

LEEWARD COMMUNITY COLLEGE
2010-2011 FACULTY SENATE MINUTES

OFFICIAL Minutes of the April 20, 2011 Meeting

Paul Lococo, Chair

Raymund Liongson, Vice Chair

Alex Ramos, Secretary

Senators Present: Eunice Brekke, Eilene Cain, Christian Ganne, Candace Hochstein, Helmut Kae, Momiala Kamahele, Roy Kamida, Michael Lane, Raymund Liongson, Paul Lococo, Erin Loo, Tracie Losch, David Millen, Kabi Neupane, Alejandro Ramos, Ian Riseley, Tara Rojas, Jay Sakashita, Natalia Schmidt, James Stroble, Melanie Van Der Tuin

Senators Absent: Kay Ono, Greg Walker

Guests: No guests

Additional Document Links: [The Agenda](#)

Call to Order: The meeting was called to order at 3:15 pm with a quorum.

Approval of the Minutes:

The March 30, 2011 minutes were unanimously approved with the following amendment(s):

- Listing of FS Executives: change 3rd line to read “for Alex Ramos, Secretary
- Spell out AAUP
- Correct misspelling of “typically” in the Old Business section

The April 8, 2011 minutes were unanimously approved with the following amendment(s):

- Add Jim Goodman as a guest from Administration
- Class titles should be included with the motions; courses should all be in caps
- Need to include PHYSICS 151 for Motion 11-22

Campus Report:

The Faculty Senate evaluation was completed last Friday, 4/15, with 74 completing the survey. In a preliminary report he stated that while much of the survey was positive, there were also some suggestions. More thorough report will be presented to the Senate at its May 11 meeting.

Chair’s Report:

1. Senate Chair Lococo informed the Senate that at the UHCC's the summer session tuition for Developmental/Remedial classes will be same as during the regular academic year. VP John Morton would like to have tuition reduction eventually in all summer session courses, even if not as low as during the regular year.

2. At the recent meetings of the ACCFSC and CCCFSC Senate Chairs were informed that according to UH Legal Counsel, we cannot publish results of evaluations of specific administrators. However, we can conduct evaluations of administration as a whole. In fact, such evaluations are required by both BOR policy and accreditation standards.

3. At the April 15 meeting of the ACCFSC, BOR Chair Howard Karr spoke and answered questions. Chair Lococo noted to the Senate the following points from Chair Karr's talk:

- A. All UH requests to legislature should come through the process up to UH system and BOR—might take away other funds for those not following this process.
- B. Curriculum belongs to faculty and BOR does not want to be involved in this; trusting that faculty know what they are doing in this matter.
- C. BOR plan is for UHWO by Fall 2013 to have 7 buildings and 7500 students. Lots of budgeted funding for this; challenge is budgeting for all the new faculty that will be needed. Senator Hochstein asked how this will affect the rest system given budget constraints? Not only faculty, secretary, clerks, computers, equipment, etc ; how is the BOR being fiscally responsible here? Manoa has done away with 2program now and is not being brought back.

4. Regarding the April 8, 2011 special FS meeting and all the guests: Chair Lococo mentioned that in all Faculty Senate meetings, all faculty are welcome to attend without an invitation. Non-faculty have to be invited. With respect to the April 8, 2011 special meeting, while there was no formal memo, Chair Lococo was asked to "invite" students, which he did. Dean Jim Goodman also indicated an interest in attending, which Chair Lococo also welcomed. Senators were also reminded that according to Senate rules, when the senate votes, the Faculty Senate chair can require non-senators to leave.

COMMITTEE REPORTS:

A. Standing Committees

1. Academic / Institutional Support (AIS) (Riseley)

Concern was expressed regarding the campus' Emergency Operations Plans. During school closure, does the campus re-open when the all-clear is sounded? Answer is yes.

2. Curriculum Committee (Lane)

Curriculum Committee Chair Michael Lane presented the following recommendations from the Curriculum Committee:

Course Deletion

Committee recommends approval for the following:

MATH 1B Basic Math Through Problem Solving (3 credits)

Deletion

Rationale for Change: Course is no longer offered

Motion 11-25: To accept the course deletion above as recommended by the Curriculum Committee

Motion approved: 16-0-0

Diversification Designation Proposals

BIOL 130L Anatomy and Physiology Laboratory (1)

DY.1 uses the laboratory methods of the biological or physical sciences;
DY.2 involves processes and issues of design, testing, and measurement;
DY.3 demonstrates the strengths and limitations of the scientific method.

BIOL 275 Cell and Molecular Biology (3)

DB.1 uses the terminology of the biological sciences;
DB.2 involves knowledge and theories relating to processes in the biological sciences;
DB.3 demonstrates inquiry that is guided by observation/experiment and reasoning/mathematics.

