

# LEEWARD COMMUNITY COLLEGE

## 2004-2005 Faculty Senate

APPROVED Minutes of the January 26, 2005 Meeting

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James Goodman, Chair  
Nancy Buchanan, Vice Chair  
Susan Lum, Secretary

**SENATORS PRESENT:** N. Buchanan, J. Chernisky, L. Currivan, R. Flegal, K. Fujishima-Lee, C. Ganne, J. Goodman, K. Hill, B. Hotta, R. Liongson, P. Lococo, S. Lum, C. Martin, D. Matsumoto, A. Ross, D. Sakai, W. Teraoka, L. Yamada

**SENATORS EXCUSED:** K. Khan, K. Mohanan, F Sherry, S. Wood

**GUESTS:** Bob Asato, Amy Ching, Christina Hunt, Peter Quigley, Andy Rossi, Mark Silliman, Lani Uyeno

**CALL TO ORDER:** The meeting was called to order at 3:20 p.m. with a quorum.

### **APPROVAL OF THE MINUTES:**

The minutes from December 15, 2004 were approved unanimously, with a few minor changes.

### **COMMITTEE REPORTS:**

**BUDGET AND PLANNING** – Senator Ross presented a list of needed items that was given to Student Government by Senator Mohanan, Chair of the Budget and Planning Committee. The list asks that Student Government help with getting bus service on campus until 7:45pm, that bus schedules be posted at all on-campus bus stops, and that better lighting be installed around campus bus stops.

Senator Ross suggested that Senator Mohanan get faculty and students together to collect data and discuss and prioritize the committee's requests.

**FACULTY COMMITTEE** – Senator Currivan and Senator Sakai presented survey results from the "Faculty Survey of TR Class Scheduling," which was distributed during the first week of the spring semester.

Out of 233 distributed, 64 surveys were returned. There was some discussion as to the value of the survey data since so few were returned. The results indicate two predominant concerns: that Division Chairs are scheduling classes during the hours originally designated for meetings, and that the LCC Childcare Center does not open until 7:45am, causing students with children to be late to class and/or from taking classes at 7:30am. Senator Currivan reminded the Senate that the new scheduling was only a "band-aid" to the real problem of space utilization, i.e. the need for more classroom space during morning hours. The summary of comments were sent to Peter

Quigley who may be interested in some of the ideas presented. Results of the survey can be found on the Faculty Senate website, expanded Campus section.

**Motion 05-09: (Flegal/Buchanan) To recommend that the new TR schedule be continued with two caveats: that division chairs not schedule classes from 1:30-2:45pm on TR and that the LCC Childcare Center be opened at 7:15am instead of 7:45am, if possible.**

**PASSED – 14; N – 2; Ab - 1**

ELECTION COMMITTEE – No report.

ACADEMIC/INSITUTIONAL SUPPORT – Senator Martin announced two new professional development opportunities for faculty and staff. A committee is putting together a full day of activities for March 4, which is a non-instructional day reserved for staff and faculty development. There is also a new faculty series called TGIF that will begin in February and take place on Friday afternoons.

LEGISLATIVE RELATIONS COMMITTEE — Senator Chernisky provided addresses for a number of helpful and interesting websites:

UH Gov. Relations - <http://www.hawaii.edu/offices/eur/govrel/index.html>

UH Report on Salaries - Annual Report Salaries Paid to Executive/Managerial and Faculty Employees:

[http://www.hawaii.edu/offices/eur/govrel/reports/2005/2005\\_hrs304-13.5\\_salary\\_annual\\_report.pdf](http://www.hawaii.edu/offices/eur/govrel/reports/2005/2005_hrs304-13.5_salary_annual_report.pdf)

This 2005 report's data is as of 10/27/04. This is a good address to bookmark as there are a number of reports and testimonies that may be of interest.

STUDENT COMMITTEE – Senator Flegal reported that the Opening Day Experience went reasonably well and that the new shortened program will be continued in the fall by a new organizer.

