

LEEWARD COMMUNITY COLLEGE
2005-2006 Faculty Senate

APPROVED Minutes of the April 19, 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, C. Ganne, B. Hotta, M. Lane, S. Laycock, R. Liongson, P. Lococo, S. Lum, D. Matsumoto, A. Ross, D. Sakai, S. Thomas, D. Thomson, J. West, L. Yamada

SENATORS ABSENT: C. Hochstein, S. May

GUESTS: Warren Imada, Momi Kamahale, Juliet Lee, Gail Levy, Eric Matsuoka

CALL TO ORDER: The meeting was called to order at 3:15 with a quorum.

APPROVAL OF THE MINUTES:

The minutes from March 22, 2006 were approved unanimously with minor corrections.

CHAIR'S REPORT:

Chair Chernisky reported that revised drafts of the 2006 Accreditation Self-Study are posted at <http://documents.leeward.hawaii.edu>, under "Accreditation."

Chair Chernisky provided a brief summary of the first meeting of the Executive Planning Committee (EPC), of which the Faculty Senate Chair, Vice Chair and Secretary serve as members, to review the 2 year biennium budget (2007-2009) and planning priorities. There were questions as to how the priorities list was compiled. Also discussed was the need for a refinement of the process, including the need for more transparency, in particular, how results of unit SWOTs become campus-wide priorities.

EXECUTIVE TEAM:

Vice Chair Ross distributed a report outlining requests and points of information:

- All Faculty Senate reports for AY 2005-2006 need to be submitted to Vice Chair Ross as an e-attachment by May 12. Reports will be posted to the Senate website over the summer.
- Funds earned from this year's Taste of the Stars will go to improving The Pearl restaurant service area. Faculty should consider buying or selling tickets; regular admission is \$85

per person. Deadline to purchase at this price is May 1. VIP tables of 10 persons are \$1600. Faculty willing to volunteer to assist before or after the event should contact Lori Lei Hayashi at x277.

- A small group of faculty and staff has been convened to begin the process of looking into renovation of the DA Basement. Division Chairs should review their own areas for how their divisions might be better served if a centralized storage space becomes available.
- Members of the Administrative Team and campus-wide Executive Boards met April 18 to review campus priorities and the 2007-2009 Biennium Budget.
- The Financial Aid Office has asked that faculty submit, on Banner, the last date of attendance for all students earning a non-passing grade. This is necessary to help the institution comply with federal regulations regarding the Federal Department of Education's Return of Title IV Funds Policy.

COMMITTEE REPORTS:

CURRICULUM COMMITTEE - Senator Lococo presented a number of new course proposals, course modification proposals, and requests for course deletions. Please see the attached *Curriculum Committee Report to the Faculty Senate, April 19, 2006*, for further details.

ENG 208 The Poetry Workshop is a new course that had been offered as an experimental course up until the spring semester of 2005. The course is designed to provide students with the opportunity to explore the writing of poetry in depth.

There was some discussion as to whether the course is appropriate at the 200 level.

Motion 06-26: To approve the new course proposal ENG 208 The Poetry Workshop.

PASSED – Y – 16; N – 1; Abs - 1

FIN 245 underwent modifications including change in course title to conform with a system level agreement and to answer assessment and distance education questions on Curriculum Central.

Motion 06-27: To approve course modifications to FIN 245.

PASSED – Unanimously

HWST 107 was updated to note placement in the Hawaiian Studies program. Assessment and distance education questions were also addressed.

Motion 06-28: To approve course modifications to HWST 107.

PASSED – Unanimously

MATH 100 Survey of Mathematics and MATH 115 Statistics were both modified to revise SLOs, course content, and course description.

Motion 06-29: To approve course modifications to MATH 100 and MATH 115.

PASSED – Unanimously

ENG 207 Fiction Workshop is a new course that replaces the experimental course ENG 298A. There was some discussion as to whether students taking ENG 207 should have a literature course as recommended preparation.

Motion 06-30: To approve the new course proposal, ENG 207 Fiction Workshop, with the stipulation that a literature course be listed as recommended preparation.

PASSED – Unanimously

ENG 257N Film and Literature is a course designed to provide an exploration of literature and film analysis.

Motion 06-31: To approve the new course proposal ENG 257N Film and Literature.

PASSED – Unanimously

Motion 06-32: To add ENG 257N Film and Literature to the AA Degree Core, AH2 Category.

PASSED – Unanimously

DMED 133 Sound Design for Digital Media is a new course designed to develop technology-proficient students. DMED 133 is required for the AS degree in Digital Media Production, with a specialization in Digital Video. The course will replace MUS 140 in the DMED program.

Motion 06-33: To approve the new course proposal DMED 133 Sound Design for Digital Media.

PASSED – Unanimously

BUS 137 underwent modifications to course title and description.

Motion 06-34: To approve course modifications to BUS 137 Computerized Databases-MS Access.

PASSED – Unanimously

Motion 06-35: To approve course modifications to ICS 101 Digital Tools for the Information World.

PASSED – Unanimously

The following motions involved courses undergoing modifications to address blank fields, update textbook requirements, and answer assessment and distance education questions in Curriculum Central.

Motion 06-36: To approve course modifications to ENG 250 Major Works of American Literature.

PASSED – Unanimously

Motion 06-37: To approve course modifications to MUS 103 Guitar Ensemble I, MUS 281 Music Theory I and MUS 282 Music Theory II.

PASSED – Unanimously

Motion 06-38: To approve course modifications to DMED 131 Introduction to Digital Video, DMED 132 Principles of Video Editing, and 243 3D Modeling and Animation.

PASSED – Unanimously

Motion 06-39: To approve course modifications to OCN 201 Science of the Sea and OCN 201L Science of the Sea Laboratory.

