the same enrollment caps as their face-to-face section counterparts.”

Vote: Motion is approved with 17 ayes, 0 opposed, 0 abstentions.

Voting item 2 – Authority of Senate Chair at CCCFSC meetings

Background: Authorization for the Faculty Senate chair to speak on behalf of the Leeward CC Faculty Senate at CCCFSC meetings when time constraints do not allow for the chair to convene a separate meeting with the Faculty Senate to discuss pressing issues. This authorization is specific to CCCFSC voting items not critically dependent on FS approval. This authority was first approved when Linda Currivan was FS chair but current Chair Lococo states that this authorization has expired.

Motion 11-14 (Riseley/Cain) “To reauthorize the Faculty Senate chair to speak on behalf of faculty until this authority is revoked.”)

Vote: Motion is approved with 17 ayes, 0 opposed, 0 abstentions.

Voting item 3 – Review of student evaluations

Background: Chair Lococo discussed the suggestion to initiate a review of the student-evaluation process (including forms and eCafe) in the Fall 2011 semester. This is an Issue that has been discussed by many committees but never taken up. Senator Walker remarked that it is a big issue, especially for Distance Education; most campuses have converted to an online evaluation process since Manoa started doing ALL class evaluations online when Scantron equipment was phased out.

Motion 11-15 (Rojas/Millen) “The Faculty Senate should begin a review of the student evaluation process—including evaluation forms and the current and future use of eCafe—in the Fall 2011 semester.”

Vote: Motion is approved with 16 ayes, 0 opposed, 1 abstention.

Academic Plan—*procedure*

A committee will be created to make a plan for addressing program-related issues more easily.

Informal Update on Accreditation

A standards report first draft is underway, nearly complete. Senator Kae reminded senators to please fill out the Employee Satisfaction Survey. Sen. Ono commented that many policy “pukas” will need to be revisited next year, and evidence from the survey will drive any changes.

Informal report on Faculty Satisfaction Survey and Faculty DLAC Committee (Walker)

Sen. Walker attended system-wide DLAC Committee meeting on policy; his committee will be working on policy specifics per the system-wide committee’s request. Chair Lococo will provide details from upcoming (April 15) meeting of the ACCFSC.

VI. New Business

Revision of Mission Statement

Chancellor Manny Cabral has tasked the Senate, Campus Council, and Student Government to revisit the college’s mission statement. Chair Lococo asked Senators to review the issue and determine at the April meeting how we should [as FS] proceed to reach final approval in spring 2012.

VII. Announcements

Chair Lococo urged senators to attend President Greenwood's presentation on April 1.

Sen. Cain announced that UH posted notice that Anti-union discrimination is illegal; she encouraged attendance at the Apr. 29 meeting on the issue (she will send out an email) and the Apr. 4 rally to address anti-union legislation (4:30).

Sen. Rojas announced that we have a HI-5 recycling center on campus now – please announce in classes.

Sens. Ono and Liongson reported on applications for the next generation of Wo Fellows and reminded the senators of the March 31 forum on “Becoming & Teaching Change Agents” with Shanah Trevenna (in the Student Lounge).

VIII. Meeting adjourned at 5:35 pm

Next meeting: April 20.