BIOL 275L Cell and Molecular Biology Lab (2)

DY.1 uses the laboratory methods of the biological or physical sciences;
DY.2 involves processes and issues of design, testing, and measurement;
DY.3 demonstrates the strengths and limitations of the scientific method.

Motion 11-26: To accept the Diversification Designation proposals above as recommended by the Curriculum Committee

Motion approved: 16-0-0

There was some discussion concerning the relationship between course changes as approved and the college's catalog. How official is the catalog, and are we bound to

follow it as if it were a contract? Chair Lane answered that the catalog is NOT a contract, but rather a reference document. Senator Hochstein suggested adding an errata page to the catalog to reflect new course and program developments between issuance of new catalogs.

3. GenEd Foundations (Hochstein/Millen)

The LEEWARD CC General Education Foundations Board met on March 15, 2011 and discussed the merits of the proposal regarding GE Foundations/Basic and Diversification/Area requirements. After much discussion, the LEEWARD CC Gen Ed Foundations Board has voted to not endorse the memo presented by UHM:

Requests campus Faculty Senate to endorse/not endorse the following by May 2011:

General Education core courses which are equivalent and/or share the same course number/alpha will be 100% articulated. They will share a common course alpha, number, title, course description, similar student learning outcomes and the same GE designation. GE core courses are identified as courses that fulfill Foundations/Basic and Diversifications/Area requirements.

With the approval of GE core MOA http://www.hawaii.edu/app/aa/articulation/JI_MOA.pdf) in May 2010, all campuses have agreed to accept the diversification/are designation of the sending campus. Thus, the focus will be on courses meeting the Foundations/Basic requirements (100-299 course numbers).

Where the discrepancies are identified in Foundations/Basic courses, disciplinary meeting will be convened by the Office of the Executive Vice President for Academic Affairs/Provost to discuss the discrepancies and agree on the common alpha, number, title, course description, SLOs, and GE designations.

Current courses that do not meet the criterion will be renumbered. Campuses will facilitate the curriculum process that makes necessary courses changes to meet the goal of 100% articulation.

The LEEWARD CC Gen Ed Foundations Board found the memo troublesome. This is due to the memo being too general and vague. The LEEWARD CC Gen Ed Foundations Board needs to know the following criteria in order to consider the proposal.

1. We would like to know the specific guidelines that would be imposed upon campuses if the proposal was adopted.
2. We would like to know how any disagreement in course/alpha/etc would be resolved. The process and who are the participants in resolution of issues.

3. We do not believe that SLO's 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.

4. Program Review (given by Senator Brekke)

Senator Brekke provided the following update:

Per agreements made through the last self study and midterm report submitted to ACCJC, the following are to be completed:

- a. Revised policy on program review to include an effectiveness review of the review process, use of assessment.
 - b. 100% of all courses are assessing student learning outcomes by Fall 2011
 - c. Review of all degree programs, including the AA Status
1. OPPA has drafted a revision. It currently is with Campus Council. The hope is that a draft could be sent to Senate for initial review and comment so that work can continue over the break.
 2. As of March 2011, 73% of all courses are in some stage of assessment [up from 65% a year ago].
 3. The review of the AA program – an initial planning meeting was convened with representations of OPPA, Dean of Arts and Sciences, Senate Chair, Program Review Committee chair, ALOs, and one of the task members from the self study.

Next Steps

1. Once a draft is ready for Senate review, a comments form will be drafted and distributed.
2. To support course assessment and to meet ACCJC expectations that - "Existing organizational structures (e.g., Senate, Curriculum Committee) are supporting strategies for student learning outcomes definition and assessment." "Leadership groups (e.g., Academic Senate and administration), have accepted responsibility for student learning outcomes implementation."

The committee will draft a resolution in support of student learning outcomes and assessment to present to Senate at the next meeting.

B. Ad-Hoc Committees

1. Contingent Faculty/Senate Lecturers (Stroble)

Recycling efforts raised about \$400.00.

2. AA GenEd Core Review (Hochstein/Lane)

Senator Hochstein provided the following updates:

Faculty Senate AA Reorganization subcommittee tasks and recommendations

Members of the subcommittee:

Co-chairs – Michael Lane (Curriculum Chair) and Candy Hochstein (Gen Ed Foundations Board co-chair)

LA – Carleen Yokotake and Paula Asamoto

MS – Janice Ito and Brad Ashburn

SS – Eunice Brekke and Weirong Cai

AH – Betty Burdick and Gailyn Williamson

PA – Ray Tanimoto

BE – Shelley Ota

Student Services – Tiana Cho and Erin Loo

Faculty Senate – Traci Losch

Task of the subcommittee

The AA degree does not belong to any one division. It belongs to all of the teaching divisions on campus. The subcommittee was formed to inform them of a change made to E5.209 regarding the AA degree and the completion of Foundation/Diversification requirements at different campuses. The changes to E5.209 basically stated, that if a student completes their Foundations Requirements, or Diversification Requirements or both (Foundations and Diversification requirements) and notifies the rest of the system of this, a campus cannot require additional Foundations and/or Diversification requirements for the student to take in at the institution they are obtaining their degree from.