PASSED – Unanimously

MUS 121D Beginning Instrumental Class Lessons and MUS 122D Intermediate Instrumental Class Lessons have not been offered in over ten years. There is no plan to offer the courses in the future.

Motion 06-40: To approve the deletion of MUS 121D Beginning Instrumental Class Lessons and MUS 122D Intermediate Instrumental Class Lessons.

PASSED – Unanimously

The Curriculum Committee has observed that the Guidelines for Proposing New Academic Subject Certificates are outdated and that the focus of the guidelines is not on SLOs.

Motion 06-41: The Faculty Senate Curriculum Committee will review and modify the Guidelines for Proposing New Academic Subject Certificates to make SLOs more of a focus and to update prompts as needed.

PASSED – Unanimously

As Co-Chair of The Academic Review Board (ARB), Senator Lococo reported that the ARB met on April 10 to discuss the board's function. The function of the ARB is to review and evaluate Leeward Community College's courses and program prerequisite policy. The following was brought to the attention of the ARB:

- The College has a policy which restricts students from enrolling in courses for which they have not met the prerequisites;
- During the early enrollment period, Banner does not automatically restrict students from enrolling in courses for which they have not yet completed the prerequisites;
- There is no automatic disenrollment via Banner after grades are submitted in December and May;
- A number of classes begin the new semester with students who have not in fact passed the prerequisites for those classes;
- At present there is no College policy to manually disenroll such students.

The ARB, after some discussion, decided to present a recommendation to Senate that would address the above concerns.

Motion 06-42 (Lococo/Matsumoto): Leeward Community College should adopt and implement an Administrative Disenrollment Policy in observance of the Policy on Course and Program Prerequisites. Disenrollment policy should begin with the English and Mathematics disciplines, considering other subject areas on an ongoing basis.

PASSED – Unanimously

Senator Lococo distributed a Curriculum Committee report, "Options for HAP-Focus Committee at LCC" which describes four options for Senate to consider in creating an HAP-Focus Committee. There was some discussion as to the disadvantages of Option #1, to make the HAP-Focus Committee an independent Ad Hoc Committee/Board of the Faculty Senate, and Option #2, to make the HAP-Focus Committee a subcommittee of the Curriculum Committee.

Motion 06-43 (West/Currivan): To review Option #3 (to make the HAP-Focus Committee a subcommittee of the General Education Foundations Board) and Option #4, (to make the HAP-Focus Committee a semi-independent committee), of the Curriculum Committee report, "Options for HAP-Focus Committee at Leeward Community College," at the next Faculty Senate meeting.

PASSED – Unanimously

ACADEMIC/INSTITUTIONAL SUPPORT COMMITTEE – Senator Fujishima-Lee reported that plans for a campus clean-up day have been cancelled due to bad timing with other planned campus events. Taste of the Stars event planners need more volunteers. The Committee asks that faculty assist with recruitment of volunteers.

BUDGET & PLANNING – No report.

ELECTIONS COMMITTEE – No report.

FACULTY COMMITTEE – Senator Sakai reported that the Committee had conducted extensive research to address the Senate's request (Senate Motion 06-09) that the Committee create an exploratory report of the principles and practices of the appropriateness of SLOs for faculty assessment and evaluation. It became evident that ongoing study of the topic is required. After reviewing the preliminary findings of the research the Committee makes three recommendations.

Motion 06-44 (West/Chambers): To inform all parties of the College, including the Chancellor, Deans, and Division Chairs, of the following Faculty Committee recommendations with regard to the 2006 Accreditation Self-Study drafts posted online, in particular, the planning agendas of the Institutional Commitment Theme draft addressing ACCJC Standard III.A.1.c. The recommendations are: that widespread conversations among faculty must take place to ensure the integrity of decision-making at LCC; that the Accreditation Self-Study Committee should review its document to eliminate or correct contents that may contradict Senate Motion 06-03; and to accept and incorporate the Senate's feedback ("Proposed revision to III.A.1.c taken from the "Theme: Institutional Commitment" draft, approximately pp. 25-26") regarding the Institutional Commitment theme of the 2006 Accreditation Self-Study.

PASSED – Y – 16; N – 0; Ab - 1

LEGISLATIVE RELATIONS COMMITTEE – No report.

PROGRAM REVIEW COMMITTEE – Senator West reported that work on the Curriculum Grid had begun. The first deadline is mid-May.

STUDENT COMMITTEE – Senator Laycock distributed a resolution concerning support for Phi Theta Kappa for Senators to review and possibly vote on at the next meeting.

AD HOC COMMITTEES

CHARTER/BY-LAWS - Senator Matsumoto distributed a final report of the Charter and By-Laws revision. The revised Charter and By-Laws were approved by John Morton, Vice Chancellor of the Community Colleges.

ALTERNATIVE GRADES – No report.

SERVICE – No report.

ANNOUNCEMENTS:

Chair Chernisky reminded Senators to please review the 2006 Accreditation Self-Study drafts which will be posted online in the next two weeks.

Senator Laycock urged Senators to encourage faculty to donate to the Food Bank's annual food drive.

Senator Lum invited Senators to encourage their students to attend the finale of the first annual Semester of Shakespeare celebration on April 28, from 6:30-8:00pm. "A Night in the Castle: Shakespeare, *Macbeth*, Glamis and Royal Pageantry" is an event involving student-created displays and demonstrations and theatrical performances by Arts and Humanities faculty, Paul Cravath, Betty Burdick, Peter Frary, Marilyn Kim and Ruth Pfeiffer. The event is free and promises to be fun, educational and entertaining.

ADJOURNMENT: The meeting was adjourned at 5:25pm.

RESPECTFULLY SUBMITTED: Susan Lum, Secretary