PROGRAM REVIEW COMMITTEE – Senator Hill informed Senators that program review is still occurring in all programs and support areas this semester. A meeting will be called soon to discuss deadlines for program review templates.

CURRICULUM COMMITTEE – Senator Lococo reported that a presentation on possible changes to the AA Degree was made during Convocation and that a campus forum will be held on Tuesday, February 8, 2005, to update and seek input from the campus on the progress of the committee's deliberations.

## AD HOC COMMITTEE

1. Committee to Study the Impact of the Elimination of the “N” Grade - Senator Buchanan reported that 40 surveys had been collected so far and that the next meeting would be held on Monday, January 31<sup>st</sup>.
2. Service Learning Committee – No report.

### NEW BUSINESS:

A semester long replacement is needed for Senator Khan who has a class during the Senate meeting time. The Faculty Committee and Chair Goodman will look into finding a suitable replacement.

Vice Chancellor Quigley gave a PowerPoint presentation on the history, progress, and problems with the campus’ efforts at creating a program review model and completing the necessary review cycle. Vice Chancellor Quigley reminded faculty that there are only three months left for this semester's assessment efforts, and that there is still much work to be done and two crucial leadership roles to be filled. The Assessment Committee still needs someone to be responsible for working on the SLOs of written communication and another person to be in charge of the SLOs for information retrieval.

Discussion took place as to how to encourage more faculty to get involved. One senator suggested that administration consider faculty helping with program review as having fulfilled the college service requirement for tenure and/or promotion applications. Bob Asato stressed the importance of the campus needing to become impassioned about program review, as opposed to working on it simply because we have to. Chancellor Silliman commented that program review needs to become a culture, a way of thinking about who we are, what we’re doing and why. Some faculty feel that there have not been enough informational sessions and training to explain what program review is and how it works. Senators were asked to encourage faculty to send their questions, suggestions, and interest in taking on a leadership role, to Vice Chancellor Quigley.

Senator Ross distributed a memo to Stu Uesato, Acting Dean of Student Services, and a report on the Commencement Committee’s findings concerning the new Graduation Participation Policy which consolidates the spring and fall graduation ceremonies. Senator Ross stated that data from the Graduation Participation Policy survey suggests that students are in support of the new policy and have not suffered from having one graduation ceremony each year in which to participate.

<p><b>Motion 05-10 (Currivan/Buchanan): To continue the Graduation Participation Policy to have one annual graduation ceremony with an early participation component for students who are within nine credits of meeting the AA, AS or AAS</b></p>
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**degree requirements.**

**PASSED – Unanimously**

**CHAIR'S REPORT:**

The January 21<sup>st</sup> BOR meeting was held simultaneously with the ACCFSC meeting so Chair Goodman could not attend the BOR session.

The input received on changes to the ACCFSC Charter and By-laws will be turned into a PDF file and sent to all Senators.

Senator Goodman distributed a document which compares how UH System campuses calculate gpa's. He noted that LCC is the only campus in the system that reports the most recent grade on its transcripts, as opposed to the higher grade or both grades when a course is repeated. He suggested that LCC should add a statement to its catalog that informs transfer students especially, that some 4-year colleges do not permit the substitution of higher grades when computing gpa ratios.

**ANNOUNCEMENTS:**

Andy Rossi, Institutional Analyst, announced the need for faculty to support the Community College Survey of Student Engagement (CCSSE) which reports how the college ranks nationally in terms of student engagement. Andy Rossi distributed a document, "What is CCSSE," which illustrates how LCC compared with comparable institutions in 2002. The survey provides the college with a benchmark instrument to help with establishing norms on educational practice and performance. It can also be used as a diagnostic tool and monitoring device to both identify and document improvements in low scoring areas. This semester 70 classes will be selected to participate in the survey in early and mid-March 2005. Senators were asked to encourage faculty whose classes are selected to cooperate with the survey coordinator and allow students to use class time to fill out the 20-30 minute survey.

**ADJOURNMENT:** The meeting was adjourned at 5:30 pm.

**RESPECTFULLY SUBMITTED:** Susan Lum, Secretary