The subcommittee was tasked to become aware of this system change, and to inform their divisions of the change. They were asked to discuss whether or not the divisions wanted to:

1. Keep the AA the way it currently is.
2. Keep the AA the way it is, but move the Oral Communication requirement out from the General Education requirements to become a graduation requirement.
3. To reduce the number of Diversification requirements to match those in the system.
4. Any other suggestions.

After much discussion, the committee recommends:

1. To make the Oral Communication requirement that Leeward CC currently has in place a "Graduation Requirement."
2. To reduce the Diversification Requirements to be: 6 credits from the Arts, Humanities, and Literatures area from two different groups (DA, DH, DL); 6 credits from the Diversification: Social Sciences (DS), from two different disciplines; 3 credits Biological Sciences (DB), 3 credits Physical Sciences (DP), and 1 credit lab (DY). The lab must match the DB or DP course taken.
3. No additional graduation requirements be instituted on the AA. This is because #1 and #2 are based on the idea to make Leeward CC's AA degree more in line with the rest of the UH system, *especially those that have adopted the Hallmarks* (Foundations and Diversification).
4. Courses that are currently in the DA, DL, DH, DS, DB, DP, DY, and Oral Communication areas of the AA continue to be in these sections of the AA. This is with the understanding that any new courses added to the AA degree will go into the appropriate areas.

The AA would be composed of:

The AA would be comprised of:

12 Credits Foundations

- 3 cr FW
- 3 cr FS
- 6 cr FG

19 Credits Diversification

- 6 cr Arts, Humanities, Literatures (DA, DH, DL)
- 6 cr Social Sciences (DS)
- 7 cr Natural Sciences (DB, DP, and DY which must match DB or DP course)

Graduation Requirements

- 1 HAP course
- 2 WI courses
- 1 Oral Communication course

Elective Credits

26 elective credits

Motion 11-27: (Hochstein/Kamida)

To accept the recommendations of the AA Gen Ed Committee

Yes: 17, Oppose: 0 , Abstention: 2

Old Business

1. Revision of Mission Statement

Senate Chair Lococo brought up the formal request from Chancellor Manny Cabral for formal review of the Leeward Mission Statement (memo first presented to the Senate at the March 30 meeting). Such formal review is mandated by Leeward CC's own "Policy on Institutional Mission." Three main constituencies will be involved: Faculty Senate, Campus Council, and Student Government.

Senator Stroble asked what an "effective mission" meant. Senator Hochstein states that an effective mission was critical to Federal funding. Chair Lococo states that Chancellor Cabral would like to have the revision completed by Fall 2011 and effective Spring 2012; however, that is not a realistic timeframe as the real work will be done in Fall 2011, and must receive approval by the Board of Regents before it becomes effective.

Senator Hochstein stated that the last formal review of the mission statement was done by Judy Kappenberg and suggests a subcommittee be formed. We should not be compelled to rush it, irrespective of Administrative goals, as the outcome would affect college-wide funding. Issue are raised as to who the committee will report to, composition of the committee, how and who will convene the committee due to the various constituencies involved. Per Chair Lococo, the Chancellor did not provide guidelines as to the form for convening the review, and he would like to have the various constituencies determine interaction amongst themselves rather than constraining them. Per Senator Hochstein, members of an ad hoc committee should be comprised of carryover senators only. Chair Lococo would like the ability of the committee to appoint its own members, or even volunteers; Chair of the committee would have to be a senator, though members don't have to be. Chair Lococo reminded senators that it is inconceivable that a campus mission statement revision would be implemented without Senate approval; thus, the Senate as a body will have an opportunity to review any suggested revisions.

Motion 11-28: Senator Hochstein initiates the motion to form an ad hoc committee of faculty senators only for the purpose of reviewing the mission statement. Motion is seconded by Senator Kamahele.

Yes: 20, Oppose: 0 , Abstention: 0

3. Revising of CCCM

Tabled to May 11, 2011 meeting

4. Google Mail migration resolution from ACCFSC

Tabled to May 11, 2011 meeting

New/Other Business

None

Announcements

- VP of Community Colleges Morton to visit Leeward CC campus on 4/28
- BOR will be on campus 4/21/2011
- Senator Cain announces that 4/21/2011 will be an “Earth Day Celebration.” A number of activities will going on in the library with Senators Caine and Rojas making presentations on sustainability.
- Senator Cain announces UHPA will holding their meeting on campus on 4/29/201 in GT105. All UHPA members are encouraged to attend.

MEETING ADJOURNED: 4:55 P.M.