

LEEWARD COMMUNITY COLLEGE
2005-2006 Faculty Senate

APPROVED Minutes of the March 8, 2006 Meeting

Joseph Chernisky, Chair
Aulii Ross, Vice Chair
Susan Lum, Secretary

SENATORS PRESENT: K. Chambers, J. Chernisky, L. Currivan, K. Fujishima-Lee, M. Fujita, Christian Ganne, C. Hochstein, B. Hotta, M. Lane, S. Laycock, R. Liongson, P. Lococo, S. Lum, D. Matsumoto, S. May, A. Ross, D. Sakai, S. Thomas, D. Thomson, L. Yamada, J. West

GUESTS: Bob Asato, Kathy Hill, Lani Uyeno

CALL TO ORDER: The meeting was called to order at 3:07 with a quorum.

APPROVAL OF THE MINUTES:

The minutes from February 15, 2006 were approved unanimously.

CAMPUS REPORT:

Kathy Hill, Bob Asato and Lani Uyeno of the Assessment Team were present to update the Senate on matters concerning assessment and the 2006 Self-Study.

Kathy Hill reported that the on-going work of course and program assessment to achieve SWOT data was going well and that the data would soon be fed into the budgeting and planning process. She reminded Senators that the data that results from course and program assessment must be analyzed each fall to prepare for budget planning the following February. She described a general timeframe for ongoing program assessment:

February/March: planning for program assessment (Questions 1-7 of the template)

April through July: actual program assessment using assessment templates (collection of data)

August/September: complete template (Questions 8-11)

This timeline ensures that data will be in place for unit and division SWOT reviews. The Program Review Policy is currently undergoing revision so that it can be included in the annual review process. Faculty Senate will eventually be asked to review and approve the revised policy.

Finally, the Assessment Team is working on creating a curriculum grid for the AA degree. The grid will describe how general education courses tie into the AA degree program. The grid will be made up of the six general education SLO categories (Written Communication, Quantitative Reasoning, Information Retrieval, etc.). Faculty will be asked to identify, according to the courses they teach, which SLO categories apply to their courses. The faculty who teach the identified courses and SLO categories will then be asked to meet to discuss the appropriateness of the match-up. Their decisions will eventually be entered onto the grid.

Kathy was asked to speak to the results of the general education SWOTs which resulted in three identified priorities for AA degree planning. The three priorities include:

1. Assigned time for AA degree SLO chairs (Chairs for committees in charge of assessing the AA degree SLOs)
2. Technology resources that include additional SMART rooms and continued IT support for the online technology assessment process.
3. Training and stipends for activities related to assessment.

Bob Asato addressed Senate with an update as to the status of the *2006 Self-Study Report*. Bob reported that drafts have been posted on the web since January in the hopes of garnering feedback concerning the accuracy of the report details and any gaps in information. Very little feedback was received which motivated Bob and Lani to approach administration with their concerns. Presently, weekly study sessions are being held to get more involvement from faculty and staff and to get the writers to share their work with one another. The Administration team has volunteered to serve as reviewers for each theme draft. Bob and Lani are hoping for substantive input, including any corrections and the filling in of gaps. April 7th is the deadline for the final report draft and the campus will have a final opportunity to provide feedback immediately after April 7th and until April 21.

Bob also reported that Interim Chancellor Quigley had met with Barbara Beno of ACCJC to discuss some concerns with the themes approach. She volunteered to use LCC's 2006 Self-Study draft as a training document for visiting teams who will review self-study reports using this approach. This will give the campus one last opportunity to revise the report, and the final deadline for the report to leave the campus for BOR approval and printing will be June 1st.

Bob was asked to comment on the Senate's recent discussion of the ACCJC standard related to SLOs and instructor evaluation. Bob assured Senate that his understanding of the standard is that faculty would determine how the two might be linked. He also mentioned that language linking instructor evaluation with SLOs had already been added to contract renewal guidelines. There was some discussion as to when and how this language change occurred. The Faculty Committee was asked to research the timing and authority of this revision.

CHAIR'S REPORT:

As a follow-up to Motion 06-15, Chair Chernisky asked Paul Lococo to serve as Chair of the Senate Ad Hoc Committee - General Education Foundations Board for 2006-2007.

<p>Motion 06-20 (Lum/Ross): To approve the one year appointment (Fall 2006-Spring 2007) of Paul Lococo as Chair of the Senate Ad Hoc Committee - General Education Foundations Board.</p>
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<p>PASSED - Unanimously</p>

Chair Chernisky will meet with the Campus Council Chair, Manny Cabral, to determine the role of the Executive Planning Council with relation to the College's annual review and planning. It was decided that the duty of the Executive Planning Council would be to organize and consolidate the four area reports and to align them with the Strategic Plans and Mission; to identify and analyze any outstanding concerns; and to prioritize and integrate the four reports into one College Plan (Tactical Action Plan; Implementation).

Chair Chernisky provided an update of plans for the State's 2007 Budget. If approved by the Legislature, the College's Repair and Maintenance funds may rise \$1.3M above the current level. \$700K would go to refurbishing classrooms, and \$500K would be earmarked for restroom repairs.

To pay for the conversion of lecturer to permanent staff positions, an estimate of \$247K, each division was given a distribution figure based upon 5-year averages. The Lecturer/Overload allocation will be reduced from \$1.6M to \$1.353M. After adjustments and deliberations, final budget spreadsheets are due March 15.

Kudos to Senator Liongson for his work collecting donations for the Filipino Mudslide Relief Fund; Senator Matsumoto for her committee's recent success with the revision and faculty approval of the Senate Charter and By-Laws; Senator Sakai for her concentrated effort with the Faculty Committee, and Senator Yamada for her hard work with the Elections Committee.

EXECUTIVE TEAM:

Senator Ross reported that discussions with Administration concerning LCC's Graduation Ceremony have revealed a strong interest in planning and organizing the event so as to promote the campus' services and successes.

The Financial Aid Office is appreciative of the timely return of attendance verification sheets.

COMMITTEE REPORTS:

CURRICULUM COMMITTEE - Senator Lococo presented requests for a number of course proposals.

MATH 50D - Technical Mathematics I: Drafting and MATH 50G - Technical Mathematics I: Graphic Arts, are math courses for programs (Drafting Technology and Graphic Arts, respectively) which are no longer offered at LCC.

Motion 06-21: To delete MATH 50D Technical Mathematics I: Drafting and MATH 50G Technical Mathematics I: Graphic Arts from the curriculum.

PASSED - Unanimously

Modifications were made to ENG 251 British Literature (Middle Ages-1800) involving answering the assessment and distance education questions on Curriculum Central.

Motion 06-22: To approve modifications to ENG 251 British Literature (Middle Ages-1800) involving answering the assessment and distance education questions on Curriculum Central.

PASSED - Unanimously

HIST 260 Twentieth Century World History is a new course proposal which has been partly the result of the community colleges working collaboratively. The course will enhance the humanities offerings at LCC and will also be included as part of a Certificate program in the future. It is also being considered for televised broadcast as well.

Motion 06-23: To approve the addition of a new course, HIST 260 Twentieth Century World History, to the curriculum.

PASSED - Unanimously

Senator Lococo also announced that UH System President McClain had approved the revised AA Core with no changes or adjustments.

ACADEMIC/INSTITUTIONAL SUPPORT COMMITTEE – Senator Fujishima-Lee and the Committee conducted a walk-thru inspection of the campus on March 1st. The Committee specifically inspected areas inside and around the LA and BE buildings. They noted their observations in a report distributed to Senators. Some of the items listed in their report include the need for safer facilities and classroom furniture, restroom improvements, and beautification improvements such as the removal of closed-circuit TV sets and the repair of the Theatre stairs and circular stairs between the LA and Admin buildings.

Senator Fujishima-Lee also reported that Ian Riseley, Instructor in Food Service, has volunteered to take care of refreshments during LCC's "Clean & Green Day." The details of this event are under discussion, but generally include a half-day spent cleaning the campus' buildings and/or grounds.

BUDGET & PLANNING – No report.

ELECTIONS COMMITTEE – No report.

FACULTY COMMITTEE – No report.

LEGISLATIVE RELATIONS COMMITTEE – No report.

PROGRAM REVIEW COMMITTEE – Senator West extended his appreciation for Kathy Hill's great job with program review.

STUDENT COMMITTEE – Senator Liongson highlighted some of the statistics that came out of an article which was printed in the *Chronicle of Higher Education*. The article reports on the results of a national research project:

- 65% of high school students graduate on time
- 34% enter college immediately
- 22% still attend college their sophomore year
- 89% require remediation in Math
- 68% require remediation in English

There was some discussion as to the implications for colleges and young adults. Community colleges are going to have to get involved in helping high schools graduate students prepared for college level work. Those interested in reading the *Chronicle of Higher Education* article can find it at <http://schoolandcollege.com/signup/>.

AD HOC COMMITTEES

CHARTER/BY-LAWS - Senator Matsumoto distributed a copy of the new, revised Charter and By-Laws which will be delivered to the Chancellor and BOR for approval.

ALTERNATIVE GRADES – No report.

SERVICE – Senator Currivan informed Senate of an opportunity to adopt a military unit's family as part of the effort of the larger Family Readiness Group (FRG). The FRG is a group of volunteers who support families of deployed soldiers. FRG activities may include helping to celebrate special occasions, creating care packages, and fundraising. The Committee will acquire further details before the Senate makes a commitment.

ANNOUNCEMENTS:

The BOR will have its monthly meeting on campus, March 16th and 17th.

Final decisions regarding the HYBRID retirement plan are due March 31st.

International Festival Week will be held March 20th-24th. Governor Lingle will give the Keynote Address on Monday, March 20th, 11:00am.-12:00pm in the Theatre.

ADJOURNMENT: The meeting was adjourned at 4:50pm.

RESPECTFULLY SUBMITTED: Susan Lum, Secretary